

Student Handbook

2013-2014

*** The information in this Handbook is accurate as of its date of publication.

The most current version of the Student Handbook is available on iRaider under Student Life or on the web at

<http://www.mountunion.edu/StudentHandbook>.

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University of Mount Union

Mission Statement

The mission of the University of Mount Union is to prepare students for fulfilling lives, meaningful work and responsible citizenship.

Undergraduate Learning Goals

To accomplish the mission, the University faculty has established guidelines to help students:

I. Demonstrate Core Abilities

- A. Demonstrate ability to acquire and assess information.
- B. Demonstrate research skills (both quantitative and qualitative).
- C. Develop ability to think critically.
- D. Develop ability to think creatively.
- E. Develop communication skills.

II. Foundational Knowledge and Integration

- A. Acquire knowledge in humanities, arts and sciences.
- B. Demonstrate the use of concepts and methods in humanities, arts, and sciences.
- C. Develop the ability to view the world from multiple disciplinary perspectives.
- D. Integrate knowledge and techniques across multiple disciplines.

III. Preparation for Fulfilling Lives

- A. Acquire the tools for self-development in order to assess and improve physical, social, emotional, intellectual, and spiritual growth and wellness.
- B. Find and cultivate intellectual pursuits.
- C. Find and cultivate pursuits for personal enrichment.

IV. Preparation for Meaningful Work

- A. Acquire discipline specific knowledge and skills needed at a professional level.
- B. Demonstrate use of discipline specific knowledge and skills.
- C. Integrate discipline specific knowledge and abilities with multiple disciplinary perspectives.
- D. Develop ability to collaborate with others to solve problems.

V. Preparation for Responsible Citizenship

- A. Develop knowledge and appreciation of the individual's culture and other cultures in a global context.
- B. Understand and employ ethics within diverse cultural, social, professional, environmental and personal settings.
- C. Demonstrate civic engagement by active involvement in and beyond the classroom. University of Mount Union offers a liberal arts education grounded in the Judeo-Christian tradition. The University affirms the importance of reason, open inquiry, living faith, and individual worth. Mount Union's mission is to prepare students for fulfilling lives, meaningful work and responsible citizenship.

University Heritage

The University of Mount Union has roots in two traditions. The first of these is the Christian tradition as expressed in the American Methodist movement of the 19th Century. An important part of this movement was an effort to advance social progress through the establishment of academically rigorous institutions which were non-sectarian, as well as racially, ethnically, and gender inclusive. This rich, church-related legacy informs the present spirit in which Mount Union maintains an advisory and voluntary relationship with the United Methodist denomination. The Church does not direct policy, administration, academic curriculum, or campus life.

The University of Mount Union affirms the spiritual center of all persons and acknowledges the deep impact that spiritual and religious experience has on both cultures and individuals. In light of this, the University takes seriously its dual responsibility to foster the academic study of religious experience and to provide resources that nurture and enrich the spiritual life of our students and all members of the Mount Union community. As a university of higher education, we neither advocate a particular spiritual heritage nor proselytize on behalf of any religious or sectarian orthodoxy.

The other significant tradition of the University of Mount Union is rooted in an historic understanding of the liberal arts. A liberal arts education provides students with a broad base of knowledge in addition to training in a specific field of study. At its heart, a liberal arts course of study does not teach a single point of view, but equips and empowers

students to form their own conclusions based on critical reasoning. This tradition of learning continues at the University of Mount Union.

These aspects of our heritage reinforce each other in the striving for excellence, concern for the inherent dignity and worth of each individual, and the emphasis on the spiritual as well as the intellectual achievements of humanity. We embrace the global nature of our student body, recognizing that diversity serves as a resource for learning as we develop and prepare our students for “fulfilling lives, meaningful work, and responsible citizenship.”

History of University of Mount Union

University of Mount Union is the outgrowth of a town meeting held by forward-looking citizens of the village of Mount Union, October 4, 1846. At that time the people gathered to hear Orville Nelson Hartshorn outline the need for a new institution in the area, where men and women could be educated with equal opportunity, where science would parallel the humanities, where laboratory and experimental subjects would receive proper emphasis, and where there would be no distinction due to race, color, sex or position. On October 20, 1846, this young man organized and taught on the third floor of the “Old Carding Mill,” a “select school” of six students.

The school grew rapidly under his inspired leadership and in 1849 became known as “Mount Union Seminary.” In 1853, a “normal department” was added for the training of teachers. On January 9, 1858, the institution was chartered and incorporated under the laws of the State of Ohio as “Mount Union College.”

Although Mount Union had not been established by church efforts, its founder and early faculty members were dedicated Methodist laymen. One of the articles of the charter of the College looked to the day when Mount Union would come under the patronage of some annual conference of the Methodist Episcopal Church. The Pittsburgh Annual Conference “heartily endorsed” the new college in 1858, but it was not until 1864 that Mount Union was granted full patronage by the conference.

In September 1911, Scio College, located at Scio, Ohio, was united with Mount Union. By the articles of consolidation the liberal arts alumni of the former were made alumni of the latter. Scio was established in 1857 at Harlem Spring, Ohio, as “The Rural Seminary.” In 1867 the school was moved to New Market, where it was known variously as New Market College, the One-Study University, and finally, Scio College in 1878.

For many years Mount Union has claimed the distinction of being one of the first colleges to have a summer school. Started in 1870, the first summer school was actually a fourth term in the school year. Since that time summer instruction has been offered each year at the institution.

In October of 2009, the Board of Trustees voted unanimously to change the designation of the institution from “college” to “university.” This change became effective August 1, 2010 when Mount Union College became University of Mount Union.

From 1846 to the present, the administration of Mount Union has been under the leadership of 11 presidents: Orville Nelson Hartshorn, 1846-1887; Tamerlane Pliny Marsh, 1888-1898; Albert Birdsall Riker, 1898-1908; William Henry McMaster, 1908-1938; Charles Burgess Ketcham, 1938-1953; Carl Cluster Bracy, 1954-1967; Ronald Gilbert Weber, 1967-1980; G. Benjamin Lantz, Jr., 1980-1985; Harold M. Kolenbrander, 1986-2000; John L. Ewing, Jr., 2000-2005; and Richard F. Giese, 2005-.

Alma Mater

Hark! From mountain, hill and valley,
Rings the music as they rally,
Sons and daughters of Mount Union,
Singing songs of praise.
See! They come unceasing,
Care and toil releasing,
Shouting in a mighty chorus,
More and more increasing.

(Chorus)

Wake the echoes loud with cheering,
Shout again! The day is nearing,
Night is gone with doubt and fearing,
Dear old M.U.C.

Rouse your souls from sloth and slumber,
Gird yourselves and join our number,
Loyal to Mount Union College,
Rally round her now!
On her worth relying,
Keep her colors flying,
Crown the heroes of her battles,
Each with name undying.

(Chorus)

Nobly stands the grand old College,
Home of honor, shrine of knowledge,
Storm and stress and time but prove her,
Constant, brave and true.
Mark! Each new endeavor,
Makes her stronger ever,
Hearts and hands for toil and battle,
May they fail her never!

(Chorus)

Fight Song

On, Mount To Victory!
On Mount to victory,
Onward to the goal.
Cheer for our team today,
Make the echoes roll.

Hail to our colors true,
The Purple and White.
On Mount to vict'ry,
So let's Fight! Fight! Fight!

A Message from the Dean of Students

Greetings to our new students! Welcome back to those of you returning as upper classmen!

We're very pleased that you have chosen to be a part of the University of Mount Union community. It is our hope that you will find the educational, co-curricular and personal opportunities you seek to help shape your future.

This *Student Handbook* is designed to serve as a resource and guidebook for a variety of topics. Included in the handbook is information regarding our institutional expectations for appropriate conduct and behavior in an academic environment. All students are expected to be familiar with the rules and regulations of Mount Union – for your convenience, that information is provided herein.

At the time of this publication, we believe the *Student Handbook* is complete and updated. There may be periodic changes that will impact the accuracy of this version. A current version of the handbook will be made available online (http://portal.mountunion.edu/student_life/studenthandbook) as pertinent changes are made.

Again, welcome to Mount Union! Please be sure to visit the Office of Student Affairs if we can provide information or service for you. We're located in the Hoover-Price Campus Center. Best wishes for a challenging and rewarding year!

Sincerely,



John Frazier

Vice President for Student Affairs and Dean of Students

Campus Facilities Hours of Operation

Dining Services

Kresge Commons*

**Students must have their Purple Plu\$ Cards to access the dining room. Cards are not to be lent to anyone.*

Monday - Thursday	7 a.m. - 7 p.m.
Friday	7 a.m. - 6:30 p.m.
Saturday	
Breakfast	8 - 8:30 a.m.
Continental Breakfast	8:30 - 9 a.m.
Lunch	11:30 a.m. - 1:30 p.m.
Dinner	4:30 - 6:30 p.m.
Sunday	
No Breakfast	
Lunch	11:30 a.m. - 1:30 p.m.
Dinner	4:30 - 6:30 p.m.

Late Night Snack

Sunday-Thursday	10 p.m. - 11:30 p.m.
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B & B Café

Monday - Friday	7 a.m. - midnight
Saturday	8 p.m. - midnight
Sunday	5 p.m. - midnight

KHIC Coffee Bar

Monday - Friday	7 a.m. - 10 a.m.
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University Store

Monday - Thursday	8:30 a.m. - 7 p.m.
Friday	8:30 a.m. - 5 p.m.
Saturday	10 a.m. - 2 p.m.

During home football games, the Bookstore will be open from 10 a.m. until 5 p.m.

Main Library*

Monday - Thursday	7 a.m. - midnight
Friday	7 a.m. - 5 p.m.
Saturday	9 a.m. - 5 p.m.
Sunday	Noon - midnight

**The Main Library remains open until 2 a.m. during finals week. Exact dates and times will be posted at the library.*

Sturgeon Music Library

Monday - Thursday	8 a.m. - 11 p.m.
Friday	8 a.m. - 5 p.m.
Saturday	Closed
Sunday	7 - 11 p.m.

Center for Writing and Oral Communication

Located adjacent to the Circulation Desk in the Kolenbrander-Harter Information Center

Sunday	6 p.m. - 10 p.m.
Monday-Thursday	9 a.m. - 10 p.m.
Friday	9 a.m. - 3 p.m.
Saturday	Closed

Appointments specifically for practicing presentations may be made from 6-10 p.m. Monday-Thursday, and 6-10 p.m. on Sunday. To make an appointment to practice a presentation outside of these hours, please contact the CWOC Director at cordarda@mountunion.edu.

Mount Union Computer Labs and IT Helpdesk

Mount Union offers a variety of labs for student use. Students needing general computer assistance can also contact the helpdesk by calling HELP (ext. 4357) from any on-campus phone. The off-campus phone number is (330) 829-8726. Students' personal computer support is free of charge at the Helpdesk. Antivirus software is required on all student computers and is available at no additional charge by contacting the Helpdesk. Non-public labs such as HPCC are subject to the building hours and department labs (Education - Tech lab, T-H 200, Bracy Science lab, Art lab, CSIS Lab, Geology lab and all other specialty labs) are run by those departments.

Mount Union Lab Hours

KHIC PC Lab 35:	Open 24 hours
HPCC PC Lab:	Open during building hours
T-H 200 Lab:	Open during building hours
Bracy 303 Lab:	Open during building hours
Faculty Lab:	8 a.m. - 5 p.m.
Department Labs:	Check with the individual department
Residence Hall Labs:	Open 24 hours (located in various residence halls)
Helpdesk:	Open Monday - Thursday 7 a.m. - 9 p.m. Open Friday 7 a.m. - 5 p.m. Open Sunday 6 p.m. - 9 p.m.
Helpdesk summer hours:	7 a.m. - 4 p.m.

For up-to-date information contact the IT helpdesk at helpdesk@mountunion.edu.

Campus Services

Alcohol, Drug and Wellness Education

The Office of Alcohol, Drug and Wellness Education strives to facilitate student growth and development and encourage exploration of and balance within the social, intellectual, spiritual, occupational, physical and emotional components of wellness. This office works collaboratively with Mount Union faculty, staff and students to develop proactive programming, education and counseling opportunities. The primary goal is to address issues related to substance use and abuse in the context of holistic student education, so that the University community may grow toward its mission of preparing students for meaningful work, fulfilling lives and responsible citizenship.

The Office of Alcohol, Drug and Wellness Education provides programming and outreach in the form of campus-wide "awareness" events (e.g., Breast Cancer Awareness Month, National Collegiate Alcohol Awareness Week, Great American Smoke Out and Safe Spring Break), hall and floor programs and individual/group counseling sessions. The office provides education and counseling for students concerned about alcohol, drug and other wellness related issues. Additionally, the Office of Alcohol, Drug and Wellness Education is a campus-wide resource, providing wellness-related information and referrals for students, whether for a class project or personal use.

Two student organizations work in conjunction with the Office of Alcohol, Drug and Wellness Education: C.H.O.I.C.E.S. (Choosing Healthy Options in Celebration of Educational Success) and GAMMA (Greeks Advocating Mature Management of Alcohol). C.H.O.I.C.E.S. provides information and opportunities for students interested in health and wellness issues. C.H.O.I.C.E.S. offers programs on stress management, healthy decision making, responsible alcohol use, sexual responsibility and many others. GAMMA is composed of and works with students participating in fraternity and sorority life. GAMMA offers programs designed to improve risk-management and promote responsible attitudes toward alcohol use.

The Office of Alcohol, Drug and Wellness Education is located in the Office of Student Affairs behind the Information Desk in the Hoover-Price Campus Center and welcomes any and all visitors.

Business Affairs

Financial Responsibility

Prior to each academic semester the Office of Business Affairs sends a billing packet to each student. Payments for the full-payment plan are due on July 31 for fall semester and January 3 for spring semester. Payments for the monthly payment plan option are due on the 5th of the month. Registration and housing may be held and food service privileges will not be available until satisfactory financial arrangements have been made. Transcripts will not be released until all financial obligations to the University have been met. All questions should be referred to the Office of Business Affairs.

Cashier

The cashier's window is open from 8:30 a.m. to 4:30 p.m., Monday through Friday. With proper picture identification, personal checks may be cashed up to a limit of \$50. Any checks over \$50, but not exceeding \$500, can be approved by the cashier to be cashed at our local bank. A \$35 fee will be charged for checks that are returned from your bank for non-sufficient funds. We do not accept third-party checks.

Meal Plans

All first-time students at the University who are living on campus are required to be on an unlimited meal plan. This particular plan allows for unlimited access to the dining hall from 7 a.m. to 7 p.m., as well as for late-night snacks Sunday through Thursday from 10:00 p.m. to 11:30 pm. Returning students have the option of an unlimited meal plan, a 14-meal plan with \$50 in dining dollars or a 10-meal plan with \$100 in dining dollars. A meal plan is required for any student who lives in the residence halls or campus houses. Block plans do not meet this requirement.

To declare a meal plan you must sign into MyHousing on iRaider, and select your dining plan prior to the beginning of the semester. If no declaration is made, the plan defaults to the unlimited meal plan. Plans may not be changed during the semester.

For all students not living in a residence hall or traditional campus house (apartment or townhouse, fraternity or sorority house, off-campus or commuter students), we also offer the option of two different 50 meal block plans. Meals may also be purchased with the Purple Plus Debit Card. If you live in housing that does not require a meal

plan and wish to participate in one of the meal plans, you may sign in to MyHousing on IRaider to make a selection at any time.

Refund Checks

When a student's account reflects a credit balance, the student must request a refund through the Finance tab in Self-Service. Refunds will be issued weekly and are submitted to ECSI for processing. Refunds will be disbursed by Prepaid Card, Direct Deposit or Paper Check. Every student will need to enroll in one of the three options before making a refund request. If the enrollment information is not received, refunds will be sent in the form of a paper check and mailed to the home address on file.

Student Employment Forms

All students who will be working at the University must complete the following forms before actual work begins in order to receive a payroll check: Form I-9, Form W-4 and Form IT-4, all obtained from Office of Human Resources (must have driver's license, original social security card or birth certificate to complete these) and a Work Authorization Form obtained from the Office of Student Financial Services.

Campus Card and Facilities Scheduling

Facilities Scheduling

All facilities on campus must be scheduled through the Office of Campus Card and Facilities Scheduling, which maintains an accurate schedule of all activities occurring on campus and other events of interest related to Mount Union wherever they may take place. This provides one central location where an event can be scheduled and details arranged for use of any facility on campus. Faculty or staff can reserve facilities by creating an EMS account located at <http://calendar.mountunion.edu/VirtualEMS> and reserving a room online or by calling (330) 823-2881. Once a room is requested, the Office of Campus Card and Facilities Scheduling will review the request for approval and if approved, a confirmation e-mail will be sent to the faculty member or staff member requesting the reservation. Student organizations can reserve facility space using our online system located on iRaider, <http://portal.mountunion.edu/Forms/Students/Students/Student%20Organization%20Calendar%20Submission.aspx>. The calendar of events can be viewed from the Mount Union home page at <http://calendar.mountunion.edu/mastercalendar/>.

Purple Plu\$ Cards

All students, faculty and staff receive a Purple Plu\$ Card. The card is used to access residence halls and meals, check out books in the library or as a debit card at various locations on campus as well as certain authorized off-campus vendors. The card is the property of Mount Union and is non-transferable. There is a \$20 fee for the replacement of lost cards. There is a variable fee for broken/damaged cards. Replacement for first broken/damaged card is \$5.00, second card is \$10.00 and third card is \$15.00. Replacement of broken /damaged cards requires that the recognizable pieces be presented to the Office of Campus Card and Facilities Scheduling. If the broken pieces are not recognizable, a \$20 fee will be charged for the replacement. In order to protect personal funds and maintain security, students should deactivate their cards online at www.mountunion.edu/manage-your-card in the event that their ID card is missing and the Office of Campus Card and Facilities Scheduling is closed.

To obtain a new card, please visit the Office of Campus Card and Facilities Scheduling. The office is located in the Hoover-Price Campus Center, adjacent to the Information Desk. For more information, call (330) 823-2881 or visit <http://www.mountunion.edu/purple-plu-card>.

Campus Recreation

Campus Recreation contributes to the Mount Union experience by providing quality facilities, programs and services to all members of the campus community. Throughout the year the recreation staff offers a variety of fitness programs and intramural sport activities. The McPherson Academic Athletic Complex (MAAC) consists of cardio machines, free weights, nautilus equipment, an aerobic room, pool and auxiliary gymnasium. The Peterson Field house has a 200 meter track, two basketball courts, four tennis courts and four volleyball courts. During the academic year students, faculty and staff may participate in intramural sports such as flag football, sand night volleyball, inner tube water polo, basketball, indoor soccer and many more. Fitness programs such as yoga, step aerobics, Zumba and Pilates are offered as well. The wide variety of programs allows members of the Mount Union community to be physically active in a safe and fun environment.

Career Development

The Office of Career Development, located in the HPCC Center for Student Success, offers a wide variety of services and activities for all levels of students. The focus of the office is to assist all students during their undergraduate years and upon graduation as they embark upon a career. Experienced staff members are available to assist students in their quest for self-understanding, evaluation of interests and abilities and efforts to determine satisfying vocational objectives. There are four integrated office components that comprise the center: career exploration, experiential learning, job search strategies and graduate school selection and advising.

Assistance with career exploration is available by individual appointment, as well as in group workshops. Students are assisted in choosing a career that best suits the combination of their talents and interests. A variety of career assessments are also available, if needed.

Students also are encouraged to participate in “experiential learning” or the application of academic preparation in the world of work. These are real world work experiences in the student’s field of study. There are two options for experiential learning, internships and externships. An academic internship must be approved by the student’s departmental internship coordinator and be taken for credit. Internships may be paid or unpaid, but must involve a contract with the site, student, and university. Details and requirements vary by academic department.

An externship is a non-academic experience in the major field. It may be by project based, event based or in the form of part-time employment. Its purpose is to provide transferable skills and experience only. Externships are not taken for credit and do not involve any contract with the university.

The third aspect of the center, job search strategies, is designed to assist students in their search for intern/externships or full-time employment upon graduation. Employers from many types of organizations regularly notify the center of their employment needs. All employment opportunities coming to the Office of Career Development are available through our website, collegecentral.com. Additionally, area employers may participate in the on-campus recruitment program. Students who plan to interview with these companies must register with the Office of Career Development and complete the *College Central* electronic registration and resume upload. A very important and popular one-credit course that is offered each fall and spring is BUS 343 Life and Career Planning. This academic course is designed to impart helpful information and preparation to students who are beginning their internship and/or job search. Topics offered include resume writing, writing a cover letter, interview techniques, mock interviews and job fairs, how to dress for the interview and on the job, an etiquette luncheon, researching a company, job search strategies: A to Z and recruiter presentations and culminates with a professional panel discussion. The Office of Career Development also critiques students' resumes and sponsors multiple job and internship fairs each semester.

Finally, the Office of Career Development guides students through the graduate school selection, testing, and admissions process. The office hosts a graduate school fair every October.

Center for Student Success

The Center for Student Success (CSS), located in the Hoover-Price Campus Center, includes the Office of Academic Support, Office of Career Development, and the Office of Students in Academic Transition Programs. The center also collaborates closely with the Center for Writing and Oral Communication, located in the Kolenbrander-Harter Information Center. While each office provides different kinds of assistance, their services are interrelated to provide holistic, student-centered support.

- The Office of Students in Academic Transition Programs works on-on-one with students who are unsure of or desire to change their majors. Students can opt to take an assessment to help identify the majors that might be a good fit for their academic strengths and interests. The office also offers a career exploration class to allow students to further explore their academic pursuits. Transfer students will also process through the office if they do not have an academic major. The office provides a variety of programming designed to assist students in applying their selected major to a career. This office also coordinates the sophomore appointment program.
- The Office of Career Development assists students and alumni with preparation of the personal career strategy by applying the selection of a major to appropriate career fields. The office helps prepare students to research careers, identify and secure experiential learning opportunities (internships) and develop and implement job search strategies, which include creating a resume, networking and interviewing with employers and targeting job leads. Also, the office offers a career preparation course. Then, career coaches help facilitate the implementation of your strategy by offering job/internship fairs, graduate and professional school fairs, mock interviews, on-campus recruiting and a variety of networking events

- The Office of Academic Support helps students with academic strategies including time management, ways to study and prepare for tests, and provision for peer tutoring in course content. Assistance is tailored to student needs and strengths, looking at all the different components that are related to educational achievement.

For information, call the Center for Student Success, at (330) 823-8685 or visit www.mountunion.edu/student-success-center.

Center for Writing and Oral Communication

The Center for Writing and Oral Communication offers support to Mount Union students across disciplines, academic levels, and abilities and can help in any stage of the writing and oral presentation process, from idea generation to final polishing. The trained consultants are experienced undergraduate writers and presenters from a variety of majors and minors; they can help students brainstorm ideas, organize thoughts into workable outlines, think through multimedia presentations, cope with writer's block and speaking anxiety, and polish final drafts of writing and presentations. Consultations are designed to help students become more independent, confident, and efficient writers and speakers. The Center is located in the KHIC Library, adjacent to the Circulation Desk and can be reached at (330) 823-3560.

Counseling Services

The aim of counseling at Mount Union is to assist students in identifying, understanding and solving problems. Counseling is a partnership working together with students to find solutions and possibilities in life. In the Office of Counseling Services, state licensed counselors help Mount Union students sort out life's problems and move toward life goals, while teaching the coping skills needed for the future. Counseling staff members provide free counseling by appointment to enrolled students.

The primary service requested by students is individual counseling. During counseling, students typically discuss problems with relationships, adjusting to college life, stress or burnout, the death or illness of a friend or relative, academic difficulties, career or work decisions, substance abuse problems, family dilemmas, sports injuries or setbacks, the effects of violence or prejudice and/or balancing school, work and social life. Counseling allows students to address life problems typically faced by college students.

Students needing long-term, intensive outpatient, or in-patient treatment due to serious emotional, medical or behavioral problems (including but not limited to suicidal or homicidal thoughts or actions, eating disorders, substance addictions and disorders which impair the ability to think logically or relate with others constructively) are referred for outside treatment, often with the aid of parents or guardians. In addition, there are no psychiatric services available on campus; however, counselors can help students find such services off campus. To promote safety and recovery, students who seem a danger to themselves and/or others may be withdrawn from the University (see Interim Suspension).

As time allows, other services include presentations and consultations with faculty, staff and student groups. Presentation subjects might include creating good relationships, stress management, maintaining mental wellness, making and reaching goals and effective communication.

Diversity & Inclusion

The Office of Diversity & Inclusion falls under the Office of Student Affairs, reporting to the vice president for student affairs and dean of students. The Office of Diversity & Inclusion primarily serves as a resource for students of color in matters of academic, social, cultural and personal well-being. However, we also offer our services to all students who are interested in/concerned with issues of diversity within the campus community. Mount Union believes that an appreciation of diversity among campus constituencies creates a welcoming campus environment that is crucial to the success of all of our students. As such we sponsor a variety of programs to meet these needs including our Kaleidoscope Orientation Program, Not Another Statistic Conference, Diversity Month programs and various other events.

While student needs are the primary focus, diversity focused programming, resources and training is available to the entire Mount Union community during the academic year. The Office of Diversity & Inclusion also oversees the operation of the Black Cultural Center, located at 243 W. Simpson Ave. To contact the office, please call (330) 823-2138.

First Year Initiatives

The Office of First Year Initiatives strives to aid first year students to make a successful transition from high school to college. The first year of college is a pivotal one, and through intentional programming and services as well as meaningful relationship building, First Year Initiatives encourages academic excellence through co-curricular learning, fosters the development of the whole student, and provides a supportive community to learn and grow.

First Year Initiatives offerings will include the summer Preview and Fall and Spring Orientation programs as well as the year-long Exceptional Beginnings program. Exceptional Beginnings immerses first year students in a living-learning culture from their first day on campus. As a part of a small Exceptional Beginnings group with an upper-class Raider Guide mentor, first year students will be provided opportunities to get involved and gain essential skills for learning and success, preparing them for an exceptional beginning and a successful collegiate experience at the University.

Global Education

The Center for Global Education serves as the “global hub” on campus for any international related endeavor. Encompassing both international student services and the study abroad program, the Center serves the entire campus community through programming, referrals and acting as an advocate and resource on international issues for students, faculty and staff.

The Center for Global Education is located in van den Eynden Hall. For more information, contact the Center for Global Education at (330) 823-3296 or globaled@mountunion.edu.

Health Services

Purpose and Support of Institutional Goals

The main purpose of the Health Center is to provide medical care for students who have short term illnesses or who have injuries that require short term care. The Health Center staff focuses on health promotion, health protection, disease prevention and clinical care. These elements impact the physical and mental health and well-being of students at the University. The Health Center staff supports the institutional goals of Mount Union and the mission to “Prepare students for meaningful work, fulfilling lives, and responsible citizenship.” The staff recognizes that good health contributes to the academic success of students. The staff helps individuals achieve their optimal level of good health so they can face challenges that enable them to obtain meaningful work, lead fulfilling lives, and be responsible citizens.

Location and Hours

The Student Health Center is located within the Family Medical Center of Alliance building located at 149 E. Simpson St. Services are available Monday through Friday with nurses on duty from 8 a.m. until 4 p.m. during the academic year when classes are in session. The University physician is available for students between 10:45 a.m. and 12:15 p.m. Summer hours are 8 a.m. until noon with nurses on duty.

Services

The Health Center functions as an ambulatory care center. Services include health promotion, health protection, disease prevention and clinical care. Preliminary diagnostic work, preventative medicine and the care of short term illness and injuries are services provided. The Health Center staff provides students with opportunities for learning outside the classroom. The staff celebrates many national health observances and the staff teaches students about healthy lifestyles, health promotion, disease prevention, safety and self-care issues.

Emergency Information

Students who have medical emergencies should go to the emergency room at the nearest hospital. The nearest hospital in Alliance is Alliance Community Hospital.

Class Absenteeism

According to University policy, “A student who is required to miss class for health reasons is required to contact the Health Center for treatment, release or referral.” For more information, refer to the section, “Class Attendance and Participation” in the *University Catalogue*.

After Hours Care

In case of minor illness and injuries that occur after Health Center hours, students may use an urgent care center, such as an immediate care facility or a hospital. Students will be liable for expenses incurred unless the care is covered by insurance. Students who need assistance in making arrangements for after-hours care should contact their resident director or community educator. Students who receive after hours care must contact the Health Center the next day to follow up with the physician and complete an insurance claim form.

Policy Statement for Follow-up Care

It is the policy of the Health Center that students who obtain diagnostic tests, medical consultation, or other treatments receive appropriate follow-up care. If a student has an x-ray, diagnostic test or medical consultation, the results will be provided to the students during his or her follow-up appointment at the Health Center. It is the student's responsibility to return to the Health Center to receive test results and follow-up care. Unless the x-ray, diagnostic test or medical consultation indicates a serious and/or emergency medical condition, the staff will make one telephone call to the student to remind him or her of the need to return to the Health Center to follow up with any treatments or other care. If a student is not available when a telephone call is made, the staff will contact the student by e-mail.

Health Requirements Prior to Arrival on Campus

All students are required to have a physical examination including questions about Tuberculosis screening (including possible skin testing if indicated) and a completed immunization record as well as other health information forms on file at the Health Center prior to their arrival on campus. The completed forms are mandatory. The forms are available on the University website at www.mountunion.edu/health-center-forms.

The following immunizations are mandatory: Two doses of MMR (Measles, Mumps and Rubella vaccine) and a Tetanus-Diphtheria or Tdap booster within the past 10 years.

To reduce and eliminate vaccine preventable diseases on campus the Health Center staff supports the recommendations of the American College Health Association Vaccine Preventable Disease Task Force based on guidelines consistent with the Advisory Committee on Immunization Practices recommendations. Those recommendations include Varicella, Hepatitis B, Meningococcal and other vaccines as indicated and when appropriate. Information about vaccine preventable diseases and vaccines can be found on the CDC web page, www.cdc.gov/vaccines/recs/acip/default.htm.

On February 10, 2005 the U.S. Centers for Disease Control and Prevention's (CDC) Advisory Committee on Immunization Practices (ACIP) issued new meningococcal immunization recommendations. The recommendations state young adolescents at the pre-adolescent visit (11-12 year old), adolescents at high school entry (15 year old) and college freshmen living in dormitories should be immunized against meningococcal meningitis. The ACHA and ACIP's new recommendations further state that other college students under 25 years of age may choose to receive meningococcal vaccination to reduce their risk for the disease. (Source: National Meningitis Association and the ACHA).

Due to a new law in Ohio, beginning July 1, 2005, college and university students who apply for on-campus housing must complete a Meningococcal and Hepatitis B Vaccine Status Statement Form to indicate they received, read and understand information about the diseases and the benefits and risks of being vaccinated to prevent them. In addition, students must disclose to their college or university if they have or if they have not been vaccinated against the diseases. Immunization dates are required for students who have been immunized. Students must sign the required forms or they will not be permitted to reside on campus.

Student Accident and Sickness Reimbursement Plan

All full-time undergraduates are automatically enrolled in the Accident and Sickness Reimbursement Plan. Brochures explaining medical benefit coverage and exclusions are mailed to students each year. The Health Center staff recommends parents maintain their sons and daughters on their family insurance plan even though they have the Student Accident and Sickness Reimbursement Plan.

The Health Center is a member of the American College Health Association and the Ohio College Health Association. More information about the Health Center can be found on the Health Center web page and in the *University Catalogue*.

Hoover-Price Campus Center

Rules and Regulations

- Mount Union expects that, in consideration of the rights of others, all students will observe reasonable standards of good taste in the matter of dress in all public areas. The following standards should be observed:
- All persons entering the Campus Center will wear clothing to appropriately cover the body, including shoes and shirt.
- Gambling is prohibited in any part of the Campus Center.
- The Campus Center is a tobacco-free environment.
- Rollerblades, skateboards and bicycles are not permitted inside.
- Furnishings and audio-visual equipment may not be removed from the Campus Center.
- A Mount Union I.D. must be left at the Information Desk before a student can use any game equipment or obtain office keys. Only Mount Union students and employees are permitted to use the game equipment.
- Students are not permitted to use the phone at the Information Desk.
- Room reservation inquiries for the use of facilities should be made through the Office of Campus Card and Facilities Scheduling. Student organizations can submit online facility requests using the online system located on I-Raider/Student Life/Student Organizations.
- Animals (exception of service animals) are not permitted in the building

Posting Policy – Hoover-Price Campus Center

Any department, club or organization affiliated with Mount Union may post materials in the Campus Center. In order to ensure that materials are posted appropriately, the following policies must be observed.

- Signs may only be posted on general posting bulletin boards.
- General posting space is on a first-come, first-served basis.
- Materials posted on reserved office or student organization boards that are not affiliated with that office or organization will be removed.
- Signs with no event date will be marked by Campus Center staff and removed after one week.
- The removal or covering of previously posted materials is prohibited unless the event's date has passed.
- Materials may be posted on bulletin boards with either pushpins or staples only. Signs posted with anything else, including thumbtacks, will be removed.
- Materials may not be posted on any of the Campus Center walls, doors, floors or windows. Wall clocks, fire alarms, fire extinguishers and electrical outlets are not to be covered. Materials may be posted in the restrooms provided they are limited to one per stall or one above each urinal only.
- Signs placed on bulletin boards or in bathrooms must be smaller than 17" x 22".
- Banners, limited to four feet in length, may only be hung in designated areas. Banners must be removed by the organization responsible for hanging the banner within two hours after the event. Banner space in the Campus Center must be reserved in advance with the Office of Campus Card and Facilities Scheduling. Space is reserved on a first-come, first-served basis.
- Materials must not promote the use of alcohol or tobacco products in any way or display any alcohol/tobacco manufacturer or bar location or name.
- Materials must be consistent with the University policy regarding sexist, racist and other discriminatory behavior.
- The Campus Center staff will remove all outdated signs and signs in violation of this policy.

Library

As a full partner in the educational mission of Mount Union, the library's holdings are designed to complement the university curriculum and to aid faculty and students in their research and learning. Our first priority is to have materials available for Mount Union faculty, students and staff. Students, faculty and staff of OPAL or OhioLINK institutions may also borrow materials. The public is welcome into the library to use our resources on the premises. Specific rules governing the circulation of materials at the Mount Union Library are as follows:

1. All individuals must have a valid Mount Union ID which is to be used when borrowing library materials. This includes faculty, administration, staff, and students.
2. Library materials owned by the University of Mount Union circulate for 30 days unless otherwise indicated with 3 possible renewals. OPAL and OhioLINK materials circulate for 21 days with 6 possible renewals. Mount Union Library multimedia, such as DVDs, circulate for 7 days with 1 possible renewal.
3. Individuals may borrow UMU materials for an additional 30 days by renewing them, providing no one has placed a hold on the item/items.

4. Library materials may be renewed by the borrower in person, by contacting the library by phone, or via the library website before the due date.
5. Periodicals, newspapers and reference materials do not circulate outside the library without special permission from a librarian.
6. All library materials are due the last day of classes each semester. This means it is possible to borrow library materials, but not have the full 30 days' use of those materials.
7. Library materials which are not returned by the date they are due are termed "overdue". Individuals who have overdue UMU library materials are fined at a rate of 25 cents per day until Day 29 Overdue, excluding days the library is closed. Overdue videotapes and DVDs are charged at the rate of 25 cents per day. Items that are 30 days overdue incur a non-refundable \$25 fine.
8. Individuals who have not returned overdue materials within 2 weeks of the due date will receive an overdue notice.
9. At the end of each month a charge slip will be sent to the Business Office as a bill for unreturned items. Charges for unreturned UMU materials include a \$50 replacement and processing charge per item, and a \$25 billing fee per item for a total of \$75. The fee for OPAL and OhioLINK materials which are not returned is \$125 per item.
10. Students who return overdue library materials before notification is sent to the Business Office will be charged only the overdue fine of 25 cents per item per day. OPAL and OhioLINK materials are charged at 50 cents per item per day.
11. Students who return UMU library materials after the Business Office has charged their accounts will be credited the \$50 charge. However, an overdue fine of \$25 will still be levied for each item.
12. Individuals who have lost UMU library materials will be charged a \$50 replacement and a \$25 processing fee per item. The \$50 fee will be credited to the account if the lost material is returned.
13. If a lost item is valued at more than \$50, the individual will be charged the actual value of the item plus the \$25 processing and billing fee.
14. Materials may be placed on reserve by faculty for the support of particular courses. Loan periods as determined by the faculty member are shorter than the standard student loan periods, and some items may be restricted to use in the building.
15. The fine for overdue reserve materials is assessed according to loan period: 4 hour reserve items are charged \$5 for every 4 hours overdue; 1 day reserve items are charged \$5 for every day overdue, etc.
16. If a patron desires an item which is in use by another individual, then he/she may place a hold on the item. The item, when returned, will be held for a period of one week. If the item is not picked up, it will be shelved. Names of individuals currently using materials will not be divulged.
17. Items checked out to faculty and staff are on loan for the academic semester. However, these items are subject to recall after a 30 day period for use by a student requesting the item.
18. Friends of the university may be granted borrowing privileges if they follow these guidelines:
 - A. Apply for a Courtesy Card and obtain approval from the Library Director.
 - B. Adhere to the following rules:
 1. Use the Courtesy Card at checkout and show photo identification upon request.
 2. Follow the circulation policy as discussed in items 1 through 17 above
 3. Restrict their OhioLINK checkouts to 5 items at a time.

Regula Center for Public Service & Civic Engagement

The Regula Center for Public Service and Civic Engagement in van den Eynden Hall is a center of resources for students interested in learning opportunities revolving around careers in public service and community service. The Center coordinates a variety of events and programs providing extracurricular opportunities. These include the Regula Scholars program, the Dowling Mentor Program, poll worker training, Trick or Treat for Canned Goods, Breakfast with the Regulas, MLK Day of Service and training for elected officials. The Center strives to serve as the link between students and the community. Volunteerism is the backbone of Regula Center-sponsored events.

Students who would like more information about the Regula Center can contact the office at (330) 823-5993 or by e-mailing regulacenter@mountunion.edu.

Residence Life

Over 1,650 students live on the campus of Mount Union in 10 residence halls, three apartment villages and as many as 8-10 houses making it a largely residential campus. The residence life staff at Mount Union believes that the residential experience can significantly contribute to a student's overall collegiate experience. Indeed, much of the learning that takes place on any college or university campus takes place outside of the classroom. Therefore, the Office of Residence Life staff strives to create residence hall and house communities that focus on the living and learning process that is at the core of our University mission to prepare students for fulfilling lives, meaningful work,

and responsible citizenship. Housing is available to all students on a first come, first-served basis. Campus housing is at a premium and students may be placed on a waiting list until space becomes available.

Residence Life Staff

The Office of Residence Life is a part of the Office of Student Affairs and is located in the Hoover-Price Campus Center. The professional staff consists of the director, and two live-in assistant directors (who focus on facilities, programming, and training and development) and six additional resident directors (RDs), most of whom also serve the University in other collateral roles. These RDs are professional staff members who reside on campus in the residence halls. In most cases, they are working toward or possess master's degrees in higher education administration or related fields preparing them for residence hall management and providing them an understanding of college student development. In addition to ensuring that the halls meet the physical needs of residential students, they provide programs and activities designed to enrich the total educational experience of Mount Union students. Also on staff is an administrative assistant who is shared among the offices in student affairs.

There is a resident director on call (RD on Duty) 24-hours a day. The RD on Duty is available to assist students with any residence hall emergencies or after-hour situations that may occur. Students may call the main switchboard to be connected with the RD on Duty. In addition, the RD on Duty carries a cellular phone (330-428-3500) to be accessible to students at all times.

The Office of Residence Life also employs approximately 60 student staff members called community educators (CEs), assistant resident directors (ARDs) and assistant resident managers (ARMs). Our student staffs are returning students who have distinguished themselves through their leadership abilities and interpersonal skills as well as their desire to assist their fellow students. As peers, these students not only provide a source of basic information, referral help and a model of successful adjustment to college living, but also serve as sensitive, motivating forces to provide the structure and experience that will promote student development. To that end, staff members participate in an extensive and continuous training program that prepares them for the many different roles and responsibilities they hold: helper, problem-solver, programmer, campus liaison, policy enforcer, mediator and role model. CEs live on the floors and will work to promote a positive living-learning environment in the halls and houses, develop a sense of community amongst their residents and respond to the various collective and individual needs, issues or concerns of their community members. Their efforts target the developmental needs and transitional issues of their residents. ARDs are students with prior residence life staff experience who have accepted a leadership role within the staff and work closely with an RD to run a residence hall. ARMs are available to assist students living in our apartment and townhouse style housing as necessary.

Security

The University attempts to provide for the security of individuals and their belongings through a security system which includes locks for rooms and buildings, controlled access to buildings, the employment of professional security people and an extensive night-time lighting system. Campus security officers patrol the campus 24-hours a day. In addition, the officers carry a cellular phone to be accessible to students 24-hours a day if services are needed or in the event of an emergency.

Security measures are only as effective as the individuals on campus choose to make them. Students are encouraged to use sound judgment at all times. All residence halls are under a 24-hour locked condition. Access is granted using an authorized student ID card. All other campus buildings have controlled access at night and on weekends. All individuals entering these facilities may be asked to show a valid ID card and may be denied permission to enter if they are unable to produce an ID card. At times it may be necessary to establish other security checks and procedures and it is expected that students will cooperate fully in carrying out security procedures, all of which are designed to promote the safety and security of the University community. Occupants of the residence halls and small houses must ensure that outside doors are closed and that locks are firmly secured at all times.

If assistance is needed, or in the event of an emergency, students should call Campus Security at (330) 428-1344 (or by dialing "SAFE" from any campus phone) or the Alliance Police Department at (330) 821-3131 (or 2255 from any campus phone). When calling for assistance, the caller should clearly state the nature of the problem and its location.

In addition, Blue Light Phones are located strategically across campus for emergencies. Students need only to push a button on these phones to alert the Alliance Police and Campus Security of an emergency situation. It is important to speak clearly, state the nature of the problem and its location.

Service Animal Policy

Background

Service animals are animals trained to assist people with disabilities in the activities of normal living. The Americans with Disability Act (ADA) definition of service animals is "...any animal individually trained to do work or perform tasks for the benefit of an individual with a disability, including, but not limited to, guiding individuals with impaired vision, alerting individuals who are hearing impaired to intruders or sounds, providing minimal protection or rescue work, pulling a wheelchair, or fetching dropped items." If an animal meets this definition, it is considered a service animal regardless of whether it has been licensed or certified by a state or local government or a training program.

The Americans with Disabilities Act and the University of Mount Union policy allow service animals accompanying persons with disabilities to be on the University of Mount Union campus. In addition, the University may not ask about the nature or extent of a person's disability. The University may, however, ask two questions:

- Is the animal required because of a disability?
- What work or task the animal has been trained to perform?

The University may not charge the individual with a disability a surcharge for the use of a service animal on the University campus. Students who use a service animal should contact the Director of Student Accessibility Services to register as a student with a disability. The student will be requested to provide documentation of the need for accommodations, and a discussion will be held regarding what reasonable accommodations are available, including the assistance of a service animal. This policy differentiates "service animals" from "pets," provides examples of types of service animals, and sets behavioral guidelines for service animals.

Definitions

- Partner/Handler: A person with a service animal. A person with a disability is called a partner; a person without a disability is called a handler.
- Pet: A domestic animal kept for pleasure or companionship. Pets are not permitted in University facilities. Permission may be granted by a professor/instructor, dean or other college administrator for a pet to be in a campus facility for a specific reason at a specific time (e.g., a pet dog is used for a demonstration tool in a class).
- Service Animal: Any animal individually trained to do work or perform tasks for the benefit of a person with a disability. Service animals are usually dogs, but may be miniature horses, when appropriate. A service animal is sometimes called an assistance animal. Questions about classification or identification of animals as service animals should be directed to the Director of Student Accessibility Services.
- Team: A person with a disability, or a handler, and his or her service animal. The twosome works as a cohesive team in accomplishing the tasks of everyday living.

Examples of Types of Service Animals

- A Guide Dog is a carefully trained dog that serves as a travel tool to persons with severe visual impairment or who are blind.
- A Hearing Dog is a dog who has been trained to alert a person with significant hearing loss or who is deaf when a sound, e.g., knock on the door, occurs.
- A Service Dog is a dog that has been trained to assist a person who has a mobility or health impairment. Types of duties the dog may perform include carrying, fetching, opening doors, ringing doorbells, activating elevator buttons, steadying a person while walking, helping a person up after a fall, etc. Service dogs are sometimes called assistance dogs.
- A Seizure Response Dog is a dog trained to assist a person with a seizure disorder; how the dog serves depends on the person's needs. The dog may stand guard over the person during a seizure, or the dog may go for help. A few dogs have somehow learned to predict a seizure and warn the person in advance.

Requirements for Faculty, Staff, and Students

- Allow a service animal to accompany the partner at all times and anywhere (except for identified "off-limits" areas) on campus.
- Do not pet a service animal; petting a service animal when the animal is working distracts the animal from the task at hand.
- Do not feed a service animal. The service animal may have specific dietary requirements. Unusual food or food at an unexpected time may cause the animal to become ill.
- Do not deliberately startle, tease or taunt a service animal.

- Do not hesitate to ask a student if he/she would like assistance if the team seems confused about a direction in which to turn, an accessible entrance, the location of an elevator, etc.
- Do not separate or attempt to separate a partner/handler from his or her service animal.

Requirements of Service Animals and Their Partners/Handlers

- **Vaccination:** The animal must be immunized against diseases common to that type of animal. Dogs must have had the general maintenance vaccine series, which includes vaccinations against rabies, distemper, and parvovirus. Other animals must have had the appropriate vaccination series for the type of animal. All vaccinations must be current.
- **Owner ID and Other Tags:** dogs are required to wear an owner identification tag at all times.
- **Health:** The animal must be in good health. Animals to be housed in University housing must have an annual clean bill of health from a licensed veterinarian.
- **Leash:** dogs are required to be on a leash at all times. Exceptions will be made where the animal performs a service that requires it to travel beyond the length of the restraint or where a person is unable to maintain the animal on a leash due to a disability.
- **Under Control of Partner/Handler:** The partner/handler must be in full control of the animal at all times. The care and supervision of a service animal is solely the responsibility of its partner/handler.
- **Waste Removal:** The partner/handler is responsible for removing or arranging for the removal of the service animal's waste. For students living in a University residence hall or apartment/townhouse, the student is responsible for taking the service animal to an appropriate relief area previously determined in collaboration with Student Accessibility Services, Physical Plant and Residence Life.

When a Service Animal Can Be Asked to Leave

Disruption

The partner of an animal that is unruly or disruptive (e.g. barking, running around, bringing attention to itself) may be asked to remove the animal from University facilities. This is not intended to encompass behavior that is directly related to the service(s) an animal is trained to perform for a person with a disability. If the improper behavior happens repeatedly, the partner may be told not to bring the animals into any University facility until the partner takes significant steps to mitigate the behavior.

Ill Health

Service animals that are ill should not be taken into public areas. A partner with an ill animal may be asked to leave University facilities.

Uncleanliness

A partner with a service animal that is so unclean that it poses a direct threat to the health or safety of others or would cause a fundamental alteration to a University facility, program, or activity may be asked to remove the service animal from University facilities. Violations of waste removal requirements/failure to meet waste removal standards are included herein.

Areas off Limits to Service Animals

Service animals are generally permitted in any area of the University with public access. The safety of locations will be individually considered by Student Accessibility Services and other appropriate University personnel. If a location is determined to be unsafe, reasonable accommodations will be provided to ensure the individual equal access to the activity.

Campus Visitors

All campus visitors/ temporary residents (those attending conferences, workshops, lectures, summer campus, etc.) must adhere to the guidelines outlined in this policy.

Emergency Situations

In the event of an emergency, the animal may become disoriented from the smell of smoke from a fire or laboratory emergency, from sirens or wind noise, or from shaking and moving ground. The partner and/or animal may be confused by the stressful situation. University faculty/staff should be aware that the animal is trying to be protective and, in its confusion, is not to be considered harmful. Every effort should be made to keep the animal with its partner. However, the University's first effort should be toward the partner; this may necessitate leaving an animal behind in certain emergency evacuation situations.

Procedure for Requesting Accommodations:

Students requesting to use a service animal should contact Student Accessibility Services in room 88 Hoover-Price Campus Center. Students will be asked to submit appropriate documentation from a treating physician that the service animal is required due to a disability including the manner in which the service animal will assist the student. Documentation must be printed on official letterhead and signed by a qualified and credentialed practitioner who is not a family member of the student. Once appropriate information is received, Student Accessibility Services will review the request and determine the student's eligibility for services.

Faculty and staff requesting use of a service animal on campus should contact the Director of Student Accessibility Services who will consult with the Vice President for Student Affairs and Director of Human Resources on such matters whenever pertinent.

Modifications and Grievance

- Any partner/handler who wishes to request a modification of the policy should contact the Director of Student Accessibility Services.
- Any partner/handler who is dissatisfied with a decision made concerning a service animal should follow the University Grievance Procedures.

Questions

Any questions pertaining to the Service Animal Policy may be directed to:

Director of Student Accessibility Services
88 Hoover-Price Campus Center
Phone (330) 823-7372 V/TDD
E-mail saracuka@mountunion.edu

Additional Resources

The following resources were used in developing this policy:

The Americans with Disabilities Act, Public Law 101-336 (ADA)

Assistance Dogs International (ADI): "Legal Rights of Guide Dogs, Hearing Dogs, and Service Dogs"

U.S. Department of Justice, Technical Assistance Manuals for ADA Titles II and III, ADA Highlights for Titles II and III and the "National Association of Attorneys General initiative on Service Animals." The Attorneys General Initiative, Title II and III materials and the ADA may be viewed at the Department of Justice's ADA homepage. http://www.justice.gov/publications/publications_a.html

Spiritual Life

All spiritual life programming and scheduling is handled through the Office of the Chaplain located in Room 128 of Dewald Chapel. The coordinating body of student spiritual life organizations is Spiritual Life Leadership (SLL), which is advised by the Chaplain. Each of the member organizations of SLL is student-led with a faculty or staff advisor. SLL sponsors a number of events and activities throughout the academic year. In addition to meetings, the annual calendar includes retreats, lock-ins, alternative break mission trips, and special holy day services and activities.

Worship and meetings take place in the sanctuary of Dewald Chapel throughout the week. Sunday services include Campus Church at 11:00 a.m. and Catholic Mass at 6:30 p.m. In addition to scheduled worship times, there is a 24-hour meditation room available. Students, faculty and staff are always welcome to be a part of spiritual life activities and worship. For more information about spiritual life on campus, contact the Office of the Chaplain at (330) 823-2838 or go to <http://www.mountunion.edu/office-of-the-chaplain>.

Student Involvement and Leadership

The Office of Student Involvement and Leadership prepares Mount Union students for meaningful work, fulfilling lives, and responsible citizenship through engaging and intentional cocurricular activities, programs, services, and partnerships. Through immersed participation, training, practice and reflection, Mount Union students will gain skills that will complement their academic endeavors and further enable their success after graduation.

The Office of Student Involvement & Leadership is directly responsible for the coordination of all-campus programming, advising fraternity and sorority life, coordinating and implementing leadership programs, providing support to student organizations, and offering the Student Involvement Record.

Leadership Programming

Much of what the office does is viewed through the lens of student leadership development. Our leadership programs provides students at a variety of abilities and engagement levels with appropriately designed leadership opportunities to further enhance their learning and engagement on campus. Workshops and seminars are available throughout the year to meet the needs of student leaders and organizations.

The Emerging Leaders Program is a series of leadership sessions specifically designed for first year students interested in learning more about themselves as leaders during their freshman year at Mount Union. Open to all who are interested, Emerging Leaders meets weekly throughout the fall and spring semesters and focuses on communication skills, leadership styles, getting involved on campus, and learning more about leadership in the world around them.

Campus Programming

The Student Involvement and Leadership staff also advise the Raider Programming Board (RPB). RPB is responsible for most of the student-initiated campus entertainment, including events that occur during Week of Welcome, Homecoming, Welcome Back Week, Little Sibs Weekend, Up 'Til Dawn, and Springfest. RPB also sponsors a Friday night Coffeehouse series, which showcases the talents of our own Mount Union Students.

Coordinated by RPB, the Mount Union *After Hours* program is designed to provide a late night weekend alternative for student social interaction. *After Hours* strives to give students activities while creating a fun and exciting atmosphere both on and off Mount Union's campus.

Family Day

Family Day provides students, parents and their families an opportunity to re-connect during the middle of the fall semester. Including a Raider football game, a dinner and other entertainment throughout the day, Family Day provides resources for families to continue to support the educational pursuits of their students. Family Day 2013 is September 28.

Student Organizations

In support of the leadership development that takes place in student organizations, the Office of Student Involvement and Leadership also serves as a resource center and clearinghouse for the approximately 80 active student organizations on campus. Student can learn about becoming involved in these student organizations by participating in the *Raiderfest* Student Involvement Fair held during the first week of classes in the fall.

All student organizations are required to register with the office and maintain current contact information for presidents and advisors as well as accurate constitutions. Students interested in starting a new student organization can obtain materials and learn the appropriate process by contacting the office.

Fraternity and Sorority Life

As part of student involvement and leadership, Fraternity and Sorority Life at Mount Union has a long, rich tradition of fostering student involvement and development. Since 1882, students have chosen to become members of fraternities and sororities at Mount Union because of the advantages these organizations provide. Greek-letter societies were founded on the ideals of leadership, scholarship, community service and friendship. The organizations continue to work towards these same ideals today.

Fraternity and sorority organizations provide the same opportunity for life-long friendships, however, this type of student organization offers its members many additional opportunities that compose what is commonly referred to as "the Greek community". Leadership training, monetary scholarships, academic assistance, civic engagement, tradition, teambuilding opportunity, networking capabilities, and more await the person who elects to join one of these groups. Many students feel when they join a fraternity or sorority they are giving a part of themselves to something greater. They are agreeing to live by the values of not only the organizations, but the ones which they individually espouse. When investigating if fraternity or sorority membership is for you, it is highly encouraged that you seek out the one that best fits your personality, outlook and beliefs!

To join, or "affiliate" with a fraternity or sorority at Mount Union, interested students participate in the process called recruitment. The Office of Student Involvement & Leadership encourages all students to consider membership at any point during their collegiate experience. We strongly encourage you to look at each individual organization for the unique opportunity that it could provide for you. Think of each recruitment event as a way to learn much about the members of each organization, the values and purpose of each chapter, the benefits of joining a fraternity or sorority, and the commitments required for membership. Recruitment begins during the fourth week of classes in the fall.

In order to join a fraternity or sorority at the University, students must have attained the minimum grade point average of the chapter they wish to join, as each one has a different requirement. A student must also be enrolled as a full-time student at the University of Mount Union.

Student Involvement Record

The Student Involvement Record (SIR) is a chronological record of a student's participation in cocurricular activities, intended to complement the University of Mount Union academic transcript. By providing a chronology of the student's accomplishments while a student at the University, The Student Involvement Record provides a comprehensive attempt to provide data and information regarding student involvement in co-curricular and related non-classroom activities. The SIR was developed to provide statistical information regarding student involvement, provide useful services to student organizations, and provide students with a chronology of their involvement. The information submitted is kept on file in the Office of Student Involvement & Leadership. Many departments on campus request student involvement information throughout the year for various reasons. It is to a student's advantage to have an SIR on file. This information is often used when students are being considered for an academic or leadership honors and awards. Additionally, this information can be used in support of the academic transcript during the job search process.

The Student Involvement Record needs to be updated each semester so that a student's record is as accurate as possible. Each semester, presidents, advisors, and coaches will be asked to update information regarding their organization. Information can be updated at any time by contacting the Office of Student Involvement & Leadership. Students will be given the opportunity to adjust information on their activity record, but will be required to seek the advisor's signature as confirmation of their participation.

Vehicles

Mount Union maintains a fleet of vehicles that are available for university-sponsored activities and functions. The use of a university vehicle is a privilege that entails specific responsibilities. Failure to follow university, state and federal rules and regulations or irresponsible use of a vehicle will result in that privilege being withdrawn.

All drivers must be authorized to drive university-owned vehicles. Drivers must annually fill out the driver's application form and submit a copy of their driver's license to the Physical Plant office. New drivers must have this done ten days in advance to using a university vehicle.

Student Rights and Responsibilities

Student Disciplinary Process

Purposes of the Student Disciplinary Process

The University of Mount Union student disciplinary process is composed of students, faculty members, and administrators whose purpose is to aid in the development of higher values and proper citizenship in all of life, not in campus life alone. Student discipline concerns those experiences and processes that help a student to achieve self-control, to make mature decisions, and to accept responsibility for her/his decisions. To this end, Mount Union supports the concept of educational discipline. The University will make an effort to educate students through sanctions. However, should a student be considered a danger to the university community or demonstrate unwillingness to adhere to the behavioral expectations of the University, s/he will be treated in a similar manner as one who has failed academically, and may be separated from the University.

Article I: Definitions

For the purposes of the student disciplinary process, the following definitions will apply:

1. The term "University" means University of Mount Union.
2. The term "student" includes all persons taking courses at the University, either full-time or part-time. Persons who withdraw after allegedly violating the Student Code of Conduct, who are not officially enrolled for a particular term but who have a continuing relationship with the University, or who have been notified of their acceptance for admission are considered to be "students".
3. The term "graduate student" means any person enrolled in a University of Mount Union graduate program.
4. The term "faculty member" means any person hired by the University to conduct classroom or teaching activities or who is otherwise considered by the University to be a member of the faculty.

5. The term “administrator” means any person employed by the University to perform assigned administrative or professional responsibilities.
6. The term “member of the University community” includes any person who is a current student, faculty member, administrator, or any other person employed by the University.
7. The term “University property” includes all land, buildings, facilities, and other property owned, leased, or controlled by the University or any student organization.
8. The term “student organization” means any number of persons who have complied with the formal requirements for University recognition.
9. The term “administrative hearing officer” means a University administrator authorized by the dean of students to determine whether a student has violated the Student Code of Conduct and to impose sanctions accordingly.
10. The term “student conduct board” means any persons authorized by the dean of students to determine whether a student has violated the Student Code of Conduct and to impose sanctions accordingly.
11. The term “University appeals board” means any persons authorized by the dean of students to consider an appeal of the determination of responsibility and/or sanctions given by an administrative hearing officer or student conduct board.
12. The term “complainant” means any person who submits a charge alleging that a student violated the Student Code of Conduct. In all cases before the student conduct board, a representative of the University shall act as a complainant. In cases before the student conduct board or an administrative hearing officer where a member of the University community believes that s/he has been a victim of an alleged violation, this individual may also be considered a complainant.
13. The term “charged student” means any student charged with violating the Student Code of Conduct.
14. The vice president for student affairs and dean of students is the person designated by the president of the University to be responsible for the administration of the Student Code of Conduct and is referred to in this document as the dean of students.

Article II: Jurisdiction

The submission of an application for admission to University of Mount Union is an optional and voluntary action. Institutional approval of that application is, in turn, an extension of privilege to join the academic and social community and to remain a part of it as long as academic and behavioral standards are met. These expectations have been established so that the educational purpose of the University may be pursued in an atmosphere conducive to such an undertaking. When a student or group of students violates the Student Code of Conduct, these students must accept responsibility for their actions.

Students are expected to exhibit good judgment and responsibility in their behavior on University property, at University sponsored events, and off campus. The University reserves the right to address student behaviors that occurs off-campus, including those that are also being acted upon by legal authorities. Although the University will not automatically impose sanctions in addition to those imposed by law enforcement agencies, it does have the obligation to introduce counseling and/or disciplinary action if the student’s behavior conflicts with the University’s educational objectives or its responsibilities to members of the community. The dean of students or her/his designee shall decide whether the Student Code of Conduct shall be applied to conduct occurring off campus, on a case by case basis, in her/his sole discretion. Disciplinary action taken on this basis shall conform to the student disciplinary process, including appeal.

Each student shall be responsible for her/his conduct from the time of application for admission through the actual awarding of a degree. This includes during the academic year, before classes begin or after classes end, as well as during periods between terms of actual enrollment. The Student Code of Conduct shall apply to a student’s conduct even if a student withdraws from school while a disciplinary matter is pending.

In general, any non-academic violation by a student or group of students at the University will come under the jurisdiction of the student disciplinary process.

Article III: Student Disciplinary Process Authority

The student disciplinary process at University of Mount Union consists of the resident directors, the director of residence life, the director of student conduct, the dean of students, a student conduct board, a university appeals board and, on occasion, other administrators as deemed appropriate by the dean of students. Disciplinary cases are handled by one of the above individuals or groups depending on the nature and severity of the offense. The dean of students, or her/his designee, will decide which body shall hear the case.

Article IV: Violation of Law and University Discipline

University disciplinary proceedings may be instituted against a student charged with conduct that potentially violates both criminal law and the Student Code of Conduct without regard to the pendency of civil or criminal litigation in

court or criminal arrest or prosecution. Proceedings in the student disciplinary process may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus at the discretion of the dean of students or his/her designee. Determinations made or sanctions imposed under the student disciplinary process shall not be subject to change because criminal charges arising out of the same facts giving rise to violation of university rules were dismissed, reduced, or resolved in favor of or against the criminal law defendant.

When a student is charged by federal, state, or local authorities with a violation of law, the University will not request or agree to special consideration for that individual because of her or his status as a student. If the alleged offense is also being addressed under the student disciplinary process, the University may advise off-campus authorities of the existence of the Student Code of Conduct and how such matters are typically handled within the University community. The University will attempt to cooperate with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators (provided that the conditions do not conflict with campus rules or sanctions). Individual students and other members of the University community, acting in their personal capacities, remain free to interact with government representatives as they deem appropriate.

Article V: Administrative Hearings

Section 1: Jurisdiction

An administrative hearing may be conducted to act on all infractions of non-academic University rules and regulations by a student, group of students, or student organization affiliated with the University.

Administrative hearings may be conducted by resident directors, the director of residence life, the director of student conduct, the dean of students or other administrators as deemed appropriate by the dean of students or her/his designee.

Section 2: Procedures for Administrative Hearings

The purpose of an administrative hearing is to provide an evaluation of a charged student's responsibility for violating the University of Mount Union Student Code of Conduct. The hearing will be conducted in accordance with the procedures set forth by the student disciplinary process, but shall not be bound by technical rules of evidence or other formal rules of process and procedure, such as are applied in criminal or civil proceedings. The following procedural protections are provided to charged students in administrative hearings:

- a. receiving written notice of the specific charges prior to the hearing;
- b. knowing the content of written material being considered in the case;
- c. the opportunity to be present at the hearing, to respond to the allegations, and to provide relevant information;
- d. the ability to bring pertinent and necessary witnesses to speak on her/his behalf (witnesses may only be present in the hearing when they are providing information, not throughout the entire process);
- e. the right to speak or not speak on her/his own behalf. Invoking the right to not speak will not be considered an admission of responsibility.

If the charged student fails to attend the hearing after notification has been given, the hearing may be held in her/his absence.

Administrative hearings shall be closed to all parties other than the following: the charged student; the complainant (if any); the administrative hearing officer; and witnesses (who are only present during the time that they are providing information.)

The administrative hearing officer will review the written materials with the charged student at the hearing. In addition, if requested by the charged student, arrangements will be made for her/him to review the written materials prior to the hearing.

The administrative hearing officer will advise the charged student of the allegations made against her/him and give the charged student the opportunity to accept or deny responsibility. If the charged student denies responsibility, then the administrative hearing officer will consider all available information in order to decide if the charged student should be found responsible for violating the Student Code of Conduct.

While the University brings all charges within the student disciplinary process, there are occasions when a member of the campus community believes s/he has been a victim of the alleged violation and may also be considered to be a complainant. In this case, this person will be made aware of the specific charges prior to the hearing; be informed of the content of written material about the case; and have the opportunity to be present at the hearing, provide relevant information concerning the alleged violation, and bring pertinent and necessary witnesses to support the charges at

hand (witnesses may only be present in the hearing when they are providing information, not throughout the entire process.)

A finding of responsibility will only be made if the preponderance of information supports the charges placed against the student.

If the student accepts responsibility or is found responsible for violating the Student Code of Conduct, then the administrative hearing officer will assign appropriate disciplinary sanctions and explain them to the student. Following the hearing, a letter will be sent to the student confirming the outcome of the hearing and the sanctions assigned. All procedural questions are subject to the final decision of the dean of students or her/his designee.

Article VI: Student Conduct Board

Section 1: Jurisdiction

The student conduct board may act on all infractions of non-academic University rules and regulations by a student, group of students, or student organization affiliated with the University.

During the academic year, a committee of student conduct board members consisting of three faculty members and two student members will act as the final appeals board for appeals of academic disciplinary decisions reached by an Academic Dishonesty Hearing Committee. If the charged student is a graduate student, at least one of the students on the final appeals board will be a graduate student and at least one of the faculty members will teach at the graduate level. Appeals of decisions made by an Academic Dishonesty Hearing Committee that must be heard during the summer, or at times when classes are not in session, may be heard by the Vice President for Academic Affairs or his/her designee.

Section 2: Organization

A pool of qualified student and faculty board members shall be selected in accordance with the process described in Article VI, Section 6. For each hearing of the student conduct board, the board shall consist of two student board members, two faculty board members, and the director of student conduct. If the charged student is a graduate student, at least one of the students on the board will be a graduate student and at least one of the faculty members will teach at the graduate level. In situations where the director of student conduct must present the case or must excuse her/himself, the dean of students may appoint another administrator to sit on the board.

Before each hearing begins, the sitting members of the board shall select a Chairperson and a Secretary.

A. Chairperson

1. He or she shall be selected from and by the sitting members of the board.
2. He or she shall preside at the hearing.

B. Secretary

1. He or she shall record all proceedings.
2. He or she shall prepare the written documentation of the decisions of the board.
3. He or she shall be selected from and by the sitting members of the board

Section 3: Qualifications

A. Student Membership

1. Undergraduate students must have at least a sophomore standing. Graduate student members must be in at least the second semester of their program.
2. Students must have and maintain a minimum 2.5 GPA, be full-time students, and be making satisfactory academic progress.
3. Students must be and remain in good disciplinary standing with the University.
4. Student members of the board shall be selected through the process explained in Article VI, Section 6: Selection.

B. Faculty Membership

1. Faculty members must have completed at least one year of service to the University and be full-time faculty members.
2. Faculty members of the board shall be selected through the process explained in Article VI, Section 6: Selection.

C. Administrative Membership

1. The associate dean of students is a member of the board by virtue of her/his position at the University.

Section 4: Removal

If a member of the student conduct board fails to fulfill their responsibilities on the board, or if the behavior of a board member is called into question by other members of the board, any member of the board shall report these concerns to the dean of students.

Section 5: Term of Service

Board members shall assume responsibility from the first day of the designated fall semester. Student terms shall run for one year. General faculty terms shall run for three years on a rotational basis in accordance with the Faculty Constitution. Graduate faculty member terms shall run for one year.

Section 6: Selection

- A. Undergraduate Students – The selection procedure consists of an application and interview process conducted during the spring semester previous to the designated year of service. The applications will be reviewed by the Office of Student Affairs to verify the applicant's eligibility. Current members of the board, excluding any undergraduate student members who are applying for continued membership, will interview the eligible candidates and make recommendations to the dean of students regarding new undergraduate student board members. The dean of students will make the final decisions and appointments of the undergraduate student members to the board. A pool of 6 undergraduate students will be seen as the desirable minimum number of undergraduate students to have on the board.
- B. Graduate Students - Graduate student board members shall be selected through a process identified and administered by each graduate program. Three students from each graduate program will be seen as the desirable number of graduate students to have on the board.
- C. Faculty – The general faculty members of the board shall be elected from the general faculty during the spring semester previous to the designated year of service. A pool of 6 faculty members will be seen as a desirable number of faculty members to have on the board. In addition to these 6 general faculty members, one faculty member who teaches in each graduate program will be selected by the faculty of that program to be a member of the Student Conduct Board.
- D. Administration – The administrative member of the board shall be the associate dean of students. In situations where the director of student conduct must present the case or must excuse her/himself, the dean of students may appoint another administrator to sit on the board.

Section 7: Hearings

Hearings are to be held as necessary in order to address cases assigned to the board. For each hearing of the student conduct board, the board shall be composed of the members stated in Article VI, Section 2.

Section 8: Procedures for Student Conduct Board Hearings

The purpose of a student conduct board hearing is to provide an evaluation of a charged student's responsibility for violating the University of Mount Union Student Code of Conduct. The hearing will be conducted in accordance with the procedures set forth by the student disciplinary process, but shall not be bound by the technical rules of evidence or other formal rules of process and procedure, such as are applied in criminal or civil proceedings.

The following procedural protections are provided to charged students in student conduct board hearings:

- a. receiving written notice of the specific charges prior to the hearing;
- b. knowing the content of written material being considered in the case;
- c. the opportunity to be present at the hearing, to respond to the allegations, and to provide relevant information;
- d. the ability to bring pertinent and necessary witnesses to speak on her/his behalf (witnesses may only be present in the hearing when they are providing information, not throughout the entire process);
- e. the chance to question witnesses in the manner described in the student disciplinary process;
- f. the opportunity to be accompanied by an advisor who must be a University of Mount Union student, faculty, or staff member and may not be an attorney. Advisors may not speak or directly participate in the hearing, unless otherwise approved by the members of the student conduct board;
- g. the right to speak or not speak on her/his own behalf. Invoking the right to not speak will not be considered an admission of responsibility.

Any member of the student conduct board who is considered to have a conflict of interest in the particular case being heard should discuss with the members of the sitting board the desirability of being excused from that hearing. The sitting board may decide the appropriateness of that member voting in the decision.

The charged student and the complainant(s) shall have the right to ask for the removal of any board member by showing written or verbal evidence of a conflict of interest on the part of the member. The remainder of the sitting board will determine if there is a potential conflict of interest. If a potential conflict of interest is shown, the board member will excuse her/himself.

In hearings involving more than one charged student, the Dean of Students, or her/his designee, in her/his sole discretion may permit the hearings concerning each student to be conducted either separately or jointly.

In order to protect the privacy of the students involved, hearings of the student conduct board shall be closed to all parties other than the following: the charged student(s); the complainant(s); the sitting members of the student conduct board; a University of Mount Union student, faculty or staff member who is acting as an advisor for the charged student and/or the complainant; and witnesses (who are only present during the time that they are providing information.) In the event that a student organization is involved in a hearing before the student conduct board, one member will represent the organization, while other members who want to present information will be considered to be witnesses and will only be present when they provide information.

If the charged student fails to attend the hearing after notification has been given, the hearing may be held in her/his absence.

A single recording shall be made of each hearing. The deliberations of the student conduct board will not be recorded. The recording shall be the property of the University. Recordings of all student conduct board proceedings will be kept on file in the director of student conduct's office. Recordings will be erased 60 days after the hearing unless an appeal is still pending. In this case, recordings will be erased thirty days after the final appeal decision.

A written description of the charges shall be made available to the sitting members of the student conduct board. This description shall include the name of the charged person, persons, or groups involved, the time and place of the alleged offense, and the nature of the alleged offense. In addition, other written materials may be considered at the discretion of the sitting members of the board. These written materials shall be held in confidence and will be collected at the conclusion of the hearing.

A copy of all written materials to be considered in the hearing shall be provided to the charged student and the complainant(s) for their use during the hearing. These written materials will be collected at the conclusion of the hearing. If requested by the charged student or the complainant(s), arrangements will be made for them to review the written materials prior to the hearing.

A University staff member will be a complainant and present information pertinent to the charges being considered by the board. The University staff member acting as a complainant may be present at the hearings, make a statement concerning the alleged violation, be informed of the content of written material about the case, call witnesses to support the charges at hand, and directly question witnesses. While the University brings all charges within the student disciplinary process, there are occasions when a member of the campus community believes s/he has been a victim of the alleged violation and may also be considered to be a complainant. In this case, this person may be directly involved in the case brought before the student conduct board and, therefore, will be made aware of the specific charges prior to the hearing; be informed of the content of written material about the case; and have the opportunity to be present at the hearing, provide relevant information concerning the alleged violation, bring pertinent and necessary witnesses to support the charges at hand (witnesses may only be present in the hearing when they are providing information, not throughout the entire process), question witnesses in the manner described in the student disciplinary process, and be accompanied by an advisor who must be a University of Mount Union student, faculty, or staff member and may not be an attorney. Advisors may not speak or directly participate in the hearing, unless otherwise approved by the members of the student conduct board.

The complainant(s) and the charged student may arrange for witnesses to present pertinent information to the board. Witnesses will provide information to and answer questions from the student conduct board. Questions may be suggested by the charged student and/or the complainant(s) to be answered by each other or by other witnesses. These questions shall be directed to the board chairperson, rather than to the witness directly. This method is used to preserve the educational tone of the hearing and to avoid creation of an adversarial environment.

The student conduct board may accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the complainant, charged student, and/or other witnesses during the hearing by providing separate facilities, by using a visual screen, and/or by permitting participation by telephone, videophone, video conferencing, videotape, audiotape, written statement, or other means, where and as determined in the sole judgment of the dean of students or her/his designee to be appropriate.

After completion of the presentation of information, the board will deliberate privately and reach a decision. A finding of responsibility shall only be reached when a majority of sitting members finds that the preponderance of the information that has been presented supports the allegation that the charged student has violated the University of

Mount Union Student Code of Conduct. If the charged student is found responsible for the violation, then the student conduct board will make a decision regarding appropriate sanctions to be assigned.

The secretary and chairperson will ensure that written notification of the findings of the board are given to the dean of students or her/his designee as soon as possible following the completion of the hearing. The dean of students, or her or his designee, will notify the charged student of the outcome of the hearing.

All procedural questions are subject to the final decision of the dean of students or her/his designee.

Article VII: Appeals

Section 1: Grounds for Appeal

The decision made by a hearing body may be appealed by the charged student(s) or the complainant(s) for the following reasons. In order for an appeal to be granted and/or for the outcome to be amended, one or more of the following grounds for appeal must be met:

1. Specified procedural errors or misrepresentation of University regulations are so substantial that the outcome of the hearing may have been affected; or
2. New and significant information has become available which was not reasonably discoverable/available before the original decision was rendered and which could have reasonably altered the results of the hearing; or
3. The determination of responsibility and/or the sanctions are arbitrary or unjustified by the information presented at the hearing.

When the grounds for appeal have been met, the appeals body has the option to make decisions that extend the full range of the student discipline process, from finding the charged student responsible or not responsible for the violation to assigning any sanction it deems appropriate to the violation, including maintaining, decreasing, or increasing the sanction.

Section 2: Method for Requesting an Appeal

All appeals must be signed and filed in writing within five business days after the decision of the hearing body is made. Electronic submissions are not acceptable except in extreme circumstances as determined by the dean of students or her/his designee. The appeal should clearly state the grounds of the appeal and should be submitted to the office of the dean of students.

Section 3: Appeals Related to Non-academic Violations

During the academic year, the university appeals board will hear appeals of cases that were adjudicated in either an administrative or student conduct board hearing. Appeals that must be heard during the summer, or at times when classes are not in session, may be heard by the Dean of Students or her/his designee, in place of the board. The decision of either appeals body is final.

If a decision is appealed by the charged student or the complainant(s), all parties will have the opportunity to actively participate in the appeal hearing as described in Article VII, Section 5. This hearing will serve as the sole appeal for all parties.

The university appeals board is composed of a student and a faculty member from the pool of student conduct board members who did not hear the case originally and the dean of students. If the charged student is a graduate student, at least one of the two student conduct board members who sit on the appeals board for the case will be a graduate student or a graduate faculty member. In the event that the dean of students must excuse her/himself or is unavailable, the dean of students may designate a staff member to fill her/his place on the board. Meetings of the university appeals board will be called as necessary by the dean of students.

Section 4: Appeals Related to Academic Violations

During the academic year, a committee of student conduct board members consisting of three faculty members and two student members will act as the appeals body for appeals of decisions reached by an academic dishonesty hearing committee. If the charged student is a graduate student, at least one of the students on the final appeals board will be a graduate student and at least one of the faculty members will teach at the graduate level. Appeals of decisions made by an academic dishonesty hearing committee that must be heard during the summer, or at times when classes are not in session, may be heard by the Vice President for Academic Affairs or her/his designee, in place of the committee. The decision of either appeals body is final.

Section 5: Procedures for Appeals

The purpose of an appeals hearing is to assess the appropriateness of the outcome(s) of a prior hearing that are brought into question by an appeal. The hearing will be conducted in accordance with the procedures set forth by the student disciplinary process, but shall not be bound by the technical rules of evidence or other formal rules of process or procedure, such as are applied in criminal or civil proceedings.

The following procedural protections are provided to charged students in appeals hearings:

- a. the opportunity to be present at the hearing and to provide information relevant to the grounds of the appeal;
- b. the ability to bring witnesses to speak on new and significant information which was not reasonably discoverable/available before the original decision was rendered (witnesses may only be present in the hearing when they are providing information, not throughout the entire process);
- c. the chance to question witnesses in the manner described in Article VI, Section 8 of the student disciplinary process;
- d. the opportunity to be accompanied by an advisor who must be a University of Mount Union student, faculty, or staff member and may not be an attorney. Advisors may not speak or directly participate in the hearing, unless otherwise approved by the appeals body.

In order to protect the privacy of the students involved, appeals hearings shall be closed to all parties other than the following: the charged student; the original hearing officer or representative of the original hearing body who presents the case; the complainant(s); the members of the appeals body; a University of Mount Union student, faculty or staff member who is acting as an advisor for the charged student and/or the complainant(s); and witnesses (who are only present during the time that they are providing information.) In the event that a student organization is involved in an appeals hearing, one member will represent the organization, while other members who want to present information will be considered to be witnesses and will only be present when they are providing information.

A single recording will be made of each appeals hearing. The deliberations of the appeals body will not be recorded. The recording shall be the property of the University. Recordings of all appeals hearings will be kept on file in the associate dean of students' office. Recordings will be erased thirty days after the appeals hearing.

Copies of all written materials used in the original hearing shall be made available to all members of the appeals body. These materials shall include the charge letter, documentation reports, witness statements, disposition letter, and any other documents pertinent to the case. In addition, if the original hearing was recorded, the appeals body may choose to listen to the recording. Further, the appeals body will receive copies of the request for appeal and any additional documentation that will be presented at the appeals hearing. All documents shall be held in confidence and will be collected at the conclusion of the hearing.

A copy of all written materials to be considered in the appeal hearing shall be provided to the charged student and to the complainant(s) (if any) for their use during the hearing. These written materials will be collected at the end of the hearing. If requested by the charged student or the complainant(s), arrangements will be made for them to review the written materials prior to the appeal hearing.

The original administrative hearing officer or a representative of the original hearing body will present information to the appeal body. This individual may be present at the hearing, make a statement concerning the issues raised by the appeal, be informed of the content of written material about the case, call witnesses if necessary to support the outcome of the original hearing, and directly question witnesses. While the University brings all charges within the student disciplinary process, there are occasions when a member of the campus community believes s/he has been a victim of the alleged violation and may also be considered to be a complainant. In this case, this person may be directly involved in the case brought before an appeals body and, therefore, may be present at the hearing, provide information relevant to the grounds of the appeal, call witnesses to speak on new and significant information which was not reasonably discoverable/available before the original decision was rendered, question witnesses in the manner described in Article VI, Section 8 of the student discipline process, and be accompanied by an advisor who must be a University of Mount Union student, faculty, or staff member and may not be an attorney. Advisors may not speak or directly participate in the hearing, unless otherwise approved by the members of the appeals body.

After completion of the presentation of information, the appeals body will deliberate privately and reach a decision. The appeals body will first consider if any of the specified grounds for appeal have been met. If the grounds for appeal have been met and these grounds relate to the determination of responsibility, a sustained decision shall only be reached when the appeals body finds that the preponderance of the information that has been presented supports the allegation that the charged student has violated the University of Mount Union Student Code of Conduct. If the grounds for appeal have been met and these grounds relate to the sanctions assigned by the original hearing body, then the appeals body will make a decision regarding the appropriateness of the assigned sanctions.

The decision of the appeals body is final and will be presented to the charged student as soon as possible after the hearing by the dean of students or her/his designee.

All procedural questions are subject to the final decision of the dean of students or her/his designee.

Academic Dishonesty Hearing Process

Article I: Academic Honesty

The University views the moral and ethical education of its students as being equal in importance to their intellectual development. The codes of conduct and ethical habits individuals practice as students are likely to guide them for their entire lives. As a consequence, a significant part of the University's mission is to support in its students a belief in the importance of personal honesty and integrity and a strong commitment to high standards in those areas. In all of their academic pursuits, Mount Union students are expected to be responsible members of the academic community.

Unless clearly documented with citations indicating otherwise, all academic work is expected to be the student's own. Plagiarism and/or any other form of cheating or dishonesty will subject the student involved to sanctions ranging from failure of an assignment to possible suspension or dismissal from the University. When the latter sanctions are recommended the Associate Academic Dean for Curriculum and Student Issues may convene a hearing committee to determine responsibility and appropriate sanctions. Specific procedures for hearings of this nature are outlined below.

Article II: Hearing Committee Membership

The academic dishonesty hearing committee shall consist of two faculty members from the Academic Policies Committee, one student to be appointed by Vice President for Academic Affairs or her/his designee, and the Associate Academic Dean for Curriculum and Student Issues, who serves as convener without vote.

Any member of the academic dishonesty hearing committee who is considered to have a conflict of interest in the particular case being heard should discuss with the Associate Academic Dean the desirability of being excused from that hearing. The Associate Academic Dean will decide the appropriateness of that member's involvement and select a replacement for the hearing if needed.

The charged student shall have the right to ask for the removal of any committee member by providing a written or verbal statement regarding the alleged conflict of interest on the part of the committee member. The Associate Academic Dean will determine if there is a potential conflict of interest. If a potential conflict of interest is shown, the Associate Academic Dean will select a replacement committee member.

Article III: Purpose

The purpose of an academic dishonesty hearing is to provide an evaluation of a charged student's responsibility for violating the University of Mount Union's academic honesty policy.

Article IV: Procedural Protections

Academic dishonesty hearings will be conducted in accordance with the procedures set forth by this document, but shall not be bound by the technical rules of evidence or other formal rules of process or procedure, such as are applied in criminal or civil proceedings.

The following procedural protections are provided to charged students in academic dishonesty hearings:

- a. receiving written notice of the specific charges prior to the hearing;
- b. knowing the content of written material being considered in the case;
- c. the opportunity to be present at the hearing, to respond to the allegations, and to provide relevant information. If the charged student fails to attend the hearing after notification has been given, the hearing may be held in her/his absence;
- d. the ability to bring pertinent and necessary witnesses to speak on her/his behalf (witnesses may only be present in the hearing when they are providing information, not throughout the entire process);
- e. the chance to question all witnesses present at the hearing;
- f. the opportunity to be accompanied by an advisor who must be a Mount Union student, faculty, or staff member and may not be an attorney. Advisors may not speak or directly participate in the hearing, unless otherwise approved by the members of the academic dishonesty hearing committee;

- g. the right to speak or not speak on her/his own behalf. Invoking the right to not speak will not be considered an admission of responsibility.

Article V: Academic Dishonesty Hearing Procedures

Academic dishonesty hearings shall be closed to all parties other than the following: the charged student; the faculty member reporting the dishonesty (also known as the complainant); the members of the hearing committee as described above; a University of Mount Union student, faculty or staff member who is acting as an advisor to the charged student; and witnesses (who are only present during the time that they are providing information.)

A single recording shall be made of each hearing. The deliberations of the academic dishonesty hearing committee will not be recorded. The recording shall be the property of the University. Recordings of all academic dishonesty hearing committee proceedings will be kept on file in the associate academic dean's office. Recordings will be erased 60 days after the hearing unless an appeal is still pending. In this case, recordings will be erased thirty days after the final appeal decision.

A written description of the charges shall be made available to the academic dishonesty hearing committee. This description shall include the name of the charged student, the time and place of the alleged offense, and the nature of the alleged offense. In addition, other written materials may be considered at the discretion of the hearing committee. These written materials shall be held in confidence and will be collected at the conclusion of the hearing.

A copy of all written materials to be considered in the hearing shall be provided to the charged student for her/his use during the hearing. These written materials will be collected at the end of the hearing. If requested by the charged student, arrangements will be made for her/him to review the written materials prior to the hearing. The complainant(s), the charged student and the Associate Academic Dean may arrange for witnesses to present pertinent information to the committee. Witnesses will provide information to and answer questions from the academic dishonesty hearing committee.

After completion of the presentation of information, the committee will deliberate privately and reach a decision. A finding of responsibility shall only be reached when a majority of the voting members of the committee finds that the preponderance of the information that has been presented supports the allegation that the charged student has violated the University of Mount Union Academic Honesty Policy. If the charged student is found responsible for the violation, then the academic dishonesty hearing committee will make a decision regarding appropriate sanctions to be assigned.

The Associate Academic Dean will ensure that written notification of the findings of the committee are given to the Vice President for Academic Affairs as soon as possible following the completion of the hearing. The Associate Academic Dean will notify the charged student of the outcome of the hearing.

All procedural questions are subject to the final decision of the Vice President for Academic Affairs or her/his designee.

Article VI: Appeals

Appeals shall be considered under the circumstances and procedures described in Article VII of the Student Disciplinary Process, which may be found in the Student Handbook.

Student Code of Conduct

The following conduct is unacceptable to University of Mount Union and will be addressed through the student disciplinary process. This listing is illustrative of the kinds of behaviors prohibited by the University, but is not an exhaustive definition of misconduct. Although the University will make every reasonable effort to make the rules and regulations available, students are responsible for becoming familiar with them. Being under the influence of alcohol or other drugs does not diminish a student's responsibility or excuse a violation of the Code of Conduct. Prohibited behaviors include:

1. Academic Misconduct – Violations of the Academic Honesty Policy. The policy can be found in its entirety in the University catalogue.
2. Dishonesty – Furnishing false ID; furnishing a false written or oral statement; falsification, alteration or misuse of University, or other official, documents or records; knowingly passing a worthless check or money order in payment of a financial obligation to the University or to a member of the University community; falsely representing the work of another as one's own.
3. Misuse of Identification – Transferring, lending, borrowing or altering University identification or other official forms of identification (i.e. driver's license); production or possession of a fake or altered ID.

4. Misuse of Technology – Misuse or abuse of any computer, computer system, service, hardware, software, program, data, network, cable television network or communication network, particularly as defined by the Technology Resources Acceptable Use Policy.
5. Disorderly Conduct – Abusive, obscene, violent, destructive, disruptive or excessively noisy behavior, including behaviors that result from being under the influence of alcohol or other drugs.
6. Community Disruption – Behaviors that disrupt the regular operation of the University or interfere with the ability of members of the University community to complete their ordinary activities.
7. Mental or Bodily Harm* – Acts covered by this policy include, but are not limited to:
 - a. intentionally inflicting mental or bodily harm upon any person;
 - b. taking any action for the purpose of inflicting mental or bodily harm upon any person;
 - c. taking any reckless, but not accidental, action from which mental or bodily harm to any person could result;
 - d. sexual assault;
 - e. harassing, intimidating or threatening behavior toward any person including, but not limited to, behavior in violation of the University of Mount Union Statement on Harassment found in the Student Handbook;
 - f. any act which demeans, degrades or disgraces any person, e.g. hazing;
 - g. use of alcohol or other drugs in a manner that contributes to, or places the individual at risk for, mental or bodily harm.

*“Any person” as used in this section may include one’s self.
8. Theft/Unauthorized Use of Property – Theft or unauthorized use of property, money or services from the University or any other person or business. This includes the unauthorized use, duplication or possession** of any key issued for any University building, facility or room.
9. Possession** of Stolen Property – Possessing property known to be stolen that may be identified as property of the University or any other person or business.
10. Vandalism/Destruction of Property – Intentionally or recklessly, but not accidentally, damaging, destroying, defacing or tampering with University property or the property of any person or business
11. Trespassing – Forcible or unauthorized entry into any room, building, structure or facility belonging to the University or any person or business; or unauthorized entry to or use of property belonging to the University or any person or business.
12. Misuse of Safety Equipment – Unauthorized use or alteration of firefighting equipment, safety devices or other emergency safety equipment.
13. Making a False Report – Causing, making or circulating a false report or warning of fire, explosion, crime, violation of the Student Code of Conduct, or other crisis or emergency.
14. Failure to Evacuate during a Fire Alarm – Failure to leave a building quickly and in an orderly manner in the event of a fire alarm.
15. Possession of Dangerous Weapons or Materials – Unauthorized possession**, use or storage of weapons or dangerous materials of any type or description, including, but not limited to, firearms, compressed-air guns, pellet guns of any nature, paintball guns, BB guns, illegal knives, swords, brass knuckles and other fighting apparatus, explosive devices, fireworks, ammunition for any prohibited weapon, or any dangerous “ordnance” as defined by Ohio law. In addition, flammable liquids or gases, such as gasoline, kerosene, propane, lighter fluid, etc. may not be used or stored in any residential facility, or by students in any other campus building except as approved by appropriate University officials.
16. Violation of University Drug Policies – The manufacture, distribution, sale, offer for sale, use, or possession** of any illegal drug or narcotic. In addition, the possession** or use of drug abuse instruments or paraphernalia is prohibited. (Additional details can be found in the complete Drug Policy in the Student Handbook.)
17. Violation of University Alcohol Policies – (a) Possession** or consumption of alcoholic beverages, except under circumstances authorized by the University of Mount Union Alcohol Policy; (b) failure to comply with state or University regulations regarding the use or sale of alcoholic beverages.
18. Failure to Comply or Identify – Failure to comply with the directions of University or public officials, including residence life staff and security officers, acting in the performance of their duties or to identify one’s self to these persons when requested to do so. This includes failure to complete assigned disciplinary sanctions.
19. Violation of Rules Regarding the Residence Halls – Violation of any of the rules and regulations of the University residence halls. (A listing of Residence Hall Regulations can be found in the Student Handbook.)
20. Facilitating or Encouraging Violations of the Code of Conduct – Helping, procuring or encouraging another person to violate the Student Code of Conduct.
21. Violation of Probation – Violation of the Student Code of Conduct while on probation or violation of the terms of that probation.
22. Violation of any published rule or policy of Mount Union, or of local, state or federal law.

**** PLEASE NOTE:** The presence of articles may be interpreted as possession of those articles. Students encountered in locations where drugs, alcohol, dangerous weapons or materials, or other misconduct is evident will normally be considered in violation of the Code of Conduct, even if they do not have the prohibited items on their person at the time they are encountered.

Disciplinary Sanctions

1. University of Mount Union supports the concept of educational discipline. Therefore, when a student is not a danger to the University community, or when repetition of misconduct is unlikely, the University will make an effort to educate the student through disciplinary sanctions. However, should the student demonstrate an unwillingness to adhere to the behavioral expectations of the University, he or she will be treated in a similar manner as one who has failed academically, and may be separated from the University. Possible disciplinary sanctions include, but are not limited to:
 - a. Written Warning - A written notice to the student that the student has violated the Student Code of Conduct, that such behavior is unacceptable, and that further violations may result in more serious disciplinary sanctions.
 - b. Disciplinary Probation - A written reprimand for violation of the Student Code of Conduct. Disciplinary probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating the Student Code of Conduct during the probationary period.
 - c. Loss of Privileges - Denial of specific privileges for a designated period of time.
 - d. Fines - Previously established fines may be imposed.
 - e. Restitution - Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
 - f. Educational Sanctions - Assignments made to assist in the educational outcome of the disciplinary process (e.g., meetings with the Director of Alcohol, Drug and Wellness Education, attendance at programs, writing a research paper, etc.) These assignments are designed to address the specific issues that arise in each disciplinary case.
 - g. Residence Hall Reassignment - Mandatory room/hall change. May occur when the student has been or may be a danger to her/himself, to other residents, or to the facility, or when the hearing officer determines that a reassignment will minimize the risk of repeated violations of the Student Code of Conduct.
 - h. Residence Hall Suspension - Separation of the student from the residence halls for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
 - i. Residence Hall Expulsion - Permanent separation of the student from residence halls.
 - j. Disciplinary Suspension - Separation of the student from the University for a definite period of time, after which the student is eligible to apply for readmission. Conditions for readmission may be specified.
 - k. Disciplinary Expulsion - Permanent separation of the student from the University.
2. More than one of the sanctions listed above may be imposed for any single violation.
3. Disciplinary sanctions do not appear on a student's academic transcript, but do become a part of the student's confidential educational record with the University. Disciplinary records are kept on file for six years following a student's graduation or withdrawal from the University.
4. The following sanctions may be imposed upon groups or organizations found to have violated the Student Code of Conduct:
 - a. Those sanctions listed above in section 1, a through f.
 - b. Deactivation - Loss of all privileges, including University recognition, for a specified period of time. Conditions for reactivation may be specified.

Interim Suspension

In certain circumstances, the vice president of student affairs and dean of students, or his/her designee, may impose a disciplinary or residence hall suspension prior to a disciplinary hearing. Interim suspension may be imposed: a) to ensure the safety and wellbeing of members of the University community or preservation of University property; b) to ensure the student's own physical or emotional safety and wellbeing; or c) if the student poses a definite threat of disruption of or interference with the normal operations of the University.

In addition to the above, an interim suspension will be imposed if the University becomes aware that a student attempts or threatens to attempt suicide and/or poses a threat to others. Under this circumstance, the interim suspension will remain in effect until the student has been assessed by a state licensed mental health professional (psychiatrist, clinical psychologist, professional clinical counselor, or licensed independent social worker) and receives a written release from the treating professional that the student is able to safely return to the campus.

environment. This release would include any recommendations regarding treatment while the student remains enrolled and/or remains on campus. If the student is released to return to the University, pursuant to the recommendations, the student will be required to meet with the Director of Counseling Services and comply with both the recommendations of the written release and any additional recommendations made by the Director of Counseling Services in order to remain at the University.

During an interim suspension, the student shall be denied access to the campus to the extent deemed appropriate by the dean of students or his/her designee. This may include restriction from residence halls, University activities, campus buildings, classes, etc., or may constitute restriction from the campus entirely.

Alcohol and Other Drug Use/Abuse Policies and Programs

Mount Union is concerned about the health and well-being of its students, faculty and staff and recognizes the health hazards involved with the use of alcohol and other drugs. The following policies are an attempt to influence students to make low-risk decisions regarding alcohol and other drugs. In accordance with the Drug Free Schools Act of 1989, state and local laws pertaining to alcohol and drug use are also detailed in this section, in addition to, the health risks of alcohol and other drug use and treatment opportunities available for students, faculty and staff members who are involved in the abuse of alcohol or other drugs.

Alcohol Policy

Mount Union expects members of the campus community to act in a mature manner and to accept full responsibility for their behavior. Violation of any local, state or federal law regarding the use of alcoholic beverages is considered to be a violation of the University of Mount Union Alcohol Policy, regardless of where this violation occurs. Providing alcoholic beverages to persons under the age of 21 is an illegal act and will be addressed seriously by Mount Union. In addition, it is a violation of the Student Code of Conduct for students to allow alcoholic beverages to be consumed at their place of residence by persons under the age of 21.

While the University does not encourage the use of these beverages, alcoholic beverages, as allowed by University policy and state and local laws, are permitted in individual student rooms and university apartments, in fraternity and sorority houses (as allowed by national and/or local chapter guidelines) and at activities held off campus by students who are 21 years of age or older. The following are specific alcohol regulations.

1. Persons who are 21 years of age or older may possess* and consume alcoholic beverages in the residence halls, university apartments and campus houses according to the following standards:
 - a. Students who are 21 or older may possess* or consume alcoholic beverages in the privacy of their individual student rooms or university apartments. Room/apartment doors must be shut when consumption is occurring.
 - b. An individual who is of legal drinking age may not consume alcohol in the presence of any one under the age of 21, with the exception of her/his roommate(s)/apartment mate(s).
 - c. No one shall consume or possess* open containers of any alcoholic beverage in any other area of the residence halls, university apartments and campus houses (e.g., lounges, hallways, restrooms, laundry rooms, etc.)
 - d. Kegs of beer, taps, beer balls and beer funnels are not permitted in or on University of Mount Union property or on the property of organizations affiliated with the University. These items will be confiscated by University officials if discovered on campus.
 - e. Drinking games or contests involving alcoholic beverages may not be played on University of Mount Union property.
2. Persons who are under 21 years of age may not possess* or consume any alcoholic beverage or possess* alcoholic beverage containers, full or empty, anywhere on campus or at any University-related functions. Individuals who are under 21 years of age who are discovered in areas where there are alcoholic beverages present or who are discovered possessing* or consuming alcohol will be subject to disciplinary action. The only exception to this policy is in the instance where a person who is of legal age is consuming in the presence of his or her underage roommate/apartment mate.
3. Alcoholic beverages are not permitted to be sold on the Mount Union campus.
4. Alcoholic beverages are not permitted to be possessed*, served or consumed in any public place on the Mount Union campus.
5. Possession* or consumption of alcoholic beverages at Mount Union athletic events or in the University athletic facilities is prohibited.
6. Individuals found in locations where violations of the Alcohol Policy are occurring will be asked to dispose of all alcoholic beverages immediately.
7. The manufacture, use or possession of falsified or altered identification will be considered a serious violation

of the Student Code of Conduct, particularly when the identification is used to deceive officials as to the age or identity of the bearer.

8. Advertisements and promotional materials posted or distributed on campus may not make any direct or implied reference to or depict in any manner alcoholic beverages, alcoholic beverage company logos or symbols, the consumption of alcoholic beverages, drugs or drug paraphernalia or the use of illicit drugs. Exceptions to this policy may be made for advertisements for educational programs and events; however, these materials must be approved in advance by the associate dean of students or the director of alcohol, drug and wellness education.
9. No campus activity may be co-sponsored by a bar, liquor establishment or other alcoholic beverage manufacturer or distributor.
10. Although the consumption of alcoholic beverages within the aforementioned guidelines is permitted, inappropriate actions and behavior that may accompany drunkenness will not be tolerated or excused and will lead to disciplinary action.

** PLEASE NOTE: The presence of alcohol may be interpreted as possession of the alcohol. Students encountered in locations where alcohol is present may be considered to be in violation of the Alcohol Policy, even if they do not have alcohol on their person at the time they are encountered.*

Drug Policy

Since the manufacture, distribution, sale, offer for sale, use, or possession* of illicit drugs or narcotics is an illegal act, which is also extremely hazardous to the well-being of the individual involved and not compatible with good campus citizenship, students involved in the aforementioned behaviors will be subject to disciplinary action up to and including suspension or expulsion from the University.

In addition, the possession* or use of drug abuse instruments or paraphernalia is a violation of the Student Code of Conduct and will result in disciplinary action. Prohibited items include, but are not limited to, bongos, hookahs, water pipes, rolling papers, etc. Drug paraphernalia also may include items that are not in and of themselves against University of Mount Union policies, if said items are used for storing, preparing, consuming or in any other manner contribute to the use or possession of illicit drugs.

** PLEASE NOTE: The presence of drugs or paraphernalia may be interpreted as possession of those articles. Students encountered in locations where drugs or paraphernalia are evident will normally be considered in violation of the Code of Conduct, even if they do not have the prohibited items on their person at the time they are encountered.*

Alcohol and Other Drug Procedures for Student Organizations

Student organizations, including fraternities and sororities, must abide by the following guidelines:

1. All state, local, and University laws and policies concerning the use of alcohol and other drugs must be observed. In addition, Greek-letter organizations must abide by Interfraternity and Panhellenic Council rules and regulations, as well as, policies set forth by their national organizations.
2. In order for alcoholic beverages to be allowed at a student organization event, organizations must comply with the Social Event Risk Management Policies. Compliance with these policies must be coordinated with the Office of Student Involvement and Leadership and approval must be given by this office before the event can occur.
3. If an off-campus activity includes the sale of alcoholic beverages, organizations will be required to use a licensed third-party vendor to manage this sale.
4. Promotional materials (including, but not limited to, advertisements in any form, t-shirts, cups or any other item to be displayed, given away or sold before, during or after an event) shall not make any direct or implied reference to or depict in any manner alcoholic beverages, alcoholic beverage company logos or symbols, the consumption of alcoholic beverages, drugs or drug paraphernalia, or the use of illicit drugs.
5. No activity may be co-sponsored by a bar, liquor establishment, or other alcoholic beverage manufacturer or distributor. Advertisement for such establishments, manufacturers or distributors may not occur at any activity.
6. No student organization shall allow alcoholic beverages or drugs to be present at its membership recruitment activities or initiation activities.
7. The officers of the student organization sponsoring the activity are responsible for enforcing the above guidelines and for the behavior of the guests at their events.
8. Drinking games or contests involving alcoholic beverages may not be played at any event sponsored by a University of Mount Union student organization.

Alcohol or Drug Policy Sanctions

1. An individual involved in a violation of alcohol or drug related policies will be referred for disciplinary action, and may receive any of the sanctions outlined in the student disciplinary process.
2. If a recognized student organization violates the alcohol or drug policies, the group will be referred for disciplinary action. The following minimum sanctions will apply:
 - a. A two hundred dollar fine and a period of probation for a first offense. Possible conditions of this probation include, but are not limited to, restrictions on activities such as recruitment, sponsoring social activities, or participation in campus events.
 - b. Subsequent offenses may result in suspension of the group from campus.
 - c. Other penalties may be assessed depending upon the nature of the violation.

Parental* Notification Policy

The Family Educational Right to Privacy Act (FERPA), administered by the U.S. Department of Education, states that it is permissible for University of Mount Union to notify the parents of underage students (below 21) when those students are found responsible for alcohol and other drug related offenses. Mount Union endorses the concept that the student, parents and the University are in a partnership in which each partner has the responsibility to promote a healthy and productive educational experience for the student.

The University imposes disciplinary policies and procedures in order to provide a positive learning experience for the student, protect the campus community, and maintain an environment conducive to learning. Students who have violated University alcohol and/or drug policies can benefit from candid discussion with their parents concerning the specifics of their disciplinary violations and how their use of alcohol and/or drugs can detract from their educational goals.

In support of this philosophy, parents and/or guardians of underage students may be notified when the student is found responsible for an alcohol or other drug related offense and a sanction of disciplinary probation or a more severe disciplinary sanction is imposed.

** "Parent" as used in this policy also includes legal guardian.*

State and Federal Laws Pertaining to Alcohol and Other Drugs

Ohio law prohibits the purchase, consumption or possession of alcoholic beverages by persons under 21 years of age, with a fine up to \$1,000 and/or six months imprisonment for the first offense. Possession or display of a fictitious operator's license is a first degree misdemeanor. The offense includes mere possession of a fictitious license or display of someone else's valid operator's license. The maximum penalty for this offense is six months imprisonment and/or a \$1,000 fine. If the fictitious operator's license is used to purchase alcohol or enter an establishment that serves alcohol the minimum fine is \$250.

A person who furnishes alcohol to an underage person is guilty of a first degree misdemeanor. The maximum penalty associated with this offense is six months imprisonment and/or a \$1,000 fine. Therefore, a social host risks being fined and imprisoned. It is a minor misdemeanor to possess an open alcoholic container in public. A first conviction for driving under the influence of alcohol or drugs has a penalty of up to \$1,075 fine, forfeiture of driving privileges for six months and mandatory three days in jail and/or Driving Intervention Program.

Criminal penalties in Ohio for the illicit use of controlled substances ("drugs") vary with the type of drug and quantity. For example, possession of less than 100 grams of marijuana is a minor misdemeanor, possessing more than 201 grams is a felony. Possessing cocaine even in small amounts such as 5 gram is a felony.

Possession of drugs is illegal without valid authorization (i.e. a valid doctor's prescription). While penalties for possession are generally not as great as for manufacture and distribution of drugs, possession of a relatively large quantity may be considered distribution. Penalties for conviction of the sale or attempted distribution of drugs vary according to the amount and type of controlled substance in possession. Penalties can range between second degree misdemeanors and first degree felony. For more information see Ohio Revised Code 2929.13. Under both state and federal laws, penalties for possession, manufacture and distribution are much greater for second and subsequent convictions. Many of these laws dictate mandatory prison terms and require that the full minimum term be served.

Sale and possession of drug paraphernalia is illegal in Ohio. Drug paraphernalia can be classified as any equipment, product or material of any kind that is designed, intended or used for producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling or otherwise introducing into the human body, a controlled substance in violation of Ohio drug law.

The exact legal wording can be found in the Ohio Revised Code, Sections 4301.63.2, 4301.63.3, 4301.63.4, 4301.69: <http://codes.ohio.gov/orc/4301>.

A student who is convicted of any offense under any Federal or State law involving the possession or sale of a controlled substance for conduct that occurred during a period of enrollment for which the student was receiving any federal grant, loan, or work assistance shall not be eligible to receive and federal grant loan or work assistance from the date of that conviction for the period of time specified in the following table:

If convicted of an offense involving the possession of a controlled substance the ineligibility period is:

First offense - 1 year

Second offense - 2 years

Third offense - Indefinite.

If convicted of an offense involving the sale of a controlled substance the ineligibility period is:

First offense - 2 years

Second offense - Indefinite.

A student whose eligibility has been suspended may resume eligibility before the end of the ineligibility period if:

A. The student satisfactorily completes a drug rehabilitation program that complies with criteria set by federal regulations and includes two unannounced drug tests.

OR

B. The student successfully passes two unannounced drug tests conducted by a drug rehabilitation program that complies with criteria set by federal regulations.

OR

C. The conviction is reversed, set aside, or otherwise rendered nugatory.

Health Risks Associated with Alcohol and Other Drug Use/Abuse

Alcohol Alcohol consumption causes a number of changes in behavior and physiology. Even low doses significantly impair judgment, coordination and abstract mental functioning. Statistics show that alcohol use is involved in a majority of violent behaviors on college campuses, including acquaintance rape, vandalism, fights and incidents of drinking and driving. Continued abuse may lead to dependency, which often causes permanent damage to vital organs and deterioration of a healthy lifestyle.

Cannabis (Marijuana, Hashish) The use of marijuana may impair or reduce short-term memory and comprehension, alter sense of time and reduce coordination and energy level. Users often have a lowered immune system and an increased risk of lung cancer.

Hallucinogens Lysergic acid (LSD), mescaline and psilocybin (mushrooms) cause hallucinations. The user may experience panic, confusion, suspicion, anxiety and loss of control. Delayed effects and flashbacks, can occur even when use has ceased. Phencyclidine (PCP) affects the section of the brain that controls the intellect and keeps instincts in check. Because the drug blocks pain receptors, violent PCP episodes may result in self-inflicted injuries.

Cocaine/Crack Cocaine users often have a stuffy, runny nose and may have a perforated nasal septum. The immediate effects of cocaine use include dilated pupils and elevated blood pressure, heart rate, respiratory rate and body temperature, followed by depression. Crack, or freebase rock cocaine, is extremely addictive and can cause delirium, hallucinations, blurred vision, severe chest pains, muscle spasms, convulsions and even death.

Amphetamines Speed, methamphetamine and some diet pills can cause a rapid or irregular heartbeat, tremors and loss of coordination, reduced appetite, irritability, panic and paranoia. Heavy users are prone to violence and psychotic behavior.

Opiates Codeine, heroin, morphine and other opioids cause the body to have diminished pain reactions, drowsiness, respiratory depression and arrest, nausea, confusion, constipation and possibly coma or death.

MDMA (Ecstasy) Short term use of MDMA can cause loss of inhibition, confusion, hallucinations, muscle tension, increased heart rate, increased blood pressure, increased body temperature, dehydration, involuntary teeth clenching, nausea, blurred vision, rapid eye movement, faintness, chills and sweating, impaired memory and learning. Long-term use of MDMA can lead to depression, sleep problems, liver and kidney damage, drug cravings, severe anxiety, paranoia, permanently impaired memory and ability to learn.

Anabolic Steroids Steroid users often experience hypertension, cholesterol changes, liver cysts and cancer, kidney cancer, hostility and aggression, acne, premature stoppage of growth and reproductive side effects for both sexes.

Alcohol and Other Drug Treatment Options

Mount Union offers a comprehensive alcohol and drug counseling and education program to all students. Self-referrals, supervisory and departmental referrals and consultations are welcome.

On Campus

Office of Alcohol, Drug and Wellness Education

Hoover-Price Campus Center, 1972 Clark Ave., (330) 829-6660

Stark County

The following locations offer programs for those with alcohol or drug related concerns. These agencies can provide counseling, treatment, rehabilitation, re-entry and referral for Mount Union faculty, staff and students.

Alcoholics Anonymous Intergroup Office

4125 Hills & Dales Rd. NW, Suite 400B Canton, OH 44708, (330) 491-1989 (24/7)
<http://www.aaincantonohio.org/>

Coleman Professional Services

Alliance Office: 1410 W. State St., Alliance, OH 44601, (330) 823-6932
Canton Office: 400 W. Tuscarwas St., Canton, OH 44702, (330) 438-2400
<http://www.coleman-professional.com/>

Summa Health System

Ignatia Hall, 3730 Whipple Ave, NW, Suite 5, Canton, OH 44718, (330) 491-9215
<http://www.summahealth.org/>

Quest Recovery and Prevention Services

Main Office: 1341 Market Ave. North, Canton, OH 44714-2675, (330) 453-8252
Alliance Office: 1207 West State St., Suite F, Alliance, OH 44601, (330) 821-3846
Massillon Office (Driver Intervention Program): 46 Federal Ave, NW, Suite 1, Massillon, OH 44647
Main Office (330) 833-0234 or DIP program (330) 834-1934
<http://www.questrs.org/>

Crisis Intervention and Recovery Center of Stark County

2421 13th Street NW, Canton, OH 44708, (330) 452-6000 (hotline) or toll free 1-800-956-6630
<http://www.circstark.org/>

Narcotics Anonymous for Northeast Ohio

Call for meeting times and locations: (888) 438-4673
<http://www.naohio.org/> or <http://nabuckeye.org/>

Tobacco Policy

Members of the University community are expected to be discrete and courteous whenever smoking or using other tobacco products. All campus buildings, including residence halls, are tobacco-free. In addition, in compliance with the Smoke Free Workplace Act, smoking is prohibited in all areas which would be considered entrances or exit points to the buildings and/or other areas in which tobacco smoke could easily carry into the buildings. To accommodate the adherence to these restrictions, smoking is only permitted in designated smoking areas. A map of designated smoking areas is available from the Office of Human Resources, located in Beeghly Hall.

Confiscation Policy

If prohibited items are found in a student's possession on campus, these items will be confiscated by a University staff member. A list of items prohibited in the residence halls can be found in the section of Residence Hall Regulations entitled "Responsibility for Personal and University Property." In addition to having the item(s) confiscated, students in possession of prohibited items will usually be charged with violating the Student Code of Conduct.

Items confiscated from students will be returned as follows:

- **Alcoholic beverages, containers and paraphernalia (kegs, taps, beer balls, beer funnels or bongos)** – Unless these items are necessary for the disciplinary process, they will be disposed of immediately. If they are retained pending a disciplinary hearing, they will be disposed of when the hearing process has been completed. These items will not be returned to the student.
- **Drugs, drug paraphernalia and items addressed in the Dangerous Weapons or Materials portion of the Student Code of Conduct** – These items will typically be turned over to the Alliance Police Department. Exceptions to this policy will be made only after consultation with the Alliance Police Department and upon completion of the disciplinary hearing process.
- **Pets** – Pets will be removed and turned over to the Stark County Humane Society or other appropriate animal rescue organization if an alternate home is not available within 24 hours.

- **Other prohibited items (appliances, candles, etc.)** – These items will be stored in a secured location. At the end of each semester, residents may make arrangements at the Office of Residence Life to retrieve confiscated items. Students will have two weeks after the end of the spring semester to claim their items. After that time, the University will dispose of all remaining confiscated items.

Fire Safety Regulations

Students are expected to use good judgment at all times to prevent fires. Tampering with fire equipment or ringing the fire alarm, except in case of fire, violates state laws and University regulations and could result in suspension from the University. Presence on any fire escape is prohibited, unless it is being used to exit the building in the case of a fire. Fire doors in all campus facilities must be closed at all times.

Fire drills are held periodically in all living units. All inhabitants are required by law and University policy to exit the building if a fire alarm is sounding. Failure to do so could result in serious sanctions. Students are expected to follow the posted procedures for the evacuation of the particular area. When a fire alarm rings, students should:

- Close all windows.
- Wear coat and shoes.
- Close the door to their room.
- Leave via the closest exit as quickly as possible.
- Assemble away from the building.
- Adhere to directions given by hall staff, administrators and fire personnel.
- Wait for signal to return to the building.

Weapons Policy

Ohio law and Mount Union policy prohibit the possession, use or storage of weapons or dangerous materials of any type or description anywhere on Mount Union property. This includes, but is not limited to, firearms, compressed-air guns, pellet guns of any nature, paintball guns, BB guns, illegal knives, swords, brass knuckles and other fighting apparatus, explosive devices, fireworks, ammunition for any prohibited weapon, or any dangerous “ordnance” as defined by Ohio law. In addition, flammable liquids or gases, such as gasoline, kerosene, propane, lighter fluid, etc. may not be used or stored in any residential facility or by students in any other campus building except as approved by appropriate University officials. While state legislation (H.B. 12, effective April 8, 2004) authorizes county sheriffs to issue licenses to carry concealed handguns, these firearms are still prohibited on University property.

Campus Lakes

The campus lakes are for campus beautification only. No one is permitted to be in or on the lake. Boating, swimming, ice skating and all other activities taking place in or on the campus lakes are strictly prohibited.

Residence Hall Regulations

To accomplish the goal of creating a residential environment that is supportive of the educational purposes of our students, certain residence hall policies and procedures have been established. All students at University of Mount Union (both residential and non-residential), as well as all visitors, are expected to abide by the policies of the University. These policies and procedures have been designed to stress the importance of respecting the rights of all members of the campus community, as well as showing regard for University property and the property of others. Thus, the following residence life regulations have been implemented to ensure a residential community in which students feel safe and secure; one in which they can excel academically; and one that promotes social interaction and responsibility.

While this document is thorough, it is general in nature and is not an exhaustive list of all specific behaviors for which students will be held accountable. Students should observe signage in the halls, attend floor/hall meetings, read written materials that are distributed to them and become familiar with all parts of the Student Handbook in order to ensure that they are aware of the expectations placed upon them by the University and the Office of Residence Life.

Students who are alleged to have violated residence hall policies may be referred through the disciplinary process.

Responsibility for Guests

Residents will be held responsible for the behavior of their guests and any other person in their residence hall rooms or apartments and may be charged with violating Mount Union policies and regulations in lieu of or in addition to the guest or visitor.

Residence Hall Hours and Guest Policy

For the safety and protection of residents, all residential facilities are locked 24 hours a day. Only residents of the building have access. The exception is Bica-Ross Hall, where the front doors are programmed Monday through Friday from 7:30 a.m. to 4 p.m. to allow those students scheduled for a class in Bica-Ross Hall to be able to use their PurplePlus cards to access the classrooms located in that building. The lounges of all living units are always open to guests of residents for studying and conversation. The resident host shall be responsible for the guest and all visitation must be in the lounge area when visitation hours are in effect. (See visitation policy for more specific information.) Additionally, guests may not be left unattended.

Students may host overnight guests of the same gender on any night of the week and guests of the opposite gender only on weekends, with the mutual consent of their roommate(s). Guests may not stay for a period longer than three consecutive nights. The guest must observe all campus and residence life policies. The host must escort guests at all times. Guests are not permitted in the residence halls or houses during any designated vacation or break period. Overnight guests are not permitted once the final exam period has begun at the end of each semester. At no time will more than two guests per resident be permitted to stay overnight in a student room.

Visitation Policy

The Visitation Policy in the residence halls and houses is as follows:

1. In all traditional-style halls, campus houses and suite-style halls, students may (with the mutual consent of their roommate) entertain guests of the opposite gender in their rooms Sunday through Thursday from 11 a.m. to 11 p.m. and will have extended visitation hours on the weekends, with 24-hour visitation starting 11 a.m. Friday until 11 p.m. on Sunday. However, guests are not permitted over designated vacation or break periods and, additionally, overnight guests are not permitted during final exam weeks; 24-hour visitation privileges will expire on the last day of class prior to exams.
2. Each visitor must call the host and the host must meet the visitor at the hall entrance and escort the visitor to her/his room. When the visitor leaves the room, she/he shall be escorted out of the residence hall/house. Visitors are to be escorted at all times to ensure privacy, courtesy and security to others in the living unit.
3. During non-visitation hours, halls with more than one lounge may designate the inner lounge as off limits to visitors of the opposite gender.
4. Restroom facilities are provided near the main lounge of each residence hall. Those students visiting friends of the opposite gender should use only these facilities.
5. Consideration for roommates and neighbors is essential. The privilege of having a guest in one's room, therefore, is dependent upon the mutual agreement of one's roommate. Additionally, the host is responsible for the behavior of her/his guest at all times. If guests violate University policy or are discourteous or loud residence life staff members may request that they leave the building and the host may face disciplinary action.

Responsibility to Respect the Rights of Others

It is of the utmost importance that students consider the rights of others when making decisions regarding their behavior. So often, one individual's behavior has negative ramifications upon those around her/him. The following policies emphasize this responsibility.

Noise/Quiet Hours

An atmosphere conducive to study and sleep is necessary in the residential facilities. Established quiet hours are from 11 p.m. until 11 a.m. every day of the week. During reading and final exams period, 24-hour quiet hours will be strictly enforced in and around all of the campus living units. Excessive noise should not be made within 50 feet of any residential building. During quiet hours, noise must not be audible beyond the limits of an individual room/apartment. In addition, residents should not direct the sound from amplification equipment so that it can be heard on the interior or immediate exterior of another building (i.e., speakers may not be placed in or facing windows), nor should residents shout or otherwise create a disturbance from any window. Students should not engage in any sports activity in the residential facilities. This includes the use of water guns and water balloons.

Residents should be aware that sound carries easily through the buildings. Voices, stereos, televisions and bouncing balls can often be heard in other rooms on the floor and the floors above and below. While a resident has the right to listen to music of their choice, other residents have a right to sleep, study or listen to their choice of music without disturbance at any time. Therefore, while established quiet hours do exist, students and/or staff maintain the right to voice a noise complaint at any time, not just during official quiet hours.

Responsibility for Residence Hall/House Security

The security of the residential facilities and the safety of the students who live in them are largely dependent upon the

behavior of each resident. The following policies are designed to increase the safety and security of the living units. However, each resident also is asked to use common sense when considering the risks her/his behavior may present to the safety of others.

1. Residents should not escort or permit entrance to any non-resident of a building who is not known to the student and for whom the resident is not willing to assume responsibility as a guest.
2. Outside doors and entryways should not be propped.
3. Students should not sound the elevator alarm bell without due cause, nor should they in any way interfere with the normal operation of the elevators.
4. University keys may not be loaned, duplicated or possessed by anyone other than the student to whom they were issued. Students must return all keys within 24 hours of vacating a room.
5. Students may not lend or alter any Mount Union identification card or use another person's identification card to enter any university facility or the Mount Union dining facility.
6. Solicitation within campus residence facilities is strictly prohibited. Residence life staff and/or campus security should be notified immediately in the event that anyone is attempting to solicit students door-to-door. Such individuals operating in the residential buildings are considered to be trespassers and may be subject to arrest and prosecution. Students and student organizations wishing to conduct any type of door-to-door activity must first request and be granted permission by the Office of Residence Life.

Responsibility for Fire Safety

1. Students may not set any fire within or near a Mount Union residential facility. Cooking indoors or outdoors with charcoal or any open flame device also is prohibited, the only exception being at the University apartments and townhouses where gas grills are provided.
2. Students may not use or possess any prohibited electrical appliances within residential facilities. A list of prohibited appliances can be found in the section of these regulations titled "Responsibility for Personal and University Property."
3. Students may not possess or burn candles (wickless, decorative or otherwise) nor incense, oil burners, potpourri cookers or candle warmers in residential facilities.
In addition, students may not possess or use any type of fog or smoke machine in any residential facility.
4. Electrical wires should not be run beneath any rug or carpet.
5. University-owned room draperies may not be replaced with anything other than fire-retardant materials. Students may not hang or drape any materials from the ceiling or furnishings in a room.
6. Fire doors and exits may not be blocked or propped open. Presence on any fire escape is prohibited, unless it is being used to exit the building in the case of a fire alarm. Students should never be on the roof or ledge of any building.
7. Students may not leave personal possessions in the hallways at any time. All bicycles must be kept either outside the buildings (on appropriate racks) or in individual student rooms. They cannot be kept in the entryway, stairwell or any other public area in the residential buildings.
8. A student may not pull any fire alarm when no fire is present or falsely report any fire or emergency. Tampering with fire equipment; disconnecting, sounding or otherwise tampering with smoke detectors; and carrying or removing fire extinguishers from their mounts or storage boxes, except in case of fire, are serious violations and may result in legal as well as disciplinary action. False fire alarms may result in a significant charge to the building community as the Alliance Fire Department retains the right to bill the University for any unnecessary calls to which they respond.
9. Tampering with any localized fire alarm or alarm covers also is prohibited. Additionally, this may result in the imposition of a fine for the floor or building community if the person responsible is not determined. This fine is set at \$100.
10. Students must evacuate the building quickly and in an orderly manner when a fire alarm has sounded and are not permitted to reenter until authorized to do so by residence life staff, campus security or the Alliance Fire Department.

Responsibility for Personal and University Property

Students are permitted and in fact encouraged to decorate their rooms to reflect their personal taste and make their room feel like a home away from home. However, students are held accountable for any permanent damage that may result from personalizing their rooms. The following guidelines should be taken into account.

1. Students may not remove any University-owned furnishings from their rooms/apartments, nor may they detach any furnishings that are attached to the walls (dressers, desks, mirrors, etc.). Students may not remove University furnishings from the lobby, lounges or any other public areas in the residential facility. Students found to have any lounge or public area furnishings in their rooms/apartments will be referred for disciplinary action.
2. Misuse of tape, decals, nails, etc. on walls, ceilings, doors and floors that requires repainting of the room or labor and materials to correct may result in a damage assessment. (Double-sided foam mounting tape is not

recommended.)

3. Students are not permitted to paint or structurally alter their room/apartment in any way.
4. Students are asked to use discretion in decorating with flammable materials. Paper products and certain fabrics create a fire hazard when used in excess. Decorative hangings and draperies placed over doors or entryways are prohibited by fire codes. For reasons of safety, the following items have also been prohibited: live Christmas trees, pine roping or garland and any flammable decorations made of cotton batting, straw, vines, leaves, shrubbery or foam plastic.
5. Candles (wickless, decorative or otherwise), incense, oil burners, candle warmers and potpourri cookers are prohibited in the residential facilities.
6. Appliances approved for use in the residence halls and houses include: small refrigerators (not more than approximately 4.5-5 cubic feet and/or 34 inches high), small microwaves, hot-air popcorn poppers and coffee or ice tea makers. Due to concerns for fire safety, the possession and/or use of the following appliances is prohibited: sun lamps, space heaters, toaster ovens, toasters, hot plates, hot pots, electric frying pans or woks, oil-based popcorn poppers, bread makers, electric or outdoor grills and any other appliance with an open heating element. In addition, due to consumer safety warnings, halogen lamps have also been prohibited. A complete listing of items permitted in the apartments is available from the Office of Residence Life.
7. Students who intend to operate a large number of electrical appliances, i.e., microwave, computer, television, game system, etc. will be required to have a multiple outlet surge protector. In case of overload, this center will automatically shut off, eliminating electrical shorts and the possibility of fires. These surge protectors must be grounded and UL listed.
8. Students may not tamper with any electrical wiring in the residential facilities, including the campus network (cable, telephone and computer hook-ups) as well as smoke/ fire detection systems.
9. Students may not install ceiling fans or window air conditioning units in their living units nor may they utilize free-standing air conditioners in their rooms. Air cleaners, however, are permitted.
10. Window screens may not be unfastened or removed from windows. Residents will be liable for charges to replace window screens that are unfastened or removed.
11. Waterbeds are not permitted in residential facilities.
12. Pets, with the exception of fish, are not allowed in campus housing. If found, pets may be removed and turned over to the Stark County Humane Society or other appropriate animal rescue organization if an alternate home is not available within 24 hours.
13. Students may not deface, steal, harbor or damage any property (including signs) belonging to the University, any member of the campus community or commercial vendor (such as vending or laundry machines, public telephones, etc.)
14. All residential facilities have beds that are both bunkable and loftable. Therefore, students are not permitted to build or bring in lofts to any of the residence halls or houses.
15. Students are expected to keep their rooms clean and orderly at all times. Clothing, blankets, towels or other articles (including empty alcoholic beverage containers, beer signs, etc.) are not to be hung or displayed in windows of residential facilities.
16. Students should not drop, throw or hang any object from windows of residential facilities.
17. The residence hall and/or physical plant staff may conduct periodic room inspections for health and safety violations. A minimum of 24-hours' notice will be given in advance of the inspection by the staff. However, the University reserves the right to enter any student room/apartment at any time if deemed necessary. The residence life staff will conduct room inspections at the beginning of winter break to ensure that proper winter break closing procedures have been followed.

Responsibility for Personal Behavior

1. Possession or consumption of alcoholic beverages except under circumstances authorized by the Mount Union Alcohol Policy is prohibited in campus housing.
2. The manufacture, distribution, sale, offer for sale, use or possession of any illegal drug or narcotic, in addition to the possession or use of drug abuse instruments or paraphernalia, is prohibited.
3. All residential facilities are tobacco-free. The use of any tobacco products (smoke or smokeless) is prohibited in the residence halls, apartments, townhouses and campus houses.
4. Students may not keep weapons or dangerous materials of any type or description, including, but not limited to, firearms, compressed-air guns, pellet guns of any nature, paintball guns, BB guns, illegal knives, swords, brass knuckles and other fighting apparatus, explosive devices, fireworks, ammunition or any other dangerous materials as defined by Ohio law.
5. A student may not harass, haze, verbally abuse, physically assault or cause harm to any resident, guest or staff member in the University residential facilities.
6. Failure to comply with the directions of residence life staff and/or security officers acting in the performance of their duties or to identify one's self to these persons when requested to do so is a serious violation. Students who refuse to present identification, who provide false identification or information, or who refuse to comply

with a reasonable search when requested by a residence life staff member or security personnel, when probable cause of a policy violation exists, will be referred for disciplinary action.

7. There are times that may necessitate the dissemination of information to all residents of a floor, building or campus house. On those occasions, floor/building/house meetings may be designated as mandatory. Failure to attend meetings designated as mandatory may result in a \$25 fine, which will be billed to the student's account. Students with scheduling conflicts must make arrangements to meet with appropriate staff members prior to the scheduled meeting. Failure to attend a mandatory meeting may also result in disciplinary charges.

Residence Hall Policies and Procedures

Room Assignment and Change Policies

All full-time students, prior to their junior year, are required to live on campus unless a University of Mount Union [Petition for Off-Campus Residency](#) is submitted to and approved by the Office of Residence Life. Exceptions will be made for the following reasons:

1. Live with parent/guardian: Students who are living exclusively in the permanent, primary residence of parent(s)/guardian(s) within 45 driving miles of Mount Union.
2. Lived on campus for four semesters but lack the requisite 58 hours for junior standing
3. Married, divorced, widowed or custodial parent (documentation required)
4. Will be 22 years of age or older, prior to September 1 for that academic year
5. Possession of a baccalaureate degree from an accredited four-year college or university (documentation required)
6. Served and honorably discharged from the Armed Forces (documentation required)
7. Medical or financial hardship

Permission to live off campus is only valid as long as the reason for the exemption exists. The University reserves the right to revoke permission granted for off-campus residency when the University deems it necessary or appropriate. The student's local address and phone number must be maintained through the Office of Residence Life in order for off-campus approval to remain valid. Any student who does not provide an accurate address and phone number by July 1 may be charged for room.

Any student supplying false information on an petition for off-campus residency or failing to immediately notify the Office of Residence Life upon a change in exemption status, with intent to deceive, will be charged for the semester's or year's room and be subject to disciplinary action. In addition, no refunds for room will be issued after the student has checked into the residence hall. Students are reminded that they are responsible for the rules, regulations and policies of Mount Union whether living on or off campus.

Any petitions submitted for medical reasons must be approved through the Office of Student Accessibility Services, Office of Health Services and/or Office of Counseling Services. The appropriate verification from one of these offices should be attached with the petition form.

In addition, all students living in campus housing (with the exception of the apartment-style housing) are required to be on the unlimited, 14 or 10 meal plan. New students are required to stay on an unlimited meal plan, which includes limitless meals per week, the entire first year. After the first year, students will be able to select an alternative meal plan which provides fewer meals but includes flex dollars which are available to use in any campus dining facility. Block plans are available for students living in the apartments, townhouses, fraternity or sorority houses, off-campus or who commute.

The Office of Residence Life assigns new students to rooms. Each new student submits a housing form indicating their personal interests, living habits and hall preference. Mutual roommate preference requests are honored whenever possible. An attempt is made to assign students to a roommate who has similar living habits and common interests. The assignment of roommates is a very difficult task and the success of the pairings varies. Consideration for others and the ability to adjust to new situations are two important requirements for a successful room situation. These qualities are difficult to determine from housing forms, but patience, effort and understanding usually resolve any initial difficulties after students live together for a short time. Room and roommate assignments are completed without regard to race, religion, creed, national origin, sexual orientation or disability.

Returning students select their own roommates and rooms during spring semester for the coming academic year. This process is referred to as "room lottery." Once a student signs up for a room for the next academic year, they have until April 1 in apartments and June 1 in halls and houses to cancel their housing contract for the fall semester. Students canceling their housing contract for the spring semester must do so by December 1. After those dates, students who cancel their housing will be assessed a \$150 late cancellation fee.

Overbooking and Temporary Room Assignments

Every semester a number of students assigned to rooms in the residence facilities do not report to their campus housing assignments. In anticipation of a certain number of these “no shows” and attrition, and in order to accommodate as many students as possible, it is the University’s practice to assign some students to temporary living spaces when necessary. There can be no guarantee as to specifically when during the academic year a permanent space will be identified for each student assigned to an overbooked space. Students temporarily assigned to overbooked rooms or lounges are required to relocate to a permanent space when one becomes available.

Administrative Room Reassignments or Removals

The University reserves the right to make changes in room and residence hall/house assignments whenever it deems necessary. This includes consolidating persons in rooms where the occupancy is less than the designated capacity and closing campus houses if enrollment decreases to an extent where such a move would be in the best interest of the University. In addition, an administrative move or removal may occur when there is strong evidence to suggest that a student has been or may be a danger to her/himself, to other residents or to the facility. Appeals to an administrative move may be made in writing to the vice president for student affairs and dean of students.

Room Change Policy and Procedures

Once a student has been assigned to a room, the student may not move to another room in any residence hall or house without first meeting with their resident director, completing a room change request form and receiving approval from the Office of Residence Life. These forms may be picked up and returned to the Office of Residence Life. There is a “room freeze” during the first two weeks of each semester during which room changes are not permitted. Room change forms require the signatures of both current and prospective roommates, as well as residence hall staff in the building in which the person making the request currently resides and the building to which the student intends to move.

All changes must be properly approved by the office prior to any move taking place. Once a move has been approved, the student will have three days (72 hours) to move into their new room and return the key to their old room to the Key Room in Physical Plant. Failure to do so will result in the student being assessed a charge of \$50 to cover the cost of changing the locks on the student’s former room. Any student making an unauthorized move at any time during the semester will be required to move back to their original room assignment and face disciplinary action.

The University reserves the right to reassign individuals to different rooms at any time (including emergencies or temporary assignments pending disciplinary action) if such reassignment is deemed necessary.

Room Consolidation Policy

A student living alone in a standard double room may be offered the opportunity to buy out that room as a “super single.” If that opportunity is either not made available (due to space constraints) or that student does not want to pay the additional price for a single room, they may either be moved into a double room with another student who does not want to pay the additional cost or may have another student moved in with them.

Check-In, Check-Out and Room Condition Report Procedures

Upon checking into a room, all occupants of the room must review and sign a Room Condition Report (RCR) for their room verifying that the information on the RCR regarding the condition of their room and its furnishings at the time of check-in is accurate. The Room Condition Report is a very important document for both the student and the Office of Residence Life. It is a record of the inventory and condition of the room. It is each resident’s responsibility to make sure their RCR is accurate at the time they check-in. If pre-existing damages are not noted on the RCR at check-in, the occupant will not be able to dispute the charges for that damage at the end of the year. After any discrepancies are noted and the RCR is signed by both the occupant and a residence life staff member, it will be kept on file in the hall until check-out.

Should a student complete a room change or move out of the residence halls at any point during the academic year, it is her/his responsibility to have the room inspected by a staff member, using the same RCR completed during check-in. All residents are required to participate in this procedure during check-out at the end of the academic year. After checking the condition of the room against the RCR, any changes in condition are noted on the form. Both the resident and the residence life staff member sign the form, and the student is given a copy of the RCR and the original is turned in to the Office of Residence Life.

If an individual fails to complete a proper check-out with a residence life staff member, she/he will be assessed a \$25 improper check-out fee and may forfeit her/his right to appeal assessed damage charges. Failure to return any house or hall keys at the time of checkout will result in a minimum \$50 per key charge. Entrance keys to campus houses and apartments will be assessed at a higher rate.

Upon checking out of a room, the occupants of the room should leave the room in the same good order and condition as when they checked in, reasonable wear and tear excepted. If it is determined that a room has been damaged beyond normal wear, the resident(s) of that room will be billed for the damage. Final inspections of the rooms, as well as all common areas in the halls and houses, will be conducted by the professional hall staff and members of the physical plant staff after all of the residents have checked out at the end of spring semester.

Residents will be charged whenever their use of tape, adhesive holders, nails, thumb tacks, decals, glow-in-the-dark solutions, etc. causes damage to walls, ceilings, floors, windows and other surfaces in student rooms and common areas. In addition, if a room is not returned to its original clean condition, an excessive cleaning fee of no less than \$25 will be assessed. In suite-style residence halls, students may be charged an additional \$25 for excessive cleaning required in the connecting bathroom.

Removal of furniture, lofts, carpets or any other large items from a student room or hallway will also result in a \$25 per item removal fee. If students have questions about where to dispose of these items, they should inquire of the resident director. Dumpsters are available in a variety of campus locations at the end of the year.

Students are required to leave the residence halls and houses within 24 hours after their last final exam is completed in both the fall and spring semesters. Students wishing to remain in their halls or houses beyond that 24-hour time period must obtain written permission from the Office of Residence Life by the deadline indicated in the Hall Closing Memo that is sent to each resident prior to the end of the semester. Substantial reason must be given for an extension to be granted. All students must leave the hall by the announced closing time, even if 24 hours have not passed since their last final. Students who do not leave by the announced hall closing time will be billed an improper checkout fee of \$25 and may be billed at the weekly summer housing rate if stay exceeds two days.

Residence halls and houses do not officially close during fall break, Thanksgiving break or spring break; however, there is no food service available during those periods. Halls and houses are closed over winter break. Notification of hall closing dates and times, as well as when the halls will reopen, will be communicated to all residents in the Hall Closing Memo that will be distributed to all students at least one week prior to the start of final exams. Only residents granted permission by the Office of Residence Life will be permitted to remain in campus housing during winter break. Students who are given permission will be required to sign a winter break housing contract and may be required to pay for winter break housing.

Damage Assessment Policy

Residents will be billed for damages, lost or stolen University property or unnecessary service or maintenance costs caused by residents and/or their guests within the residence halls or campus houses. The University retains the right to determine whether repair or replacement of the damaged item is necessary, the amount of the damage charge and the amount of the disciplinary fine, if any. Failure to pay assessed fees may result in a hold on the student's registration, graduation or issuance of a transcript. The Mount Union Physical Plant or a designated contractor will make all repairs. Students should not attempt to repair broken items as those attempts often result in further damage. Students will have 30 days from notification of damage charges in which to appeal those charges. Appeals must be made in writing to the director of residence life and can be submitted via e-mail to reslife@mountunion.edu.

Individual Damage Charges

The method outlined above under checkout procedures will be utilized in assessing individual room damages. Rooms will be checked by professional residence life and physical plant staff after students have checked out. Therefore, damage charges may be assessed that were not noted by the student staff member on the room condition report at the time of check-out. In cases where two or more students occupy the same room and the residents of the room do not report the name of the person responsible for the damage, the charges will be divided and assessed equally between the residents of the room. Students may also be assessed individual damage charges in situations where their actions or involvement were determined by the University to be the cause of property damage or necessary cleaning elsewhere on campus.

Common Area Damage Charges

Residents of a floor, residence hall or campus house may be required to share the expense of repair or replacement of any property in areas commonly used by residents and their guests, if the individual(s) responsible for the damage cannot be determined. The common areas include all public areas, such as hallways, restrooms, lounges, stairwells, etc. in a specific building. Charges for damages and/or cleaning will be assessed against residents at the conclusion of the academic year. Determination of the amount of such loss or damage will be made at the sole discretion of the University. Students are responsible for damages done to common areas even if they are not present at the time of the damage.

Personal Property

Mount Union assumes no financial responsibility for the loss of personal property by theft, fire, flood or other causes. Students should check their parents' homeowners' or tenants' insurance policy to ensure adequate coverage of their personal belongings. Keeping track of the room key and securing the room door are two of the easiest ways to safeguard property.

Lost Keys and Lockouts

Lost keys should be reported to the Office of Residence Life as soon as possible and arrangements will be made to issue a temporary key or have the lock changed on the student's room door depending on the situation. A student may get a temporary key from the Physical Plant Key Room. They have three days (or 72 hours) to find their lost keys. If the key(s) is not found in those three days the lock will be re-cored and the student will be charged a \$50 re-core charge. This charge will not be removed if the student finds the key after the three days or the re-core has already been completed. Students will be assessed a minimum of \$50 for changing the lock and for the issue of new keys. Entrance keys to campus houses and apartments will be assessed at a higher rate.

Lost ID cards should be replaced as soon as possible at the Office of Campus Card and Facilities Scheduling. The charge to replace a lost ID card is \$20. There is a variable fee for broken/damaged cards. Replacement for the first broken/damaged card is \$5.00, the second card is \$10.00, and the third card is \$15.00. Replacement of broken/damaged cards requires that the recognizable pieces be presented to the Office of Campus Card and Facilities Scheduling. If the pieces are not recognizable, a \$20 fee will be charged for the replacement. In order to protect personal funds and maintain hall security, students should deactivate their cards online at www.mountunion.edu/manage-your-card in the event the Office of Campus Card and Facilities Scheduling is closed when the ID card is discovered to be missing.

If a student is locked out of her/his room (but has not lost her/his keys), she/he will need to contact Campus Security to be keyed into their rooms. Fees will be assessed for repeated lockouts during an academic year. The first time security has to let a student in a room will be free, the second and third time will cost \$2 and additional key-ins will cost \$5 each. Please note that this is a privilege that is not to be abused in order to avoid paying for a new room key. The offending student may be charged \$25 if she/he cannot produce her/his key upon request

Lofting Policy

Students have the option of choosing to leave their beds on the floor, to bunk their beds (in doubles) or to loft their beds at the standard lofting height. There may be other lofting heights available with the different types of beds provided; however, Mount Union will not honor lofting requests for these intermediate heights. Mount Union will not be responsible for injury to persons or property with the use of either standard or non-standard lofting heights.

Ladders are provided in each room for use with bunked beds or a standard loft. These ladders are not designed for safe use at intermediate heights. If these heights are used, the end of the bed will serve as the ladder. Ladders must remain in the room whether utilized or not.

It is the goal of Mount Union to complete room set-up requests on-campus before the arrival of students in the fall semester. All beds will be in the lofted position upon arrival to campus unless otherwise requested by the residents of the room. Requests can be made by submitting an on-line form at <http://portal.mountunion.edu/Forms/Students/Students/BedConfiguration.aspx>. Requests made after August 15 will be honored as time permits. Students who choose to bunk or lofts their beds in their residence hall/house rooms must follow the Mount Union Lofting Policy.

General Lofting Guidelines

- Furnishings provided in each room must remain in the room. No existing University furniture may be stored outside of the assigned room and may not be removed from the University premises. Occupants will be responsible for complete replacement costs of items missing from their rooms at checkout. Furniture found abandoned in hallways, basements, lounges, etc. will be removed and full replacement costs will be charged to students at checkout.
- Due to varied ceiling heights, campus house ceilings may not allow for the proper installation of a standard loft. In this case, please contact the Office of Residence Life to discuss lofting options.
- Lofts must be positioned in a manner that will not hamper proper exit from the room. Due to fire regulations, lofts may not obstruct access to any room window, heating unit, or doors. Two feet of clearance/access is preferred between loft and window. Room entry doors must be able to swing fully open.
- In some locations (see individual hall instructions online), students must contact the Mount Union Physical Plant to loft their beds. In locations where students are permitted to loft their own beds, students are responsible for structurally safe lofts. Regardless how a loft is assembled, students are fully responsible for any injury that occurs as a result of lofting their beds.

Educational Records Policy

In accordance with the Family Educational Rights and Privacy Act (commonly referred to as FERPA, or the “Buckley Amendment”) Mount Union has adopted the following policies and procedures to protect the privacy of educational records. Students will be notified of their FERPA rights annually by publication in the University of Mount Union Catalogue, the University of Mount Union Student Handbook, and on the University’s website.

Definitions

Mount Union uses the following definitions in this policy:

Student: any person who attends or has attended the University.

Education Records: any records in whatever form (handwritten, taped, film or other medium) which are maintained by the University and are directly related to a student, with the following exceptions:

1. Personal records kept by a University staff member if the record is not revealed to others and is kept in the sole possession of the staff member;
2. Student employment records that relate exclusively to the student in the capacity of an employee;
3. Records maintained separately from educational records solely for law enforcement agencies of the same jurisdiction;
4. Counseling records maintained by the University chaplain or the University counselor;
5. Medical records maintained by the University solely for treatment and made available only to those persons providing treatment; and
6. Office of Alumni Activities records.

Rights Under FERPA

A student shall have the right and parents of a dependent student may have the right to do the following:

1. Inspect and review the student’s education records;
2. Request that the student’s educational records be amended to ensure the records are not inaccurate, misleading, or otherwise in violation of a student’s privacy or other rights;
3. Consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent;
4. File a complaint with the U.S. Department of Education concerning the failure of the University to comply with the requirements of FERPA; and
5. Obtain a copy of the University’s student records policy from the Office of Registration.

Procedure to Inspect Education Records

Students may inspect and review their education records upon request to the appropriate record custodian(s). Students must submit a written request that identifies as precisely as possible the record(s) the student wishes to inspect.

Access will be provided within 45 days of the written request. Information contained in the educational records will be fully explained and interpreted to students by University personnel assigned to, and designated by, the appropriate office.

Student records are maintained in the following offices:

1. Admissions and academic records in the Office of Registration;
2. Financial aid records in the Offices of Student Financial Services;
3. Financial records in the Office of Business Affairs;
4. Progress and advising records in the departmental offices and faculty offices;
5. Learning disability records in the Student Success Center;
6. Counseling records in the Office of the College Chaplain, the Office of Counseling Services and the Office of Alcohol, Drug and Wellness Education;
7. Academic dishonesty records in the Office of Academic Affairs; and
8. Disciplinary and student conduct records in the Office of Student Affairs.

Right of the University to Refuse Access

1. The University reserves the right to refuse to permit a student to inspect the following information:
2. The financial statements of the student’s parents;
3. Letters of recommendation for which the student has waived his or her right of access;
4. Records of applicants who were neither admitted to nor attended University of Mount Union;
5. Records containing information about more than one student, in which case the University will permit access only to that part of the record that pertains to the inquiring student; and
6. Records which are excluded from the FERPA definition of education records.

Right to Challenge Information in Records

Students have the right to challenge the content of their education records if they consider the information contained therein to be inaccurate, misleading, or inappropriate. This includes the opportunity to amend the records or insert written explanations by the student into such records. The student may not initiate a FERPA challenge of a grade awarded unless it was inaccurately recorded. In such cases the correct grade will be recorded.

Procedures for Hearings to Challenge Records

Students wishing to challenge the content of their education records must submit, in writing to the appropriate office, a request for a hearing, which includes the specific information in question and the reasons for the challenge.

Hearings will be conducted by a University official who does not have a direct interest in the outcome of the hearing. Students will be afforded a full and fair opportunity to present evidence relevant to the reasons for the challenge. The hearing officer will render a decision, in writing, within a reasonable period of time, noting the reason and summarizing all evidence presented.

If the hearing results are in favor of the student, the record shall be amended. Should the request be denied, an appeal may be made, in writing, and submitted to the Registrar within 10 days of the student's notification by the hearing officer. The appeal shall be heard by an Appeals Board of three disinterested senior University officials. The Board will render a decision, in writing, within a reasonable period of time.

Should the appeal decision be in favor of the student, the record shall be amended accordingly. Should the appeal be denied, the student may choose to place a statement with the record commenting on the accuracy of the information in the record and/or setting forth any basis for inaccuracy. As long as the student's record is maintained by the University, when disclosed to an authorized party the record will always include the student's statement and the Board's decision.

Disclosure of Education Records

The University will disclose "non-directory" information contained in a student's educational record only when written consent of the student, with the following exceptions:

1. To school officials, including teachers, who have a legitimate educational interest in the record;
2. To officials of another school in which the student seeks to or intends to enroll;
3. To federal, state and local agencies and authorities as provided under law;
4. To the parents of an eligible student if the student is claimed as a dependent for income tax purposes;
5. Accrediting organizations;
6. To comply with a judicial order or lawfully issued subpoena;
7. Emergencies affecting the health or safety of the student or other persons; and
8. As otherwise permitted by FERPA.

FERPA Annual Notice to Reflect Possible Federal & State Data Collection and Use

As of January 3, 2012, the U.S. Department of Education's FERPA regulations expand the circumstances under which your education records and personally identifiable information (PII) contained in such records — including your Social Security Number, grades, or other private information — may be accessed without your consent. First, the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local education authorities ("Federal and State Authorities") may allow access to your records and PII without your consent to any third party designated by a Federal or State Authority to evaluate a federal- or state-supported education program. The evaluation may relate to any program that is "principally engaged in the provision of education," such as early childhood education and job training, as well as any program that is administered by an education agency or institution. Second, Federal and State Authorities may allow access to your education records and PII without your consent to researchers performing certain types of studies, in certain cases even when we object to or do not request such research. Federal and State Authorities must obtain certain use-restriction and data security promises from the entities that they authorize to receive your PII, but the Authorities need not maintain direct control over such entities. In addition, in connection with Statewide Longitudinal Data Systems, State Authorities may collect, compile, permanently retain, and share without your consent PII from your education records, and they may track your participation in education and other programs by linking such PII to other personal information about you that they obtain from other Federal or State data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.

Directory Information

Disclosure of directory information normally may be made without the student's consent. Directory information includes the student's name; school and permanent addresses; school, permanent and cellular telephone numbers; school mailbox address; school e-mail address; date and place of birth; majors and minors; dates of attendance;

enrollment status; class level; degree(s) received and dates of conferral; honors and awards earned; previous institutions attended; weight and height of athletes; participation in officially recognized activities and sports; and photograph.

A student who wishes to have all directory information withheld must submit an "Authorization to Withhold Directory Information" form to the Office of Registration. The hold will become effective the first day of class in the next regular semester (fall or spring). Once filed this request becomes a permanent part of the student's record until the student instructs the Office of Registration in writing to have the request removed. Because the University's computer system is unable to put a "hold" on selective directory information, all directory information will be placed on hold or all directory information except name and e-mail address will be placed on hold. Moreover, this request does not restrict the release of this information to individuals and agencies list in "Disclosure of Educational Records" above.

Student Health Care Privacy

During the academic year, a student may be treated at the Student Health Center or, if appropriate, in the Department of Human Performance and Sport Management, while other students may receive counseling by the Office of Counseling Services or the Office of Alcohol, Drug and Wellness Education. On occasion, a student may be seen at a local hospital or by a private physician for tests, x-rays, or treatment. The hospital or physician generally sends a copy of those test results or medical records to the Student Health Center, which maintains them in the student's health record.

The confidentiality of a student's health care information is important to the University. Students should know what laws apply and how the University protects the privacy of student health information. The two main laws governing the confidentiality of student health information are the HIPAA Privacy Rule and the Family Educational Rights and Privacy Act ("FERPA").

HIPAA

Hospitals and private physicians must comply with HIPAA's Privacy Rule, which controls the use and disclosure of a patient's protected health information. If a student goes to the hospital or a private physician's office, it will not be necessary, under HIPAA, for the student (or parent, if the student is a minor) to sign an authorization in order for the hospital or doctor to send a copy of that student's test results or medical record to a nurse, physician or other health care provider at the Student Health Center.

It also will not be necessary for the student (or parent) to sign an authorization for the hospital or physician to submit a claim for payment to the student's or parent's health insurance plan. HIPAA defers to Ohio law in dealing with the rights of parents and children. A student, who has reached the age of 18, may request the hospital or private physician not to disclose medical information to his or her parents. That decision is strictly between the student and physician in private practice, who is not connected with University of Mount Union.

The University encourages students to share their health information with parents.

FERPA

The Student Health Center, Department of Human Performance and Sport Management, Office of Counseling Services and Office of Alcohol, Drug and Wellness Education, though they may provide treatment and health-related services, are not covered by HIPAA's Privacy Rule. Records that are created when the student receives treatment at the Student Health Center, Department of Human Performance and Sport Management, Office of Counseling Services or Office of Alcohol, Drug and Wellness Education are considered "Treatment Records," which are protected by FERPA. The Student Health Center, Department of Human Performance and Sport Management, Office of Counseling Services, and the Office of Alcohol, Drug and Wellness Education may disclose needed Treatment Records to appropriate medical or health professionals Involved in treating the student, without requiring the student to sign a FERPA Release form.

If the student wishes to allow another party to examine, inspect, or know the content or receive a copy of, his or her Education Records as maintained by the Student Health Center, Department of Human Performance and Sports Management, Office of Counseling Services or Office of Alcohol, Drug and Wellness Education, then the student must first sign a FERPA Release Form.

If students or parents have questions about the application of these privacy laws, please call the director of human resources at (330) 829-6560.

Non-Discrimination Statement

It is the policy of University of Mount Union not to discriminate on the basis of race, gender, sex, sexual orientation, religion, age, color, creed, national or ethnic origin, marital or parental status, disability or genetic information in student admissions, financial aid, educational or athletic programs, or employment as now or may hereafter be required by Title VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans With Disabilities Act of 1990, regulations of the Internal Revenue Service, and all other applicable federal, state, and local statutes, ordinances, and regulations. Inquiries regarding compliance may be directed to Pam Newbold, director of human resources and employee development, Beeghly Hall, (330) 829-6560, newbolph@mountunion.edu.

Statement Regarding Acts of Intolerance and Harassment

As an educational community, Mount Union has made a commitment to work toward a campus that is free from discrimination and that celebrates the diversity of its various community members. The University will not tolerate behavior that in any way undermines the emotional, physical or ethical integrity of any member of its community. Mount Union seeks to protect and enhance the personal safety, dignity, and self-respect of each member of the campus community. Moreover, the University will use its influence to encourage the entire community to treat its students, faculty, staff and affiliated visitors in a manner consistent with the principles of this statement. Academic freedom can only exist when all are free to pursue ideas in a non-threatening, non-coercive atmosphere of mutual respect.

It is imperative that campus community members report acts of intolerance. If these acts go unreported, then the opportunity for assistance and education is lost. Silence perpetuates the idea that there are no problems stemming from intolerant behavior at Mount Union. Any incident of discrimination or harassment that involves race, gender, sexual orientation, religion, disability, age, economic status or national origin should be reported.

Nothing in this document shall be construed to limit an individual's rights to freedom of political or artistic expression, or other expressions of an academic nature. In particular, the expression of political opinions about issues both on campus and in the wider national and international community explicitly does not constitute harassment. Works of art created or presented by students, faculty and other members of the community are similarly protected.

Definition of Harassment

Harassment includes, but is not limited to, any verbal or non-verbal conduct directed at an individual or group of individuals due to their race, religion, ethnic origin, gender, sexual orientation, or disability, when such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive environment for working, learning, or living on campus. Such harassment may occur between any members of the University community. It is a violation of University policies to engage in harassment or to retaliate against anyone bringing forth a complaint of harassment. False accusations of harassment will not be tolerated and may constitute intimidation and harassment and will be responded to as any other case of harassment. Repeated incidents, even where each would not on its own constitute harassment, may collectively constitute harassment under this definition.

Specific Types of Harassment

Certain forms of harassment tend to occur more frequently in society and are therefore described below in more detail.

Sexual Harassment

Sexual harassment in all of its manifestations runs counter to the mission of the University of Mount Union and will not be tolerated in the University community. Sexual harassment violates not only the dignity of the individual, but also the integrity Mount Union. All reports of sexual harassment will be promptly investigated and addressed.

Definition

Sexual harassment includes unwelcome sexual advances, requests for sexual favors and other physical or verbal conduct of a sexual nature when it meets any of the following:

1. Submission to such conduct is either explicitly or implicitly made a condition of employment or academic standing or where there is an implied or expressed promise of reward or threat of negative consequence for refusal;
2. Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual; or

3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive environment for working learning or living on campus.

Examples

Examples of sexual harassment include, but are not limited to:

- Sexual assault;
- Coerced sexual activity;
- Some incidents of physical assault;
- Direct or implied threats that submission to sexual advances will be a condition of employment, work status, promotion, grades, or letters of recommendation;
- Direct propositions of a sexual nature and/or subtle pressure for sexual activity that is unwanted and unreasonably interferes with a person's work or academic environment;
- A pattern of conduct that unreasonably interferes with the work or academic environment (not legitimately related to the subject matter of a course) including:
- Sexual innuendoes, inappropriate comments or remarks about an individual's clothing, body, or sexual activities;
- Suggestive or insulting sounds, inappropriate humor and jokes about sex or gender in general; sexual propositions, invitations, or other pressure for sexual intimacy;
- Inquiries and commentaries regarding a person's sexual activity, experience or orientation;
- Unwanted patting, pinching, brushing against a person's body, attempted or actual kissing or fondling, or any other inappropriate touching or feeling or staring.

Racial Harassment

Racial harassment is antithetical to the values of Mount Union and the University will not tolerate acts based on racial bigotry. It is the goal of the University to eliminate all manifestations of racism from the campus and any incidents of racial harassment will be promptly investigated and addressed.

Definition

Racial harassment includes behavior that threatens, intimidates, coerces, or degrades an individual or group because of race, ethnicity, or national origin in a manner that unreasonably interferes with an individual's work or academic performance or creates an intimidating, hostile, or offensive environment for working learning or living on campus.

Examples

Examples of racial harassment include, but are not limited to:

- Racial/ethnic slurs of any kind;
- Any behavior, including the production or display of graphic or written statements, that threatens, intimidates, coerces, or degrades an individual or group because of race, ethnicity, or national origin, or calls attention to the race, ethnicity, or national origin of another person in a manner that prevents or limits their academic and/or personal freedoms;
- Physical assault, destruction of property, intimidation, or any behavior that is physically threatening, harmful, or humiliating when such conduct is directed against an individual or group because of their race, ethnicity, or national origin.

Disability Harassment

Harassment directed at individuals or groups because of an actual or perceived disability is antithetical to the values of Mount Union. Such acts will not be tolerated by the University and will result in prompt investigation and response.

Definition

Disability harassment includes behavior that threatens, intimidates, coerces, or degrades an individual or group based on an actual or perceived disability in a manner that unreasonably interferes with an individual's work or academic performance or creates an intimidating, hostile, or offensive environment for working, learning or living on campus.

Examples

Examples of disability harassment include, but are not limited to:

- Verbal acts and name-calling;
- Any behavior, including the production or display of graphic or written statements, that threatens, intimidates, coerces, or degrades an individual or group because of an actual or perceived disability that prevents or limits their academic and/or personal freedoms;
- Physical assault, destruction of property, intimidation, or any behavior that is physically threatening, harmful, or humiliating when such conduct is directed against an individual or group because of an actual or perceived disability;

- Behavior that creates a hostile environment by unreasonably interfering with or denying a person's participation in or receipt of benefits, services, or opportunities from the College because of an actual or perceived disability.

Grievance Procedures

Persons who believe they have been harassed are encouraged to discuss the complaint with the associate dean of students or the director of human resources and employee development. All members of the university community are encouraged to utilize the informal grievance procedures as a means of resolving harassment complaints.

Every attempt will be made to protect any alleged victim from further harassment or injury. The University and persons involved in the investigation will make every effort to maintain the confidentiality of the complaint and the investigation.

Procedures for Student to Student/Faculty/Staff Member Harassment

Informal Grievance Procedure

Any campus community member with a complaint of harassment against a student should discuss this complaint with the associate dean of students*. If appropriate and desired by the complainant, the associate dean of students will arrange a meeting between the two parties and assist in the discussion of the complaint. The complainant has the right to end this informal grievance process at any time and proceed to the formal grievance procedure. If the complainant does not desire an informal meeting, the associate dean of students will assist him/her in the completion of the formal grievance procedure outlined below. The informal grievance procedure will not be used to address complaints that involve sexual assault.

Formal Grievance Procedure

Any campus community member who wishes to make a formal complaint of harassment against a student should submit a detailed written report about the allegations to the associate dean of students*. The report should include information about the dates, time, place, participants' names and the harassing behavior. The associate dean of students will discuss the report with the complainant to ensure clear and thorough understanding of the allegations. Every effort will be made to maintain the confidentiality of information regarding the complaint.

The associate dean of students, with the knowledge of the complainant, will contact the accused student to discuss the accusation. Investigation of a harassment complaint may include interviewing other persons necessary to obtain sufficient information on which to make a determination of the situation. The accused student will receive written notice of the allegations and the specific violations of the Student Code of Conduct with which the student is being charged.

A hearing will be scheduled before an administrative hearing officer or Student Conduct Board, as assigned by the dean of students or his/her designee. The accused student and the complainant will be afforded all rights outlined in the procedures of the Student Disciplinary Process, which can be found in the Student Handbook.

The hearing officer or Board will make a determination of responsibility based upon the preponderance of evidence. If the accused student is found to be responsible for the alleged harassment, he/she will be sanctioned in accordance with the Student Code of Conduct. Based on Title IX of the 1972 Educational Amendments, the complainant will be informed of the determination of responsibility. However, the Family Educational Right to Privacy Act prohibits the disclosure to the complainant of any sanctions placed against the accused student unless they directly involve the complainant (i.e. letters of apology to complainant, restrictions on contact, etc.), or if the accused student is charged with a crime of violence against the complainant.

Disciplinary action shall be taken against any person found to have willfully falsified a claim of harassment. It is also a violation of this policy to retaliate against another member of the campus community for bringing forward a claim of harassment.

Procedures for Faculty/Staff Member to Student Harassment

Informal Grievance Procedure

Any student with a complaint of harassment against a faculty or staff member should discuss this complaint with the associate dean of students*. If appropriate the associate dean of students will contact the director of human resources and employee development to discuss the allegations. If desired by the complainant, the director of human resources and employee development will arrange a meeting between the student and the accused faculty/staff member and assist in the discussion of the complaint. The associate dean of students may act in an advisory role for the student upon his/her request. The complainant has the right to end this informal grievance process at any time and proceed to the formal grievance procedure. If the complainant does not desire an informal

meeting, the associate dean of students and the director of human resources and employee development will assist him/her in the completion of the formal grievance procedure outlined below. The informal grievance procedure will not be used to address complaints that involve sexual assault.

Formal Grievance Procedure

Any student who wishes to make a formal complaint of harassment against a faculty/staff member should submit a detailed written report about the allegations to the director of human resources and employee development **. The report must include information about the dates, times, place, participants' name(s), and the harassing behavior. The director of human resources and employee development will discuss the report with the complainant to ensure clear and thorough understanding of the allegations. Every effort will be made to maintain the confidentiality of information regarding the complaint. The director of human resources and employee development will contact the appropriate vice president and advise him or her of the accusations.

The director of human resources and employee development, with the knowledge of the complainant, will contact the accused to conduct a thorough investigation of the allegations. Investigation of a harassment complaint may include interviewing other persons necessary to obtain sufficient information on which to make a determination of the situation. The director of human resources and employee development will then make a determination if the accusations can be substantiated and, if so, refer the accusations to the appropriate vice president for action in accordance with the guidelines specified in the appropriate personnel handbook.

Disciplinary action shall be taken against any person found to have willfully falsified a claim of harassment. It is also a violation of this policy to retaliate against another member of the campus community for bringing forward a claim of harassment.

** If a student wishes to make a complaint of harassment against the associate dean of students, he/she should discuss the complaint with the dean of students.*

*** If a student wishes to make a formal complaint of harassment against the director of human resources and employee development, he/she should submit a detailed written report about the allegations to the manager of human resources and payroll.*

Procedures for Faculty/Staff Member to Faculty/Staff Member Harassment

Informal Grievance Procedure

Complaints of harassment of any nature will be taken seriously and thoroughly investigated. There are two options for a faculty or staff member with a complaint of harassment against another faculty or staff member to initiate a claim of sexual harassment. They include contacting one of the following: 1) the vice president responsible for their department or 2) the director of human resources and employee development. If appropriate and with the knowledge of the complainant, the vice president will contact the director of human resources and employee development to discuss the allegations. If desired by the complainant, the director of human resources and employee development will arrange a meeting between the complainant and the accused faculty/staff member and assist in the discussion of the complaint. The complainant has the right to end this informal grievance process at any time and proceed to the formal grievance procedure. The informal grievance procedure will not be used to address complaints that involve sexual assault.

Formal Grievance Procedure

Any faculty or staff member who wishes to make a formal complaint of harassment against another faculty or staff member should submit a detailed written report about the allegations to the director of human resources and employee development*. The report must include information about the dates, times, place, participants' name(s), and the harassing behavior. The director of human resources and employee development will discuss the report with the complainant to ensure clear and thorough understanding of the allegations. Every effort will be made to maintain the confidentiality of information regarding the complaint. The director of human resources and employee development will contact the appropriate vice president and advise him or her of the accusations.

The director of human resources and employee development, with the knowledge of the complainant, will contact the accused to conduct a thorough investigation of the allegations. Investigation of a harassment complaint may include interviewing other persons necessary to obtain sufficient information on which to make a determination of the situation. The director of human resources and employee development will then make a determination if the accusations can be substantiated and, if so, refer the accusations to the appropriate vice president for action in accordance with the guidelines specified in the appropriate personnel handbook.

Disciplinary action shall be taken against any person found to have willfully falsified a claim of harassment. It is also a violation of this policy to retaliate against another member of the campus community for bringing forward a claim of harassment.

**If a faculty or staff member wishes to make a formal complaint of harassment against the director of human resources and employee development, he/she should contact the manager of human resources and payroll.*

Sexual Assault Responder Program

Often when people hear about sexual assault, they automatically think about rape. However, sexual assaults occur on a continuum of intrusion and violation. If permission has not been given or the individual does not want to engage in the sexual activity or is tricked, coerced or pressured into the behavior, it is sexual assault. It is also sexual assault when sexual behavior occurs when a person is unable to give consent due to being under the influence of alcohol or other drugs.

There are many decisions a person must make during her/his recovery from sexual assault. University of Mount Union provides services that can assist the sexual assault survivor with this process. The Sexual Assault Responder Program is designed for this purpose.

What is a sexual assault responder?

Sexual assault responders are Mount Union faculty and staff members who are trained to help someone who has been sexually assaulted understand their options. They will not make decisions for the person, but will provide her/him with the knowledge s/he needs to make decisions. The responder who is contacted either goes to the person who calls or makes arrangements to meet her/him. The responder assists the person as s/he addresses counseling, medical and legal issues, and helps with any other concerns the person may have. A list of responders can be found on page 73.

Why should someone who has been sexually assaulted call a Sexual Assault Responder?

By contacting a responder, the person can gain valuable assistance and information to help her/him make the many decisions ahead. She/he will also have someone to support her/him during this challenging time. The responder will provide written materials to the survivor that explains her/his many options. It is important to note that if a member of the Mount Union community informs a responder about an assault, she/he is required by University policy and by law to report the assault to the police and to the Office of Student Affairs. This report does not mean that the survivor has to make a statement or pursue prosecution; just that the police will be informed of what happened. If the survivor is unwilling to make a statement, she/he will need to tell the police this directly. The survivor should be aware that she/he will not be able to control the progress or outcome of a legal investigation, but that her/his wishes will be given serious consideration.

What if someone who has been sexually assaulted doesn't want to call a responder?

There are decisions that the person needs to make with or without a responder. The person should give serious consideration to getting assistance from a responder or other trained sexual assault advocate. In case the sexual assault survivor decides to work through this process without the benefit of a responder's assistance, there is additional information below that focuses on the major issues the person will need to address during her/his recovery from sexual assault.

Who else can someone who has been sexually assaulted call for help?

Whether or not the person contacts a responder, it is strongly recommended that she/he call the Rape Crisis Hotline. Workers at the Hotline can answer her/his questions and provide support, hospital advocacy and counseling, as well as, referral to longer-term treatment and help with health and financial issues.

Why should someone who has been sexually assaulted seek counseling?

It is important for someone who has been sexually assaulted to speak to a counselor, not because there is something wrong with her/him, but because she/he has been hurt. Having someone who can listen and help the survivor sort through her/his feelings is an important step toward regaining control of her/his life.

One way a survivor can receive counseling is through the Rape Crisis Hotline. Their counseling services are free and can be long-term, if necessary. There are also support groups available through Rape Crisis.

The Office of Counseling Services is also an excellent way for a survivor to receive free, confidential assistance. The Office of Counseling Services has counselors who can talk with a survivor and help her/him in the process of emotional healing. If long-term counseling is needed they will help the survivor get additional assistance.

The Office of the Chaplain is another option for emotional support. The chaplain can offer spiritual guidance during this challenging time.

Rape Crisis Hotline - (330) 821-RAPE (7273)
Office of Counseling Services - (330) 823-2886
Office of the Chaplain - (330) 823-2838

Should someone who has been sexually assaulted seek medical care?

Receiving medical care as soon as possible following a sexual assault or attempted sexual assault is extremely important for two reasons. First, the survivor may have suffered injuries of which she/he is unaware or unable to determine. Testing, treatment and information regarding sexually transmitted diseases or pregnancy may also be needed.

Second, if the survivor thinks that there may be any possibility that she/he will wish to pursue prosecuting the offender, a medical/legal examination for the collection of evidence is vital. Having evidence collected does not mean prosecution. The forensic evidence will be stored until there has been an investigation. While certain medical assistance can be received from a number of locations, Alliance Community Hospital is the only local place where evidence necessary for medical and forensic evaluation can be collected and secured for legal purposes.

For physical evidence to be present and useful, it is best collected as soon after the assault as possible; preferably within 12-24 hours and no later than 48-72 hours. It is best if the sexual assault survivor does not shower, bathe, douche, brush her/his teeth, eat or drink, or change clothing prior to going to the Emergency Room. Doing so will destroy important physical evidence. If the person does take any of the above actions, it does not mean s/he should not go to the hospital. However, evidence collection may not be as productive. If the person changed clothes, she/he should take all articles of clothing worn at the time of the assault to the hospital. These items will need to be retained as evidence.

Since the crime of rape/sexual assault is a felony offense, hospital personnel are required by law to report the assault to a law enforcement officer. If the survivor has not already spoken to a law enforcement officer, hospital personnel will notify the police that an assault has occurred. A law enforcement officer will come to the hospital to speak with the survivor. It is always the survivor's right to decide whether or not to talk to law enforcement, but the police officer will want to hear directly from the survivor if s/he is unwilling to make a report.

There is no charge for the examination at the hospital if the survivor cooperates with evidence collection. The survivor does not have to request prosecution in order to have the exam for free. If too much time has passed for a hospital exam to be useful, the survivor can also go to her/his own doctor or the Mount Union Student Health Center for an exam and testing for STDs and pregnancy. In addition, STD testing can be conducted at the Alliance City Health Department or Planned Parenthood of Stark County in Canton. The cost of tests at these facilities is based on a sliding scale. Most college students can expect free or extremely reduced costs. Planned Parenthood also conducts pregnancy tests, as does the Alliance Pregnancy Center. Pregnancy tests at the Alliance Pregnancy Center are free.

Alliance Community Hospital - 200 E. State St. - (330) 596-6000
University of Mount Union Health Center - (330) 823-2692
Alliance Health Department - 537 E. Market - (330) 821-7373
Planned Parenthood of Northeast Ohio - 2663 Cleveland Ave. N.W., Canton – (330) 456-7191
Alliance Pregnancy Center - 75 Glamorgan Ave. - (330) 821-7283

Should someone who has been sexually assaulted report the assault?

Mount Union encourages survivors of sexual assault to file a report about the incident. By providing the Alliance Police Department and the Office of Student Affairs with information, the survivor may be able to prevent future assaults against her/himself and others. It is vital that a report is made as soon as possible, particularly if it was a stranger assault. The potential danger to the survivor and the community is higher with stranger assaults. Reporting is not the same as prosecuting. While the investigation and charges placed are not under the control of the survivor, she/he has the opportunity to make her/ his wishes regarding prosecution known.

In order to report to the police, the survivor can call the police department and an officer will meet her/him to take a statement. If the survivor would rather not have the officer come to her/him, s/he can also go to the police department to make a report. If the survivor goes to the hospital for an examination, hospital personnel will contact the police and s/he can make a report there.

Some survivors may be reluctant to make a report if they were drinking at the time of the assault, particularly if they are under the legal age for alcohol consumption. Please be aware that University of Mount Union and the Alliance Police Department are more concerned about sexual assault than underage drinking.

Alliance Police Department - 470 E. Market - 911 or (330) 821-3131

If someone is assaulted by a Mount Union student, on or off campus, the assailant may be charged under the Mount Union Student Code of Conduct. Details of this process can be discussed with the dean or associate dean of students. The decision to place charges is made by the dean of students or his/her representative, but the survivor's wishes are given serious consideration. The University disciplinary system is an administrative process, not a legal one; therefore, situations that the city prosecutor chooses not to pursue may be able to be addressed through the discipline system.

Dean of Students John Frazier - (330) 823-2243

Associate Dean of Students Michelle Gaffney - (330) 823-7288

Director of Counseling Services Shannon Ortiz – (330) 823-2886

Mount Union Sexual Assault Responders

- Layelle Al-Ghaben, Manzilla diversity intern for academic support
- Morgan Bagley, director of athletic training
- Aaron Berger, resident director and graduate assistant for first year programs
- Andrew Boothe, associate director of human resources
- Megan Cale, resident director and graduate assistant for residence life
- Jessie Canavan, director of admission
- Dr. Beth Canfield-Simbroski, associate professor of Human Performance/Sport Business
- Kate Carnell, director of student involvement and leadership
- Rev. Marty CashBurless, University chaplain
- Joan Cockrill, administrative assistant for the vice president of business affairs
- Dr. Michelle Collins-Sibley, professor of English and director of the integrative core
- Don Cook, security officer
- Dr. Tamara Daily, professor of psychology and neuroscience
- Theresa Davis, instructor of history and Africana studies
- Jessica Douglas, director of first year initiatives
- Debbie Edwards, student accounts representative
- Michelle Gaffney, associate dean of students
- Adina Haught, administrative assistant, department of art, music and theatre
- Amber Jolly, resident director and graduate assistant for student involvement and leadership
- Bill Ketjen, security officer
- Dr. Michael Knepp, assistant professor of psychology and neuroscience
- Lindsey Laret, assistant director of residence life & student involvement and leadership
- Tammy Lepley, security officer
- Deb Lotsof, professor of theatre
- Dan MacDuffie, director of recreation & wellness, head golf coach, instructor of HPSB
- Gina Maida, library circulation manager
- Dr. Amy McElhinney, assistant professor of biology
- Deborah Minton, director of student conduct
- Pam Newbold, director of human resources
- Suzy Pietz, head women's basketball coach and senior women's athletic administrator
- Joe Petrine, security officer
- Corey Prendergast, security officer
- Phil Rathosky, resident director and graduate assistant for alcohol, drug, and wellness education
- Karen Saracusa, director of student accessibility services
- David Schmid, security officer
- Kevin Schroeder, instructor of human performance & sport business and athletic trainer
- Dr. Pete Schneller, professor of education
- Katie Schnurrenberger Arthurs, resident director
- Dr. Gwen Schwartz, associate professor of English and director of written and oral communication
- Sara Sherer, director of residence life
- Leigh Ann Swartz, head women's volleyball coach
- Antonio Tate, resident director and graduate assistant for student involvement and leadership

- Craig Theissen, director of academic support
- Keane Toney, director of campus safety
- Vanessa Worley, assistant professor of physician assistant studies

*** Contact information for the Responders may be found on-line at http://portal.mountunion.edu/student_life/SexualAssaultResponders/Pages/SexualAssaultResponderList.aspx

Hazing Policy

University of Mount Union prohibits hazing by campus groups and/or individuals. Hazing is defined under Ohio Revised Code as “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 a person.” Furthermore, the University defines hazing as any action taken or situation created intentionally, whether on or off campus, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. All acts of hazing by any organization or any of its members are strictly forbidden.

Hazing includes but is not limited to the following:

1. any activity that might reasonably bring embarrassment or emotional harm to the individual;
2. any activity that might reasonably bring physical harm to the individual;
3. any activity that requires an unreasonable or inordinate amount of the individual's time or in any manner impairs the individual's academic efforts;
4. any activity that involves the forced consumption of any liquid or solid matter;
5. any activity that would degrade or otherwise compromise the dignity of the individual; or
6. any requirement that compels an individual to participate in any activity that is illegal, in violation of the rules and regulations of the University, or contrary to the individual's moral and/or religious beliefs.

If a member of the University community becomes aware of incidents of hazing or suspicious behavior, she/he should contact the director of student conduct at (330) 823-7288.

Inclement Weather Policy

In the event of severe weather, the decision to totally or partially close the University will be communicated to the campus community by the Administrative Council, via the following steps:

- The vice president for student affairs will notify the University's Information line at (330) 829-2806.
- The vice president for business affairs will notify Campus Security.
- The vice president for public affairs and marketing will make every effort to notify local television and radio stations by 7 a.m. on the day of the closing.

Parking Policies

Registration

1. All student, faculty and staff vehicles at University of Mount Union must be registered and identified with a parking decal obtained from the Campus Security office. There is no fee for registering vehicles. Vehicle registration forms are available at the Campus Security office lobby or on iRaider under Forms. The information needed is the license plate number, make, model, year, color and owner of the vehicle.
2. Student decals will be assigned based upon residency. **If residency changes at any point during the academic year, the student is responsible for contacting the Campus Security office to obtain a new decal.**
3. Student parking registrations expire at the end of the academic year, or when a student ceases to be enrolled with Mount Union. Registration also terminates when ownership of the registered vehicle is transferred.

Permits

1. Acceptance of a Mount Union parking permit is an acknowledgement by the registrant that these parking policies have been read and understood and constitutes an agreement by the registrant to abide by the parking policies.
2. The decal must be placed at the bottom of the passenger side windshield and the barcode must be completely visible from the outside.
3. If a new vehicle is purchased (even if the vehicle still has 30-day tags) or any vehicle information should change, a new decal must be obtained from the Campus Security office.

4. Theft, vandalism or trading of decals is strictly prohibited and will result in disciplinary action.
5. Issuance of a parking permit does not assure the driver of an open parking space. Lack of a space is not considered a valid excuse for violation of the policies.

Schedule of Fines

First ticket	\$25
Second ticket	\$50
Third ticket	\$75
Fourth ticket	\$75 and vehicle will be booted (\$50 to towing service to remove)
Fifth ticket	\$100 and vehicle will be booted (\$50 to towing service to remove)
Sixth and any subsequent ticket	\$100 and vehicle will be towed (charges from towing service vary)

An exception to this schedule of fines is when a vehicle is inappropriately parked in a handicapped parking space. In this instance, the owner of the vehicle will be issued a \$25 parking ticket and the vehicle will be towed immediately.

If a vehicle has been booted, a towing service must be contacted to remove the restraint from the vehicle. If the restraint is not removed within 24 hours, the vehicle will be towed at the owner's expense. Excessive parking violations may also result in disciplinary charges and possible loss of parking privileges on campus.

Ticket fines will be billed to the student's or employee's account.

Violations

All parking lots are patrolled daily and fines will be assessed for a variety of violations; including but not limited to:

- parking in the incorrect zone
- unregistered vehicle
- parking in yellow-painted areas
- blocking driveway or access
- parking on sidewalk or grass
- parking in handicap area

The registrant is responsible for all violations regardless of who is operating the vehicle at the time the violation occurs. Having four-way flashers on does not make it acceptable to park in a restricted area (service vehicle, fire lane, handicap, etc.) Every attempt is made to maintain parking signs, but vehicle operators are expected to park appropriately, even in the absence of signs.

Appeals

If the recipient of a ticket believes that it was issued in error, the recipient can file an appeal to have the ticket voided. Appeals must be filed within seven calendar days of the infraction date. Appeal forms are available on iRaider under Forms. They are also available in the Campus Security office lobby.

Appeals filed after seven calendar days will not be accepted, and the fine must be paid at the Office of Business Affairs.

Student Parking Zones

All students will be assigned a particular parking zone based upon their residencies. Detailed information on parking zones can be found in the parking policies handout that is distributed to all individuals who register a vehicle and is also available at the Campus Security office. Zone parking will be enforced from 10 p.m. Sunday to 6 p.m. on Friday.

Faculty and Staff Parking

Faculty and staff parking areas are located in various locations around campus and are identified by a stencil painted on the ground and at the entrance of the parking lot. Faculty and staff spaces are reserved from 10 p.m. on Sunday until 6 p.m. on Friday.

Visitors

Visitor parking is available on the west side of Beeghly Hall and at the Hoover-Price Campus Center. Visitor spaces are reserved 24 hours a day, seven days a week.

Handicapped Parking Spaces

Anyone parking in a handicapped parking space without a valid state issued handicap pass or a valid Mount Union issued temporary handicap pass will be charged \$25 and his or her vehicle will be towed immediately.

Special Passes

Temporary parking passes are available upon request from the Director of Campus Security for the following conditions:

- Temporary Pass – available for one to five days for students who will temporarily have a different car on campus.
- Temporary Handicap Pass – available to students who have been injured or have a condition that makes walking difficult. A written doctor's excuse may be required.
- Visitor Pass – available for departmental use for special guests, speakers, etc.

Street parking is available as permitted by the City of Alliance.

** Mount Union assumes no responsibility or liability for a motor vehicle or its contents while parked or operated on the property of the University*

Refund Policy

Notification of withdrawal and requests for refunds must be done in writing. The process is initiated with a withdrawal form which is available in the Office of Student Affairs in the Hoover-Price Campus Center. The Mount Union Refund Policy can be found in its entirety in the University Catalogue.

Student Social Media Policy

As responsible members of the Mount Union community, students are expected to use all forms of social media lawfully and with respect for others. The same standards will be applied to communication utilizing social media as are applied to other methods of interaction (verbal, written, etc.) The University will not regularly monitor the language or actions of students using social media; however, students will be held accountable for policy violations related to their use of social media, as well as, other violations learned of through information posted on social media sites. University policies applicable to social media use include, but are not limited to, the following:

1. Student Code of Conduct - The Student Code of Conduct outlines prohibited conduct, which includes behavior that occurs within the framework of social media. The prohibited conduct stated in the Student Code of Conduct that is most closely related to the use of social media includes Mental or Bodily Harm (particularly behavior in violation of the Statement on Harassment) and Misuse of Technology. The Student Code of Conduct and the Statement on Harassment are published in the Student Handbook, which may be found on iRaider.
2. Technology Resources Acceptable Use Policy - Students are required to meet the expectations set forth in the Technology Resources Acceptable Use Policy, which is published in the Student Handbook.
3. Federal, State and Local Laws - Students are required to adhere to all federal, state and local laws.
4. University of Mount Union Social Media Policy - The campus-wide social media policy includes expectations related to recognized student organizations. Questions regarding this policy may be addressed to the Office of Marketing.

Technology Resources Acceptable Use Policy

Policy Overview

Mount Union makes available technological resources that may be used by University students, faculty and staff. These resources may include administrative software applications, file and print services, VPN, wireless access, network resources, e-mail, library resources, ID card system, multi-media resources, desktop applications and computer resources. These resources are intended to be used primarily for educational purposes, communications and to carry out the legitimate business of the University. Appropriate use of the resources includes instruction, independent study and research, and the official work of the offices and recognized student organizations. The privilege of using computer and network resources extended by the University to specific individuals and organizations is not transferable.

Moreover, the responsible, considerate and ethical behavior expected by Mount Union in all aspects of the community extends to cover the use of campus computer and network resources and the use of networks throughout the world to which Mount Union provides computer access. The University's guidelines for appropriate use are not meant to be an exhaustive list of what may or may not be done with the University's computer or network resources.

Those who make use of the network and computing resources must conform at all times to the policies contained herein, as well as the regulations and guidelines of the University as specified in the Student Handbook and the various employee handbooks. These policies exist to safeguard the security and functionality of the campus network and all components therein.

The Technology Resource Acceptable Use Policy is comprised of several components described below including unacceptable use, Technology User Code of Conduct, Network Use Policy, E-mail Policy, Hardware & Software Support Policy and Data Security. For faculty and staff members of the University should also familiarize themselves with the Laptop Usage & Liability Policy as well as the Loaner Equipment Use & Liability Policy as these additional policies may pertain to them.

Unacceptable Use

Unacceptable use of the University's computer and network resources are described below.

Misuse of Service

Any action that renders facilities unusable to those who rely on them or that interferes with another's use of facilities constitutes misuse. Examples are failure to respect the priorities posted at a public machine, overuse of resources, damage to software or hardware, sending repeated unwanted electronic mail, neglect or damage of software or hardware, and failure to report known problems.

Breach of Security

Any attempt to circumvent the protection that Mount Union has in place to prevent unauthorized access or any action that reduces the security of the University's computer and network resources is unacceptable use. Examples are attempts to misappropriate passwords, attempts to gain unauthorized access or sharing your password with others and violating federal, state and local laws related to privacy.

Illegal Use

Any use of computer or network resources in the commission of an illegal act is unacceptable. Examples are violation of licensing agreements, attempting to break into a computer or sending harassing or threatening electronic mail. There are federal, state and local laws that govern certain aspects of computer and telecommunications use. All laws pertaining to tangible documents or instruments apply equally to electronic files. This includes student records. Members of the University community are expected to respect these laws. Any use, even if not specifically prohibited, which falls within these broad categories should be considered inappropriate. If you are unsure of the propriety of an action, contact the Office of Information Technology (IT) for clarification.

Much like laws that govern print and recorded media, U.S. Copyright law protects copyright owners from unauthorized reproduction, adaptation or distribution of digital media. While users in educational settings enjoy limited permission to use copyrighted works under the "fair use" provisions of the copyright law, students and faculty who are engaged in developing web pages and other electronic media are advised to read further what the law allows under these circumstances. A very useful text Commonsense Copyright: A guide for Educators and Librarians by R. S. Talab is available in our Library. Some points include:

- Excerpts must be brief and confined to a campus network.
- Faculty may keep copies of student work for a maximum of two years as examples of exemplary work.
- Students may show multimedia projects developed in University classes for interview and potential employment as long as they have followed fair use practices.

Additional information on Copyright law can be found at <http://www.copyright.gov/title17/>

Peer-to-Peer File Sharing

Peer-to-peer file sharing is prohibited. The Office of Information Technology monitors traffic patterns in order to guarantee acceptable network performance for all users. If IT becomes aware of policy violations or illegal activities in the course of investigating network congestion or problem determination, IT will further investigate by inspecting content stored or shared on its network.

A minimum response to violators of copyright laws, as well as those impeding network performances, will be a warning to cease and desist. In certain circumstances, including those involving repeat offenders, violators will have

their access blocked and be turned over to the University judicial process. If contacted by the RIAA (The Recording Industry Association of America), DMCA (Digital Millennium Copyright Act) or by the courts and asked to identify those who are sharing or downloading based on IP addresses, Mount Union will comply with the law.

Unauthorized distribution of copyrighted material, including peer-to-peer file sharing, may subject a student, faculty or staff member to civil and criminal liabilities. Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act 9 Title 17 of the United States Code. These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than \$750 and not more than \$30,000 per work Infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. Willful copyright Infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information visit the Web site of the U.S. Copyright Office at www.copyright.gov, especially their FAQ’s at www.copyright.gov/help/faq

Systematic Monitoring and Access and Disclosure without Consent

Mount Union is not obligated to monitor the content of e-mail or file space. The Office of Information Technology, however, maintains the rights to monitor, trace, intercept, or block any network traffic for security or management purposes. Mount Union will, as a courtesy, normally try to inform users prior to any inspection, monitoring or disclosure of e-mail or electronic files, except when such notification would be detrimental to an investigation of possible violation of law or University policy. Users are required to comply with University requests for access to and copies of e-mail records and electronic files when access or disclosure is required or allowed by applicable law or policy, regardless whether such records reside on a computer housed or owned by the University. Failure to comply with such requests can lead to disciplinary or legal action pursuant to applicable law or policy, including, but not limited to, appropriate University personnel policies or codes of conduct. In summary, Mount Union shall only permit the individual monitoring, inspection or disclosure of electronic mail, electronic files or network traffic:

- When prior consent has been obtained in writing from the employee and/or student. Consent is given when an individual signs her/his contract or registration. Any employee or student who refuses consent may be denied access to the Internet and electronic mail;
- When required by and consistent with law;
- When there is probable cause or substantiated reason to believe that violations of law or of Mount Union or state policies have taken place;
- When it is for a valid business purpose and there are compelling circumstances; and/or
- Under time-dependent, critical operational circumstances.

Remedial Action and Sanctions for Violations of Technology Policies

Final technical authority for the Mount Union computer network rests with the Office of Information Technology, who may issue training notices, alerts, or warnings for any minor or inadvertent misuse of service or breach of security. Any illegal activity will be reported immediately to the appropriate University official. Final disciplinary authority for misconduct or misuse by members of the Mount Union community rests with the appropriate authorities outlined in the Student Handbook and the various employee handbooks.

Access to Mount Union’s e-mail, network and Internet services are a privilege that may be wholly or partially restricted by the University without prior notice and without the consent of the user. This may occur when there is probable cause or a substantiated reason to believe that violations of policy or law have taken place or in exceptional cases when required to meet time-dependent, critical operational needs. Any employee or student who abuses the privilege of University facilitated access to the Internet and e-mail may be subject to disciplinary action up to and including termination or expulsion. If necessary, the University also reserves the right to advise appropriate legal officials of any violations and institute legal proceedings against violators of this policy. Any policy violations should be reported to helpdesk@mountunion.edu. Acts of retaliation for reporting instances of misuse are prohibited, both by the University and under state and federal law. Reports of misuse cannot be made anonymously, due to the ability of the system to track the originator of any electronic communications.

**** Users should also familiarize themselves with the Technology User Code of Conduct, Network Use Policy, E-mail Policy, Hardware and Software Support Policy that follow this policy overview.*

Technology User Code of Conduct

The following Code of Conduct is intended to instruct technology users in acceptable behavior regarding their use of Mount Union technological resources. This document is not intended to be exhaustive if all possible behaviors that may be deemed inappropriate. Users are expected to adhere to all policies set forth by the University regarding the use of technology resources. Failure to follow the expectations set forth in this Code of Conduct or any other policy of the University regarding use of technology may result in sanctions against the user, including, but not limited to, loss of access to technology resources and/or disciplinary action.

1. Users are responsible for how their accounts are used; therefore, every effort must be made to protect against unauthorized access to accounts. Users must have a password which will protect their accounts from unauthorized use and which will not be guessed easily. If a user discovers that someone has made unauthorized use of her/his account, she/he should change the password and report the intrusion to the Office of Information Technology. Users are required to change their password every 90 days.
2. Users may not intentionally seek information about, browse or obtain copies of or modify files or passwords belonging to other people, whether at Mount Union or elsewhere, unless specifically authorized to do so by those individuals. Also, users may not attempt to intercept, capture, alter or interfere in any way with information on campus or global network paths.
3. Users must not attempt to decrypt or translate encrypted material or obtain system privileges to which they are not entitled. Attempts to do any of the above will be considered serious violations.
4. If users encounter or observe a gap in system or network security, they must report the gap to the Office of Information Technology. Users must refrain from exploiting any such gaps in security.
5. Users must refrain from any action that interferes with the supervisory or accounting functions of the system or that is likely to have such effects.
6. Users must be sensitive to the public nature of shared facilities, and take care not to display sounds or messages that could create an atmosphere of discomfort or harassment for others.
7. Users must avoid tying up computing resources for game playing or other trivial applications, sending frivolous or excessive mail or messages locally or over an affiliated network or printing excessive copies of documents, files, images or data. Users should be sensitive to special needs for software and services available in only one location and cede place to those whose work requires the special items.
8. Users may not prevent others from using shared resources by running unattended processes or placing signs on devices to "reserve" them without authorization.
9. Users may not copy, cross-assemble or reverse-compile any software or data that the University has obtained under a contract or license that prohibits such actions. If it is unclear if it is permissible to take such actions, users should assume that they may not do so.
10. Software may not be copied or used illegally. Website materials must be cited appropriately and permission obtained for the publishing, performing or distribution of copyrighted material.
11. Messages, sentiments and declarations sent as electronic mail or sent as electronic postings must meet the same standards for distribution or display as if they were tangible documents or instruments. Users are free to publish their opinions, but they must be clearly and accurately identified as coming from the particular user or, if a user is acting as the authorized agent of a group recognized by the University, as coming from the group she/he is authorized to represent. Attempts to alter the "From" line or other attribution of origin in electronic mail, messages or postings will be considered violations of University policies.
12. Users may not take any action that damages Mount Union technology resources in any way, including technology found in classrooms, public computing labs, departmental labs, residence halls and University houses, or any other campus location.
13. Users may not establish any computer to function as a server without the knowledge and approval of the Office of Information Technology.
14. Users are required to utilize anti-virus software on their computers. Anti-virus software must be updated regularly.
15. Users may not deploy any network electronic equipment or install wireless access points without express permission from the Information Technology Department.
16. Users who utilize the Mount Union e-mail system are required to comply with state and federal law, University policies, and normal standards of professional and personal courtesy and conduct.

Network Use Policy

The Mount Union network is provided for the academic use of students and faculty of the University, as well as to the University administration for conducting official University business. Academic use is determined to be any legitimate use of the network for the purpose of assisting in the conduct of the University's academic mission. The official conduct of University business is limited to efforts on behalf of the management and administration of the University. The network provides access to the Internet from all offices, residence hall rooms and computer labs, in addition to public access stations in the library. Students living in on campus housing are accorded the privilege of using the

network for personal use, as long as such use is in keeping with all applicable policies of the University and state and federal laws, and is not excessive (resulting in diminished service to fellow students).

User access to the network is governed by the acceptable use policy of the University, as well as by the following:

Servers

All servers operating on campus must do so with the knowledge and consent of the Office of Information Technology. A server is defined as any computer providing services of any type to other computers on the network or on external networks. Such services could include DNS, DHCP, SNMP, e-mail and application, file and/or printer sharing. In order to request the deployment of a server on the network, written petition must be made, stating:

- The legitimate academic use of the server;
- Intended server operating system;
- All intended server functions and applications, including protocols and services; and
- The identity and function of target subordinate computers/users.

Any computer acting as a server without prior authorization as stated above will be removed from the network. All licensing, operation and support of the hardware and software utilized will be the responsibility of the petitioner, if such petition is granted.

Accounts

All authorized users will be provided an account by which to access the necessary network resources of Mount Union. The information regarding this account, including the account name and password, is privileged and must not be disseminated to anyone other than the account owner for any purpose. Account holders should protect their passwords and keep them confidential. Passwords should be changed frequently.

Any problem resulting from irresponsible use of a password (e.g., a password that can be easily guessed or oral or written dissemination of a password, as well as, passwords that are stored in scripts or saved on an individual machine) may be treated as grounds for action against the account holder. Any attempt to determine the passwords of other users is strictly prohibited.

The following are categories of authorized users:

- Full-time staff of the University
- Current faculty members
- Current students

The following categories of users may be authorized to utilize the University network based on the legitimate need for access to such resources:

- Part-time staff of the University
- Volunteer staff of the University
- Student employees
- Current students on transfer
- Retired members of the faculty and staff
- Guests

Other categories of users may be granted special permission to obtain access to the system at the discretion of the University. Student employees who need to access administrative software and resources due to their employment must be given approval for this access by an office administrator.

Special Access

From time to time, circumstances dictate the provision of short-term, special access to University systems. Such access must be in accordance with the strictest adherence to the user policies stated above and may only be granted by the Information Technology Department after review of a written petition. The petition must state the purpose of the access, the source user name, and the department. Such access will typically be provided only for a limited time and will be allowed only from designated computers. All such petitions that are approved will be maintained on file in the Office of Information Technology. All connections made through such petitions will be monitored.

Network Electronic Equipment

Network electronic equipment, including switches, hubs and routers, may only be installed on campus with the knowledge and consent of the Office of Information Technology. In order to request the deployment of this equipment on the network, written petition must be made stating:

- The legitimate academic use of the equipment;
- The type of equipment wishing to be deployed and for what purpose;
- All intended functions, including protocols and services; and
- The identity and function of target subordinate computers/users.

Any network electronic equipment deployed without prior authorization as stated above will be removed from the network. If a petition is granted, all licensing, operation and support of the hardware and software utilized will be the responsibility of the petitioner.

VPN (Virtual Private Network)

VPN is a resource made available to faculty, staff and non-residential Mount Union students. VPN will allow a user to connect to the campus network from an off campus ISP (Internet Service Provider) and make it appear to the user that they were physically connected to the Mount Union network. VPN will allow users to gain access to their home space (H:\ drive), departmental common space (S:\ drive) and hand-in and handout folders (M:\ drive). VPN will be supported for only specified operating systems. If misuse of this resource occurs or if the user does not comply with the VPN Policy of Mount Union, the Office of Information Technology reserves the right to terminate any VPN connection without notice. Any party found to have violated the VPN policy may be subject to disciplinary action, including termination of VPN access. A copy of the VPN policy can be found on the Office of Information Technology website.

Wireless

Wireless technology is available in specified areas of Mount Union. Use of the wireless information network implies consent to abide by all University policies pertaining to the use of computer resources at Mount Union. Users may not install wireless access points. Any unauthorized wireless access points deployed will be removed from the network.

Campus ID Card System

The Campus ID Card System is a network resource and as such is protected by the rules of this policy. Any party found to violate this policy or damage devices specific to this system, such as door card, vending machine, or laundry readers, may be subject to disciplinary action.

Web Pages

The Mount Union website and individual web pages are network resources and as such are protected by the rules of this policy. Any party found to violate this policy may be subject to disciplinary action.

Any Mount Union entity may request an organizational or personal web page. By using the site you automatically agree to this policy. To request an organizational web page please contact the Information Technology Helpdesk or Office of Marketing. Every Mount Union entity must provide a contact person, who is willing to respond to comments or questions concerning the information the home page and on related documents provided by the entity. In the case of home page for an individual, that individual will act as their own contact person. The name and email address of the contact person must appear at the bottom of the home page along with the date of the last update of the page and/or related documents. In the case of copyrighted material, the representative is responsible for obtaining the necessary permission for posting such material. All material must be suitable for viewing and/or reading by individuals of all ages and conform to copyright laws. These are not limitations of free speech, but represent the policies of this Institution.

University of Mount Union Social Media

Social media is defined by Mount Union as public forms of communication that are used via the Internet. This form of communication combines integrated technology, social interaction, and the construction of words and/or pictures. Such sites are as follows but not limited to: LinkedIn, Facebook, Twitter, MySpace, YouTube, Shutterfly, Flickr, Plurk, Blogs, Wiki, Digg, etc or any social site that can be created by a person and utilized as marketing the institution in any manner. Personal sites are permitted and are not held to the approved identity standards of Mount Union, however, any reference to the institution must adhere to the values of the institution. Please reference the Identity Standards to ensure the proper usage of Mount Union policies for written or video communication. Anyone choosing to create a social media site representing an office, department, organization and/or any site that would be connected to the brand of Mount Union must contact the Office of Marketing. For the Social Media Policy see the Office of Marketing.

Campus Telephone Service

The campus telephone service is explained in detail on Office of Information Technology web pages within the portal (iRAIDER). Telephone service includes voice-messaging capabilities. Voice messaging is an electronic voice messaging system that gives users a convenient and dependable way to communicate with people. Voice messaging answers calls when the user is on or away from her/his phone. Users of voice mail must be aware of Mount Union's

voice mail policy. Users of Mount Union's voice mail system agree to abide by this policy. This policy can be found within the portal (iRAIDER) on the Office of Information Technology pages and instructions for using the voice messaging system can be found there as well.

E-mail Policy

Mount Union e-mail is intended to serve the communication needs of the University community. Access to the e-mail system is a privilege. Any e-mail addresses or accounts assigned by the University to individuals, sub-units or functions of the University are the property of the University. The Mount Union network is not intended for private correspondence, as such, all communications on the University's computer systems, whether personal or business related, are the property of Mount Union. E-mail users are required to comply with state and federal law, University policies and normal standards of professional and personal courtesy and conduct. Unacceptable uses of e-mail and Internet access include, but are not limited to, the following:

- Use for any purposes that violate a federal, state or local law.
- Use for any commercial activities, including commercial advertising unless specific to the charter, mission or duties of Mount Union.
- Use to publish post, distribute, disseminate or link to any:
 - Inappropriate, profane, defamatory, infringing, obscene, indecent, harassing, or unlawful topic, name, material, or information
 - Software or other material protected by intellectual property laws, rights of privacy or publicity or other proprietary rights, unless the individual owns/ controls such rights or has received all necessary consents for the use of such software and other materials;
 - Software or other material that contains viruses, corrupted files or that may or are intended to damage the operation of another's computer.
- Use to gather or otherwise collect information about others for commercial or private use, including e-mail addresses, without the express consent of the individuals.
- Use for fund raising, political campaign activities or public relations activities not specifically related to Mount Union activities.
- Use to conduct or forward illegal contests, pyramid schemes or chain letters, or to spam.
- Use to sell access to the Internet.
- Use to conduct any activity that adversely affects the availability, confidentiality or integrity of Mount Union's technology.
- Use to benefit personal or financial interests of any employee or student.
- Use for mass e-mail purposes. Announcements should be used for this purpose.

E-mail users shall not give the impression that they are representing, giving opinions or otherwise making statements on behalf of the University or any unit of the University unless expressly authorized to do so. Where appropriate, the following explicit disclaimer shall be included: "The opinions or statements expressed herein are my own and should not be taken as a position, opinion or endorsement by University of Mount Union."

Restriction of E-Mail Privileges in Response to Resource Limitations, Administrative Procedures, or Policy Violations

The Office of Information Technology of Mount Union sets the amount of disk space available for mailboxes and file space. The Office of Information Technology will announce the limits on an annual basis. On occasion it may become necessary for IT to impose additional limitations on the use of e-mail due to technical necessities or to require purges of information stored on the University servers to preserve the integrity of the system. Users are advised to implement a data recovery plan, for example storing files on a DVDs, CDs or making paper copies, as well as regularly archiving their e-mail messages.

Security

E-mail, as a public record, is subject to the Freedom of Information Act and to subpoena by a court of law. Users should be aware that any information submitted via e-mail is not confidential and could be observed by a third party while it is in transit. Encryption encourages the false belief that privacy can be guaranteed. Users should never put anything in an e-mail message that must be kept confidential. E-mail users should assume that anyone could accidentally or intentionally view the content of their message. E-mail security is a joint responsibility of Mount Union Office of Information Technology and e-mail users. The University will provide the security offered by the currently used software, as well as a "firewall" to prevent unauthorized access to the mail server. Users must take all reasonable precautions, including safeguarding and changing passwords, to prevent the use of the account by unauthorized individuals. Users may not divulge passwords for Mount Union accounts to any other person or allow other persons use of their Mount Union account for any reasons.

Archiving and Retention

The Office of Information Technology does not archive documents. Mount Union records communicated using e-mail or the Internet need to be identified, managed, protected and retained as long as they are needed to meet operational, legal, audit, research or other requirements. Each director is required to comply with approved records retention schedules or to set standards to retain, manage and make accessible in an existing filing system, outside the e-mail system, records needed to support program functions in accordance with Mount Union's standard practices.

Eligibility for E-Mail Privileges

Students are eligible for e-mail privileges as long as the student is officially registered at Mount Union. Faculty and staff e-mail privileges start on the date employment begins and ends at the close of the business day of the date of employment termination. The Mount Union Office of Information Technology may, under its sole discretion, attempt to redirect e-mail for a reasonable period of time as determined by the University for purposes consistent with this policy and the University's mission. The University may elect to terminate the individual's e-mail account or continue the account, subject to approval by appropriate University supervisory and systems operational authority. The Office of Human Resources at Mount Union is responsible for notifying the Office of Information Technology of the date of employment termination.

Hardware and Software Support Policy

University-Owned Desktop Computers

The following outlines support levels provided by the Office of Information Technology for system and application software on University-owned desktops and laptops used by faculty, staff and administrators at the University.

Hardware

All University-owned desktop computers are covered under a warranty period, which varies depending on vendor and model. If a service problem is determined to be hardware-related, support will be obtained for that unit in accordance with the terms of the warranty.

Support Levels for System and Application Software Used on Mount Union Owned Equipment

Level I

Level I software products represent a core set of office automation applications that the University has deemed necessary for fulfillment of position requirements and for which it offers support to faculty, staff and administrators using the applications. These products receive the highest level of user and technical support from the Office of Information Technology. Upgrade and maintenance efforts toward these products supersede efforts on all other administrative products and represent the core set of products initially installed on user desktops. Recommendations for additions and deletions to the core set of applications will be considered and approved by the appropriate governance structure of the University and provided in writing to the Office of Information Technology. Upgrades and fixes to these products will automatically take place and be coordinated by the Office of Information Technology.

Administrative Systems Software

Mount Union utilizes several specialized applications for administrative purposes. All of these applications must be used in the context of all federal guidelines including the Family Educational Right to Privacy Act (www.ed.gov/policy/gen/guid/fpco/ferpa/index.html). Examples of administrative software include, but are not limited to, the following: PowerCampus, Self-Service, Raiser's Edge, Great Plains, Diebold ID Card system and EMS.

Level II

Level II products represent unique products that are required by a limited number of individual users for administrative tasks specific to their positions. Products at this level will typically be installed on the user's local disk drive and not on the network, with the user's data files stored on network drives for backup and recovery purposes. Generally users of these products will consist of less than a dozen users per product. The Office of Information Technology will make the final determination concerning whether these products will be installed on the network or local drives based on the product's function and application requirements. These products receive a limited level of user and technical support from information technology due to their limited deployment and specialized focus. Users of these products should plan on becoming familiar with these products to a greater degree than products supported at Level I since limited expertise will be developed in the Office of Information Technology to support the product. Upgrades to these products will need to be coordinated and requested by users of the product. Automatic upgrades of the product will not normally be done by the Office of Information Technology. All copies of the product will be maintained at the same version and release level throughout the University. Recommendations with supporting rationale for additions and deletions to this set of applications will be coordinated and recommended by the individual department in conjunction with the Office of Information Technology.

Level III

Level III products represent unique products that are not included in the Level I or II categories above. The user will install products at this level on the user's local disk drive. These products will not be installed on network drives, although application files may be stored on network drives for security purposes. These products receive the lowest level of user and technical support from the Office of Information Technology due to their limited deployment, unique focus and individual user preferences. Users of these products should plan on becoming completely familiar with these products and should have expectations of supporting the product themselves. The Office of Information Technology assistance will be available only as time permits after Level I and Level II support needs are met. Upgrades to these products will be at the user's discretion, but the University's management reserves the right to remove any illegally obtained or installed software from any University owned computer, or to remove any software that is adversely affecting the operation of any networks to which the microcomputer is connected. The Information Technology Department will also conduct software audits periodically to ensure that the University is in compliance with state and federal laws concerning software use. The user should ensure that all copyright and license requirements are documented and on file for any software installed on her/his computer.

**** Additional software should not be purchased without the knowledge and consent of the Office of Information Technology.*

Personally-Owned Computers on Campus

Hardware

No hardware support is available for non-University owned equipment for faculty & staff members. There are several local companies that provide warranty and out-of-warranty repair service on personal computers. You can contact the Helpdesk for recommended vendors.

Other

Personally-owned computers belonging to faculty or staff members in use on campus will be supported for network connectivity only, and then only if they meet the minimum system requirements found in the current user packet or information technology website. Such support will be limited to establishing network connectivity and assistance with logging in to the appropriate domain. Personally-owned computers belonging to the students will be supported by the helpdesk in a limited manor. Students can find out additional information on this service by visiting the Helpdesk or the IT web site. Additional computer services offered to students can be found on the Office of Information Technology web site.

Not Supported

Any computers not specified above, as well as those computers in use by faculty and staff that are not located on campus, will not be supported unless the computer is University-owned and is being used in the course of administrative or academic business.

Data Security

Data is considered a primary asset and as such must be protected in a manner commensurate to its value. Data security is necessary in today's environment because data is a valuable asset. Security and privacy must focus on controlling unauthorized access to data. Security compromises or privacy violations could jeopardize the University's ability to provide service; lose revenue through fraud or destruction of proprietary or confidential data; violate business contracts and customer privacy; or reduce credibility and reputation with its students, faculty, staff, friends and alumni. The main objective of this policy is to ensure that data is protected in all of its forms, on all media. This policy applies to all University data.

A breach of policy could have severe consequences to Mount Union. The goals are to educate users about their obligation for protection of all data assets and to ensure the security and integrity of all University data. It is the responsibility of the individual to keep Mount Union data secure on any device, including but not limited to desktops, laptops, portable hard drives, mobile devices such as cell phones, PDAs, etc. Individuals are prohibited from downloading, storing or recording of data that include any information which if lost or stolen could be used for identity theft purposes.

Additional information on data security can be found in the Office of Information Technology's Data Security Policy.

Smart Phones

Any faculty, staff or student who carries a smart phone must comply with the Office of Information Technology policy regarding Smart Phones. Users are expected to secure their device by using passwords, changing them regularly, always locking the device when not in use, encrypting data and securing their device to prevent theft. Any Mount Union data that is stored on a mobile device is the responsibility of the owner. If Mount Union data is stored on a mobile device and the device is lost it must be reported to the Office of Information Technology immediately.

Users are expected to adhere to all policies set forth by the University regarding the use of technology resources. Failure to follow the expectations set forth in this section or any other policy of the University regarding use of technology may result in sanctions against the user, including, but not limited to, loss of access to technology resources and/or disciplinary action. Additional Information can be found in the Office of Informational Technology's mobile device policy.

Policy Updates and Reviews

This policy will be reviewed on an annual basis. Updates may be made without notification. It is the user's responsibility to review applicable policies on a regular basis.

Indemnification of Mount Union

Users agree by virtue of access to the University's computing and e-mail systems, to indemnify, defend and hold harmless the University for any suits, claims, losses, expenses or damages including, but not limited to, litigation costs and attorney's fees arising from or related to the user's access to or use of University e-mail and computing systems, services and facilities.