

# University of Mount Union

## Graduate Catalogue and Graduate Student Handbook

### 2014-2015

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The University of Mount Union reserves the right to change policies, regulations, courses and fees at any time subsequent to the publication of this *Graduate Catalogue*.

The Mount Union *Graduate Catalogue* in effect at the time of a student's admission to the University shall govern such student's degree requirements; an extended period of non-enrollment at the University may, at the time of return, result in change to requirements as specified in a later issue of the *Graduate Catalogue*.

Each student has the responsibility to be aware of and to meet the *Graduate Catalogue* requirements for graduation, and to adhere to all rules, regulations and deadlines published in this *Graduate Catalogue*.

It is the policy of the 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](mailto:newbolph@mountunion.edu).

## The University

### Institutional Mission

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

### History

The University of Mount Union is the outgrowth of a town meeting held by forward-looking citizens of the village of Mount Union on 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 in the charter of the institution 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 University in 1858, but it was not until 1864 that Mount Union was granted full patronage by the conference.

In September 1911, Scio University, located at Scio, Ohio, was united with Mount Union. By the articles of consolidation, the liberal arts alumni of the former institution were made alumni of the latter.

Scio was established in 1857 at Harlem Springs, 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 University in 1878.

For many years Mount Union has claimed the distinction of being one of the first institutions to have a summer school. Started in 1870, this 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.

On August 1, 2010, the institution officially became known as the University of Mount Union. The change to a “university” designation was made in an effort to better describe what Mount Union is today and more effectively communicate all that the institution has to offer. This decision, unanimously approved by the Board of Trustees, came after careful review of data gathered through numerous research efforts and thoughtful consideration and discussion.

From 1846 to present, the administration of the University 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 1899, 1908-1938; Charles Burgess Ketcham, 1938-1953; Carl Cluster Bracy, 1954-1967; Ronald Gilbert Weber '38, 1967-1980; G. Benjamin Lantz Jr., 1980-85; Harold M. Kolenbrander, 1986-2000; John L. Ewing Jr. 2000-2005; and Richard F. Giese, 2005-.

## Accreditations and Affiliations

The University of Mount Union is accredited by the following organizations: the Higher Learning Commission ([www.hlcommission.org](http://www.hlcommission.org)) as a Degree-Granting Institution; US Department of Education of the State of Ohio; University Senate of the United Methodist Church; Ohio College Association; Ohio Board of Nursing; Ohio Board of Regents (Certificate of Authorization); Ohio Athletic Association; Association of Independent Colleges and Universities of Ohio; National Association of Schools of Music; and National Association of Sport and Physical Education-North American Society for Sport Management (NASPE-NASSM). The athletic training program is approved by the Commission on Accreditation of Athletic Training Education (CAATE); Mount Union’s teacher education program is approved by the Ohio Department of Education, accredited by the National Council for Accreditation of Teacher Education (NCATE) and holds special program accreditations; and Mount Union’s Department of Chemistry and Biochemistry is approved by the American Chemical Society (ACS). The Physician Assistant Studies program is granted continuing accreditation from the Accreditation Review Commission on Education for the Physician Assistant, Inc. (ARC-PA).

## Alumni and Related Organizations

The University of Mount Union Alumni Association was officially organized in 1948, having functioned for many years as an informal organization. Its purpose is to promote interest in Mount Union through a variety of programs. All former students are automatically members of the association. Activities are coordinated through the Office of Alumni Relations, part of the University’s administrative staff and the Alumni Council from the association.

The Association holds local meetings each year in many areas throughout the nation. Special programs for alumni from all areas are provided at the University on Alumni Weekend and also on Homecoming Day. Mount Union Magazine, a quarterly publication, keeps alumni and friends informed of the programs and activities of the association and of the University.

The Mount Union Women, founded in 1933, is an organization of local chapters with the National Cabinet as its governing body. Its purposes are to foster the interests of Mount Union, to promote the education of women, to provide an effective medium of contact between alumnae and the University and to organize local chapters of Mount Union Women.

Any woman who has attended Mount Union is a member of Mount Union Women. Associate memberships may be held by the wife of an alumnus and the mother, daughter or sister of an alumnus or alumna. Honorary memberships are given to the wife of the president of the University, the wives of all members of President’s Council, the director of alumni activities and women members of the University’s Board of Trustees. Honorary memberships may be given to women professors and wives of professors.

# Academic Policies and Procedures

## Student Responsibility

Each student has the responsibility to be aware of and to adhere to all rules, regulations and deadlines published in this *Graduate Catalogue*, and in any Handbooks provided by graduate programs.

## The University of Mount Union Educational Records Policy Annual Notification to Students

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 Catalogue and on the University’s website.

## Definitions

The University of Mount Union uses the following definitions in this policy:

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

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

- 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;
- student employment records that relate exclusively to the student in the capacity of an employee;
- records maintained separately from educational records solely for law enforcement agencies of the same jurisdiction;
- counseling records maintained by the University chaplain or the University counselor;
- medical records maintained by the University solely for treatment and made available only to those persons providing treatment; and
- Office of Alumni Relations and University 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:

- inspect and review the student's education records;
- request that the student's education records be amended to ensure the records are not inaccurate, misleading or otherwise in violation of a student's privacy or other rights;
- consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent;
- file a complaint with the U.S. Department of Education concerning the failure of the University to comply with the requirements of FERPA;

## 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 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:

- admissions and academic records in the Office of the Registrar;
- financial aid records in the Office of Student Financial Services;
- financial records in the Office of Business Affairs;
- progress and advising records in the departmental offices and faculty offices;
- disability-related records in Student Accessibility Services;
- counseling records in the Office of the Chaplain and Office of Counseling Services;
- academic dishonesty records in the Office of Academic Affairs;
- disciplinary and student conduct records in the Office of Student Affairs.

## Right of the University to Refuse Access

The University reserves the right to refuse to permit a student to inspect the following information:

- the financial statement of the student's parents;
- letters of recommendation for which the student has waived his or her right of access;
- records of applicants who were neither admitted to nor attended the University of Mount Union;
- records containing information about more than one student, in which case the University will permit access only to that part of the record which pertains to the inquiring student; and
- records which are excluded from the FERPA definition of educational 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 an 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 with the written consent of the student, with the following exceptions:

- to school officials, including teachers, who have a legitimate educational interest in the record;
- to officials of another school in which the student seeks or intends to enroll;
- to federal, state and local agencies and authorities as provided under law;
- to the parents of an eligible student if the student is claimed as a dependent for income tax purposes;
- accrediting organizations;
- to comply with a judicial order or lawfully issued subpoena;
- emergencies affecting the health or safety of the student or other persons; and
- as otherwise permitted by FERPA.
- Any student who wishes to authorize release of his or her grades to one or both parents should complete a disclosure form in the Office of the Registrar.

## **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 registrar. 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 registrar 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.

## **Petitions and Appeals Regarding Non-Disciplinary Academic Matters**

Any student with a concern about a non-disciplinary academic matter (for example, the assignment of a grade or the substitution of a course) should attempt to resolve the matter with the instructor, if one is involved, or the program director. If the matter then remains unresolved, the student may submit a petition to the Academic Policies Committee for review. Petition forms and information are available from the Office of the Registrar.

The student may appeal decisions of the Academic Policies Committee to the Vice President for Academic Affairs of the University. The student must submit a written request for an appeal to the Office of Academic Affairs no later than five business days following the notification of the committee's decision.

## **Withdrawal Process**

A student who wants to withdraw after classes have started for the semester initiates the process with the Program Director to indicate that he/she is withdrawing. The Program Director will notify the Registrar, who will process the withdrawal and notify the appropriate campus offices. The official date of withdrawal is the date the student contacted the Program Director OR the midpoint of the semester if the student leaves without notifying the institution OR the student's last day of attendance at a documented academically related activity, whichever is the latest. This policy applies to students who withdraw from all their classes for the semester or are suspended.

The withdrawal date from an online class/program will be the last date of documented academic participation, e.g., contributing to online activity or contacting the faculty member with course-related questions.

The charges for tuition and fees assessed to the student are based on the number of calendar days (including Saturday and Sunday) that the student is enrolled on campus in direct proportion to the period of enrollment (number of calendar days in the semester). The student who withdraws after 60 percent of the enrollment period will be charged for the whole semester.

If admitted to the program, candidates are required to submit a non-refundable deposit for the applied enrollment term. This deposit will be applied toward tuition charges and will be forfeited in the case of withdrawal.

## **Financial Aid for Graduate Students**

The primary goal of the financial aid program at Mount Union is to assist students in meeting their University expenses by providing

financial resources. Mount Union will strive to assist eligible students to the greatest extent possible based on the University's available resources.

## Eligibility and Determination for Financial Aid for Graduate Students

To be eligible for financial assistance, the student must be classified as having at least half-time enrollment and show satisfactory progress toward meeting the requirements for a degree. Institutional funds and federal grants are not available to graduate students.

Consideration for Federal Stafford Loans requires the student to file the Free Application for Federal Student Aid (FAFSA) each academic year and meet the federal eligibility requirements. Students must show financial need (according to the FAFSA) to qualify for Subsidized Stafford Loan funds. Maximum annual amounts equal \$8,500 (subsidized) and \$12,000 (unsubsidized). Amounts may not exceed the cost of attendance (direct and indirect costs associated with the program) in the given loan period.

Additionally, graduate students have the option to explore Federal Graduate PLUS Loans and private loans to assist with their costs. Amounts may not exceed the cost of attendance (direct and indirect costs associated with the program) in the given loan period.

## Financial Aid Application Procedures for Graduate Students

The following steps are necessary in order to apply for financial aid at Mount Union:

- A. The student applies for admission to the University.
- B. The student files the Free Application for Federal Student Aid (FAFSA) online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) to determine financial aid eligibility for need-based financial aid. The federal school code for Mount Union is 003083. The process begins on January 1 preceding the student's entry term.
- C. The process of sending award letters begins in March.

## Financial Aid Renewal Procedure for Graduate Students

All financial aid awards are reviewed annually to accurately analyze any changes in the financial position of the student and his or her family. The annual review also permits the University to take into consideration any change in educational costs. The following information relates to renewal of financial aid:

- A. File the Free Application for Federal Student Aid (FAFSA) renewal form online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). All renewal applicants are encouraged to file by March of each subsequent year.
- B. The Office of Student Financial Services will provide reminders to students electronically.
- C. Award letters are electronically available to students in March.

## Applying for Graduation

All students who wish to graduate must apply for graduation at least one semester prior to their planned date of graduation.

Application for Graduation forms are available in the Office of the Registrar or online at the registrar's website. The University recommends that students apply at least one semester before graduation to ensure that all graduation requirements can be identified and completed by the expected graduation date. Once an application is received, the Office of the Registrar and the Director of your program will identify any remaining requirements for graduation on a Degree Clearance Form, a copy of which will be given to the student.

## Degree Conferral

At the end of each cohort, the registrar presents to the program director the names of all students who have at that point successfully completed all requirements for graduation. The program director must then approve these potential graduates before they can be awarded a degree. Once the faculty have recommended the candidates for a specific degree, that degree will be conferred on those students by the University.

## "Walking" at Commencement

Students who are completing graduate programs will be permitted to "walk" at Commencement if they are making satisfactory progress toward the achievement of their degree, with no more than the summer term to complete. The program director will confirm the eligibility of each student who submits an application to the Registrar to participate in the event.

Although the students in question will not receive their diplomas at the time of the Commencement ceremonies, they will be allowed to participate in the ceremonies in every other way. They will attend the ceremonies in academic regalia, and their names will appear in the program. These students will receive a diploma case (without diploma) during the ceremonies. Diplomas will be distributed to students at a later date, upon the completion of the program, once all degree requirements have been met.

## Academic Honesty

**(For more information, please refer to the current program student handbook and Hearing Process described on page 27-28 of this handbook.)**

Professional practices require sound judgment, honor, and integrity. All students enrolled in the University of Mount Union graduate programs are expected to conform to the principles of academic honesty. Academic dishonesty will not be tolerated by the program faculty or the University.

Cheating also includes plagiarism, which, is the act of using another person's ideas or expressions in your writing without acknowledging the source. It is giving the impression that you have written or thought of something that you have in fact borrowed from someone else.

Further forms of cheating include but are not limited to purchasing of papers, and presenting the same written work for more than one course without the permission of the instructor of the course in which the student is enrolled. The use of cellular phones and transmitting or recording devices during onsite exams or exam review sessions is prohibited, except when explicitly permitted by the instructor, and will be considered academic dishonesty. For students completing experiential education requirements (e.g. clinicals, internships, placements) honesty is expected in the recording of data obtained directly by the student.

# Programs of Study

## Master of Arts in Educational Leadership

### Admission Requirements/Criteria

- Please note: Preference will be given to those who hold or are eligible to hold an Ohio teaching license or a comparable license from another state. Applicants who do not meet the traditional criteria will be judged on a case-by-case basis and will be asked to submit additional documentation in an attempt to gain conditional admission.
- The applicant must document satisfactory scores on the Miller's Analogy Test (380) or the General Test of the Graduate Record Examinations (Verbal = 400 and above; Math = 380 and above and Writing = 4.0).
- Please note that the MAT/GRE requirement will be waived if any one or both of the following conditions apply to a prospective candidate for the MAEL Program:
  - An earned undergraduate degree from the University of Mount Union with an overall GPA of 3.5 or higher
  - Possess an earned Master's Degree from an accredited institution with an overall GPA of 3.0 or higher
- Possess an undergraduate grade point average of 2.75 or a GPA of 3.0 on a minimum of 12 credit hours of graduate study.
- Submit a curriculum vitae or résumé.
- Submit a personal statement outlining career aspirations, qualifications, and rationale for applying to the program.
- Provide three recommendation forms completed by employers or former professors who are in a position to judge the applicants potential to graduate level study and research, as well as the suitability for educational leadership.
- Complete a personal interview with MAEL faculty.

### Tuition and Fees

Tuition and fees for the entire program are as follows.

Tuition	\$19,440
Technology	\$480
Summer Residency Fee	\$550
Total Costs	\$19,000

\* Enrollment Deposit of \$250 is netted against tuition.

\*\* Second year costs are subject to annual tuition increase.

### Requirements for the Master of Arts in Educational Leadership

Students in the program will take two online courses during the fall and spring semesters of two consecutive years. A seven-day on-campus summer institute will be held following each year of online coursework, resulting in two summer institutes per cohort. The summer institutes will be geared for discussion of current issues and initiatives in education while engaging students on a more personal level with renowned experts in the field.

### Course Sequence

Year 1 - Fall Semester		Semester Hours
ED 501	Introduction to Leadership and Organizational Change	3
ED 503	Framework for Curriculum Development	3
Year 1 - Spring Semester		
ED 502	Ethical and Moral Foundations of Leadership	3
ED 504	Assessment, Evaluation, and Research	3
Year 1 - Summer Semester		
ED 530	Issues for School Leaders I	6
Year 2 - Fall Semester		
ED 605	Technology for Educational Leaders	3
ED 607	School Culture, Supervision, and Professional Development	3
Year 2 - Spring Semester		
ED 606	Advanced Instructional Design and Delivery	3

ED 620 Internship in Educational Leadership 3

**Year 2 - Summer Semester**

ED 631 Issues for School Leaders II 6

## Course Descriptions

### **ED 501 Introduction to Leadership and Organizational Change**

This course focuses on contemporary leadership theory beginning with Douglas McGregor, Warren Bennis, Peter Drucker and Tom Peters through current theorists including Thomas Sergiovanni, Michael Fullan, Andy Hargreaves, Philip Schlectey, Lyn Sharratt, and James Henderson. *3 Sem. Hrs.*

### **ED 502 Ethical and Moral Foundations of Leadership**

A new leadership practice with a moral dimension centered around purpose, values and beliefs, is studied in this course. Included will be a discussion of issues and principles designed to transform districts, schools and classrooms from organizations to communities that inspire positive commitment, devotion, and service. *3 Sem. Hrs.*

### **ED 503 Framework for Curriculum Development**

This course examines the important milestones in curriculum development including the contributions of Ralph Tyler, Jerome Bruner, Lev Vygotsky, Grant Wiggins and Jay McTighe. Current issues facing curriculum developers and managers are studies from the perspectives of "mapping", "auditing" and other accountability models. *3 Sem. Hrs.*

### **ED 504 Assessment, Evaluation, and Research**

This course focuses on the use of qualitative and quantitative data in assessment-based research to inform decisions, to plan and assess school programs, to design accountability systems, to plan for school improvement, and to develop and conduct research in educational settings. *3 Sem. Hrs.*

### **ED 530 Issues for School Leaders I**

This course examines what the best leaders do to help their organizations survive and thrive. Current issues impacting the change process will be examined in light of the latest research on leadership and whole system reform. School leaders will be provided with critical, up-to-date information on legal and financial issues impacting schools. Related personnel functions will be studied. *6 Sem. Hrs.*

### **ED 605 Technology for Educational Leaders**

This course examines leadership issues in the area of information and communication technologies through critical reflection, discussion, and the co-construction of knowledge. Broadly aligned with ISTE's Educational Technology Standards for Administrators, topics include: visionary leadership, digital age learning culture, excellence in professional practice, systemic improvement, and digital citizenship. *3 Sem. Hrs.*

### **ED 606 Advanced Instructional Design and Delivery**

The latest research on effective teaching will be explored including cooperative learning "structures", learning styles and modalities, brain-compatible teaching, creativity, multiple intelligence theory and "the art and science of teaching." *3 Sem. Hrs.*

### **ED 607 School Culture, Supervision, and Professional Development**

The course emphasizes the organization and management of personnel functions in education as well as the role of the leader in implementing these functions in a manner that sustains the school culture and facilitates a shared vision. The course explores the various supervisory processes by which educational leaders promote instructional improvement, growth, and professional development conducive to student learning. *3 Sem. Hrs.*

### **ED 620 Internship in Educational Leadership**

A year-long internship experience provides candidates with opportunities to apply leadership and curriculum theory in school-based situations. Candidates, working with school partners and university faculty will develop a plan relevant to their knowledge and expertise that is designed to foster the multiple facets of leadership: improving schools, supporting teaching and learning, and building community and a collaborative culture. *3 Sem. Hrs.*

### **ED 631 Issues for School Leaders II**

This course is the culmination of the MA in Educational Leadership Program. Content will build upon ED 530 and further develop the multi-dimensional nature of managing others. Leadership styles will be examined in more depth. In the first part of the course, candidates will interact with an internationally known consultant/researcher/author. Key workplace issues affecting "leaders" and other efforts to restructure will be examined in part two. *6 Sem. Hrs.*

# Physician Assistant Studies

## Admission Requirements

Admission to the Mount Union Physician Assistant Studies Program is based on the following requirements.

1. Degree: A bachelor's degree from a regionally accredited college or university is required. Applicants with degrees from any discipline are welcome to apply to the program as long as the prerequisite coursework is complete (see below).
2. GPA: The program requires an overall GPA of 3.0 or above on a 4.0 scale and a cumulative 3.0 GPA on a 4.0 scale in prerequisite coursework. Overall and science GPAs greater than 3.0 are preferred.
3. Prerequisite Coursework: The following coursework is required.

Prerequisite Course	Mount Union Equivalents	Semester Hours
English Composition	WRT 100 or successful completion of WOC Portfolio	3-4
General Psychology	PSY 110	3-4
General Biology I and II with labs or higher level biology courses	BIO 140 and BIO 141 or upper-level Biology coursework	8
Anatomy and Physiology I and II with labs*	BIO 210 and BIO 211	8
Genetics	BIO 240W	2-4
Concepts in Chemistry with lab	CHE 120	3-4
Organic Chemistry I with lab	CHE 231	3-4
Elementary statistics or Biostatistics**	MTH 123 or PSY 200	3-4
Microbiology with lab	BIO 305	4
Medical Terminology***		

All prerequisite coursework must be completed with a grade of "C" or better. No grade of "C-" or lower will be accepted. All prerequisite science and math coursework must have been completed within the past 10 years. Coursework older than 10 years will be reviewed on a case by case basis for acceptance.

*One semester of Human Anatomy PLUS one semester of Human Physiology plus labs can substitute for Anatomy and Physiology I and II.*

*\* Elementary Statistics cannot be replaced by any other math (like calculus)*

*\*\* Medical Terminology requirement may be met via proficiency exam given on the day of the interview. Failure of the proficiency exam will require the student to complete and pass self-directed medical terminology course prior to matriculation.*

4. Physician Assistant Shadowing Experience: All applicants to the program must complete 40 hours of shadowing a NCCPA-certified physician assistant prior to application to the program. The applicant is responsible for the arrangement of the shadowing experience. Documentation verifying the shadowing experience must be submitted with the supplemental application to the program. Applicants with more than the minimum 40 hour requirement will be preferred.
5. The Supplemental Application must be submitted to the University of Mount Union, Office of Admission by the application deadline.
6. Applicants must complete an application via the Central Application Service for Physician Assistants (CASPA) and submit it by the October 1 deadline.
7. Graduate Record Exam (GRE): General Exam. Please designate code 5966 on the GRE registration. Test scores should not be older than three years. While there is no minimum GRE score required for admission, the competitive candidate will have scores above the 50th percentile. Combined scores greater than 1000 are preferred.
8. Candidates must have the ability to meet the Technical Standards of the program. See page 16 of the Physician Assistant Handbook for a listing of technical standards.
9. Three letters of recommendation must be submitted via the CASPA web site. One recommendation must be from a practicing physician or physician assistant.
10. For International Students Only Foreign Transcripts: All transcripts from an institution in any country other than the United

States must have a course-by-course evaluation, plus determination of letter grade equivalence. Either of the following agencies may be used for foreign transcript evaluation:

World Education Services  
P.O. Box 745, Old Chelsea Station  
New York, NY 10113-0745  
Phone: (212) 966-6311 or (800) 937-3898  
Fax: (212) 739-6139  
Web: <http://www.wes.org/>

Education Credentials Evaluators  
PO Box 514070  
Milwaukee, WI 53203-3470  
Phone: (414) 289-3400  
Fax: (414) 289-3411  
Web: <http://www.ece.org/>

- b. International students must submit official TOEFL scores. Scores of 550 or above on the paper-based test, 213 or above on the computerized test or 100 or above on the internet test are required for citizens of non-English speaking countries.
  - c. International students also are required to have U.S. visa information if they are currently residing in the United States
11. Background Check: Students must request and pay online for a criminal background check prior to program matriculation. Information will be provided upon acceptance.
  12. Patient Care Experience: This experience is not required, but is preferred.
  13. Preference: Preference will be given to University of Mount Union graduates who meet all other admission pre-requisites. Up to 20 percent of the 25 available seats in each entering class may be granted to University of Mount Union graduates in a preferential manner, if all other admission requirements are met.
  14. Priority Admission: The University of Mount Union Physician Assistant Studies Program offers priority admission to some applicants.

Note: *The University of Mount Union Physician Assistant Studies Program does not offer credit for experience.*

Note: *There is no advanced placement within the University of Mount Union Physician Assistant Studies Program.*

Note: *The PA Program does not accept transfer credit from a student previously enrolled in another PA program, nor does it accept experiential credit. All students accepted in the PA program must satisfy all requirements of the didactic and clinical years of study.*

## Tuition and Fees

Tuition and fees for the entire 27-month Physician Assistant Studies Program is as follows.

Tuition and Fees:	2014 Class	2015 Class
Entire 27-month PA program	\$63,770	\$66,325
<b>Other Estimated Costs</b>		
Textbooks	\$3,700	
Laptop Computer	\$2,500	
Lab Coats, equipment, etc.	\$2,250	
PDA (Clinical Year)	\$250	
Health Record Maintenance and Background Check	\$328	
AAPA Conference (semesters 4 & 7)	\$2,500	
University Technology Fee	\$630	
Program Fee	<u>\$504</u>	
Total Other Costs Estimate	\$12,662	

Note: *Living and travel expenses may vary widely, so they are not included in this estimate.*

**\*\***While most clinical rotations are within a one-hour driving distance from University of Mount Union, students may elect to attend a clinical rotation in a more remote area. In these instances, the student will be responsible for costs associated with student housing, if necessary, unless previous arrangements have been made between the University and the clinical rotation site.

## Requirements for the Degree in Physician Assistant Studies

The degree offered is a master of science in physician assistant studies. All students accepted into the Physician Assistant Program will be enrolled in an identical course schedule for the didactic year (first four semesters). During the clinical year students are required to complete eight required clinical rotations and two elective clinical rotations.

The grading scale will be that of the physician assistant program, which differs from that of the University of Mount Union grading scale. Students must pass all requirements and maintain good academic standing to continue in the program.

## Grading Scale

90-100%	A
80 - 89%	B
70- 79%	C
< 70%	F

## Course Sequence

<b>Semester One (Summer 1) – 15 credits (12 weeks)</b>		<b>Semester Hours</b>
PA 501	The Physician Assistant Profession	1
PA 502	Clinical Anatomy	4
PA 503	Human Physiology	4
PA 505	Genetic and Molecular Mechanisms of Health and Disease	3
PA 510	History and Physical Exam Techniques I and lab	3

<b>Semester Two (Fall 1)- 20 credits (15 weeks)</b>		<b>Semester Hours</b>
PA 504	Pathophysiology	4
PA 507	Patient Diagnostics	2
PA 511	History and Physical Exam Techniques II and lab	4
PA 512	Clinical Medicine I	6
PA 515	Pharmacology I	4

<b>Semester Three (Spring 1)- 20 credits (15 weeks)</b>		<b>Semester Hours</b>
PA 506	Electrocardiography	1
PA 513	Clinical Medicine II	6
PA 516	Pharmacology II	4
PA 517	Medical Ethics	2
PA 518	Clinical Skills	2
PA 519	Research Methods and Evidence-Based Medicine	3
PA 520	Behavioral Medicine and Preventive Measures	2

<b>Semester Four (Summer 2)- 17 credits (12 weeks)</b>		<b>Semester Hours</b>
PA 514	Clinical Medicine III	6
PA 521	Healthcare Policy and Delivery	2
PA 522	Leadership and Preparation for Practice	2
PA 523	Emergency Medicine	4
PA 524	Integrative Patient Care Management	3

<b>Semester Five (Fall 2) – 9 credits (16 weeks)</b>		<b>Semester Hours</b>
PA 6xx	Clinical Practicum I	2
PA 6xx	Clinical Practicum II	2
PA 6xx	Clinical Practicum III	2
PA 6xx	Clinical Practicum IV	2
PA 615	Professional Development Seminar I	1

<b>Semester Six (Spring 2) – 9 credits (16 weeks)</b>		<b>Semester Hours</b>
PA 6xx	Clinical Practicum V	2
PA 6xx	Clinical Practicum VI	2
PA 6xx	Clinical Practicum VII	2
PA 6xx	Clinical Practicum VIII	2
PA 625	Professional Development Seminar II	1
PA 660	Introduction to the Master’s Capstone Project	1

<b>Semester Seven (Summer 3) – 9 credits (12 weeks)</b>		<b>Semester Hours</b>
PA 6xx	Clinical Practicum IX	2
PA 6xx	Clinical Practicum X	2
PA 635	Professional Development Seminar III	1
PA 670	Master’s Capstone Project	3
PA 671	Summative Evaluation	1

\*The actual sequencing in the clinical year varies student to student.

<b>Required Courses</b>		<b>Semester Hours</b>
PA 610	Family medicine	2
PA 611	Pediatrics	2
PA 620	Internal Medicine	2
PA 621	General Surgery	2
PA 630	Women’s Health	2
PA 631	Psychiatry/Behavioral Medicine	2
PA 640	Primary Care	2

PA 641	Emergency Medicine	2
PA 650	Elective	2
PA 651	Elective	2

## Course Descriptions

### **PA 501 The Physician Assistant Profession (1 credit)**

Introduction to the PA Profession, including information about the history of the profession, AAPA Code of Ethics, credentialing and recertification requirements of the PA profession, the PA professional's role in healthcare delivery and reimbursement systems, relationship with the supervising physician and other healthcare professionals; information about legislation and governing bodies that affect the profession. Use of appropriate referral sources when patient management is outside scope of PA practice; introduction to principal of intellectual honesty.

### **PA 502 Clinical Anatomy (4 credits)**

In-depth study of clinical anatomy of the human body. Emphasis on important anatomical landmarks required in physical evaluation of patient, anatomical relationships of structures to each other, anatomical components of body systems, and blood and nerve supply to organs and body regions; includes common pathological processes and topical landmarks related to common surgical procedures. Students analyze, synthesize and apply clinically relevant anatomical information for physical examination, proper diagnosis, appropriate therapy, accurate prognosis in patient care and other clinical procedures. Students will have the opportunity to apply anatomical knowledge through the use of case studies and cadaver laboratory experiences.

### **PA 503 Human Physiology (4 credits)**

A comprehensive study of the physiology of the human. Emphasis will be directed toward advanced instruction in membrane physiology, control of cellular activity, neuromuscular physiology, renal physiology, endocrinology, cardiovascular, respiratory and central nervous system.

### **PA 504 Human Pathophysiology (4 credits)**

Course covers basic pathologic and pathophysiologic concepts of diseases per organ system commonly encountered in primary care practice.

### **PA 505 Molecular Mechanisms of Health and Disease (3 credits)**

Principles of clinical genetics and the use of traditional and molecular methods for the understanding, diagnosis, and treatment of genetic disorders; includes genetic counseling concepts for disease prevention.

### **PA 506 EKG (1 credit)**

Technique of 12-lead EKG recording and interpretation presented; designed to allow students to recognize and interpret electrocardiography (EKG) tracings and their clinical significance

### **PA 507 Patient Diagnostics (2 credits)**

Introduction to diagnostic and therapeutic procedures utilized to evaluate body systems, including laboratory, radiography, and respiratory methods and techniques, their indications and general principles of interpretation. Simulated cases will be included to further develop clinical decision-making skills.

### **PA 510 History and Physical Exam I (3 credits)**

Introduction to obtaining and recording the complete medical history; course will provide an overview of the medical record as well as development of writing and organizational skills for medical record keeping and oral presentation skills. Introduction to lifelong learning skills and cultural diversity influences on all aspects of medical practice. Patient counseling and/or patient education theory and techniques discussed; skills will be developed through structured laboratory exercises.

### **PA 511 History and Physical Exam II (4 credits)**

Instruction, study, and practice of skills required for conduction of a complete physical examination using appropriate equipment, techniques and accurate medical terminology to document findings. Includes instruction to identify and discuss normal and abnormal anatomical structures, body system physiology, pathological conditions, common symptoms of disorders, clinical findings and provide appropriate patient education.

### **PA 512 Clinical Medicine I (6 credits)**

An intensive study of human diseases and disorders in the broad scope of clinical medicine including the perspectives of epidemiology, etiology, historical data, clinical manifestations, progression, therapeutic management, pertinent preventative medicine, laboratory medicine perspectives, and prognosis. In addition, an overview of physiological and pathologic processes that influence the human organism at the cellular, organ and systemic levels. Emphasis will be on disease processes common to primary care practices, and the development of differential diagnoses and plan based upon the patient's clinical presentation.

### **PA 513 Clinical Medicine II (6 credits)**

Part II of an intensive study of human diseases and disorders in the broad scope of clinical medicine including the perspectives of epidemiology, etiology, historical data, clinical manifestations, progression, therapeutic management, pertinent preventative medicine, laboratory medicine perspectives, and prognosis. In addition, an overview of physiological and pathologic processes that influence the

human organism at the cellular, organ and systemic levels. Emphasis will be on disease processes common to primary care practices, and the development of differential diagnoses and plan based upon the patient's clinical presentation.

**PA 514 Clinical Medicine III (6credits)**

Presentation of medical problems and diseases encountered in primary care practice, emphasizing obstetrics, gynecology, and pediatrics. Etiology, signs, symptoms, diagnostic data interpretation, clinical course, methods of management and potential complications provide framework for lecture and discussion. Differential diagnosis of related and similar diseases included.

**PA 515 Pharmacology I (4 credits)**

Preparation for appropriate administration/prescription of medicines is accomplished through a study of drug classifications, pharmacodynamic actions, and rationale for therapeutic use of prescription and non-prescription medications.

**PA 516 Pharmacology II (4 credits)**

Continuation of a two-part course. Preparation for appropriate administration/prescription of medicines is accomplished through a study of drug classifications, pharmacodynamic actions, and rationale for therapeutic use of prescription and non-prescription medications.

**PA 517 Medical Ethics (2 credits)**

The course will focus on moral problems which arise in the day-to-day practice of health-care professionals, administrators, and researchers within the framework of existing institutions, social policies, and laws. It will include readings on controversial moral issues in clinical ethics and apply forms and strategies of moral reasoning to selected cases.

**PA 518 Clinical Skills (2 credits)**

Bedside and surgical procedures including aseptic technique, air and blood-borne pathogen transmission prevention, Foley catheter insertion, injections, surgical techniques and casting.

**PA 519 PA Research Methods and Evidence-Based Medicine (3 credits)**

Course is intended to enable the students to evaluate the findings in current literature in light of current clinical practice. Students will become proficient in database search techniques, the interpretation of published research, and in determining the quality of published research to guide clinical practice decisions.

**PA 520 Behavioral Medicine and Preventive Measures (2 credits)**

Instruction focused on the detection and application of preventive measures and treatment of health risk behaviors including stress, abuse and violence, substance abuse and psychological symptoms and syndromes through basic counseling, patient education and/or appropriate referrals that are sensitive to culture and ethnicity. Introduction to strategies to identify and ease patient reaction to illness and end of life issues and application of those strategies to overcome resistance, encourage therapeutic cooperation, and assist in changing patient risky behaviors. Cultural diversity and its relationship to health, disease, and death will be addressed. Other topics include sexuality and health.

**PA 521 Health Care Policy and Delivery (3 credits)**

Explores trends in health care delivery, related public policy, and funding issues, as well as theoretical and ethical considerations in delivering care. Topics include healthcare disparities, the medically underserved, and managed care.

**PA 522 Leadership and Preparation for Practice (2credits)**

Course reviews leadership roles in healthcare, and provides review techniques and sessions for the NCCPA exam.

**PA 523 Emergency Medicine (4 credits)**

Provides an overview of potentially life-threatening illnesses and injuries encountered in emergency situations or in the critically ill patient. Discusses the essentials of assessment and management for the initial evaluation, stabilization, assessment, management and treatment, patient education, disposition and follow-up of an acutely ill patient requiring expeditious medical, surgical, or psychiatric attention.

**PA 524 Integrative Patient Care Management (3 credits)**

Using Problem-based scenarios, students work through patient cases to develop appropriate differential diagnoses.

**Clinical Practicum I-X (2 credits each):**

**PA 610 Family Medicine**

Four-week rotation in clinical health care settings designed to emphasize the role of the Physician Assistant to the primary care physician.

**PA 611 Pediatrics**

This four-week pediatric rotation is designed to provide the Physician Assistant student with an intense exposure of primary care pediatric problems with the objectives of developing skills in well-child preventative care, the care of common pediatric illnesses and the care of the newborn and children.

**PA 615 Professional Development Seminar I (1 credit)**

Integrates concepts and knowledge gained from field experience rotations into the total learning process. Focus on patient and professional communication, various professional practice issues and topics, and lifelong learning. Other discussions on current issues included.

**PA 620 Internal Medicine**

Four week rotation designed to provide the Physician Assistant student with the opportunity to develop proficiency in the addressing common medical issues via patient encounters in a clinical setting.

**PA 621 General Surgery**

This four-week rotation is designed to provide the Physician Assistant student with opportunities to become proficient in pre-operative, intraoperative, and post-operative patient care. Student expected to become able to first-assist a surgeon in a surgical setting.

**PA 625 Professional Development Seminar II (1 credit)**

Integrates concepts and knowledge gained from field experience rotations into the total learning process. Focus on patient and professional communication, various professional practice issues and topics, and lifelong learning. Discussions on current clinical issues and student presentations on patient casework included.

**PA 630 Women's Health**

This four-week obstetrics/gynecology rotation is designed to provide the Physician Assistant student with an opportunity to develop proficiency in the unique medical history, physical examination and treatment of the prenatal/gynecology patient. The student will also become familiar with tests and procedures unique to this patient population.

**PA 631 Psychiatry/Behavioral Medicine**

This four-week psychiatric rotation is designed to provide the Physician Assistant student with a behavioral medicine experience in caring for ambulatory and hospitalized patients with psychiatric disorders. The student will be able to perform basic psychiatric evaluations, monitor medications, and support the clinical management plan for patients after psychiatric evaluation and treatment. The student will also be able to refer to psychiatrists and psychiatric facilities as needed.

**PA 635 Professional Development Seminar III (1 credit)**

Integrates concepts and knowledge gained from field experience rotations into the total learning process. Focus on patient and professional communication, various professional practice issues and topics, and lifelong learning. Discussions on current clinical issues and student presentations on patient casework included.

**PA 640 Primary Care**

This four-week rotation is designed to enhance the Physician Assistant student's experience in a Primary Care setting. The rotation scope is broad and encompasses such specialties as inpatient Hospital Medicine, Physical Medicine and Rehabilitation, Palliative Medicine, Pediatric Inpatient Medicine, and Urgent Care.

**PA 641 Emergency Medicine**

This four-week emergency medicine rotation is designed to provide the Physician Assistant student with exposure to and development of skills in managing patients in the emergency room setting. Learned skills will include those necessary for appropriate triage, stabilization, diagnosis and management of patients with traumatic injuries and illnesses as well as the management of less life-threatening problems that present to the emergency room. Physician Assistant student will develop skills in working with the pre-hospital emergency medical team and secondary referral systems.

**PA 650/ PA 651 Clinical Practicum Electives I and II (2 credits each)**

Four-week clinical rotation designed to provide the Physician Assistant student with an elective opportunity in any of the following disciplines: dermatology, gastroenterology, plastic surgery, cardiology, radiology, ENT, subspecialties in surgery, urology, gerontology, pulmonology, ophthalmology, and oncology or another area of interest to the student or to extend any of the required rotations. The student will be able to recognize conditions treatable by these specialties, so they can refer patients appropriately and/or work in a supportive role for such specialists.

**PA 660 Introduction to the Master's Capstone Project (1 credit)**

Designed to allow PA students to conceptualize Master's project to be completed in Summer Semester III; includes summative evaluation OSCE.

**PA 670 Capstone Master's Project (3 credits)**

Designed to allow PA students to complete a Master's degree project while under the guidance of a faculty advisor. Students will identify a health care topic/issue, conduct appropriate library research, develop a research paper, and make an oral presentation on their topic at the conclusion of their Master of Science in Physician Assistant Studies curriculum. Students will be responsible for developing appropriate audiovisual, handouts, etc. for the oral presentation.

**PA 671 Summative Evaluation (1 credit)**

# Graduate Student Handbook

## Campus Facilities Hours of Operation

### Dining Services

#### Kresge Commons\*

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

Monday - Friday	7 a.m. - 7 p.m.
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 p.m. - 7:00 p.m.

#### Late Night Snack

Monday-Thursday	10 p.m. - 11:30 p.m.
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#### Saturday

Breakfast	8 - 9 a.m.
Lunch	11:30 a.m. - 1:30 p.m.
Dinner	4:30 p.m. - 6:30 p.m.

#### Sunday

No Breakfast	
Lunch	11:30 a.m. - 1:30 p.m.
Dinner	4:30 p.m. - 6:30 p.m.

#### B & B Café

Monday - Thursday	8 a.m. - 10 p.m.
Friday	8 a.m. - midnight
Saturday	9 a.m. - 2 p.m.

#### Library Café

Monday - Friday	7 a.m. - 2 p.m.
Sunday - Thursday	8 p.m. - midnight

### 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

### IT Helpdesk and Computer Labs

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.

#### Computer 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)

## IT Helpdesk

Monday - Thursday	7:30 a.m. - 9 p.m.
Friday	7:30 a.m. - 5 p.m.
Sunday	6 p.m. - 9 p.m.

### Summer Hours:

Monday - Friday	7 a.m. - 4 p.m.
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For up-to-date information contact the IT helpdesk at [helpdesk@mountunion.edu](mailto:helpdesk@mountunion.edu).

## 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 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.

## McPherson Academic and Athletic Center (MAAC)

Monday - Thursday	6 a.m. - midnight
Friday	6 a.m. - 10 p.m.
Saturday	9 a.m. - 8 p.m.
Sunday	11 a.m. – 11 p.m.

## Pool Hours

Monday – Friday	11 a.m. – 1 p.m.
Monday - Thursday	7:30 p.m. - 10 p.m.
Saturday	Closed
Sunday	7:30 p.m. - 9 p.m.

## University Store

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

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

## 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 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 and located on the second floor of Beechly Hall. 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**

Students, should they desire a structured meal plan, have the opportunity of selecting from any of six full-service meal plans: an unlimited meal plan, 16 meals per week with \$100 dining dollars per semester, 14 meals per week with \$100 in dining dollars per semester, 11 meals per week with \$300 in dining dollars per semester, 10 meals per week only, or 7 meals per week with \$400 in dining dollars per semester. The unlimited meal plan allows for unlimited access to the dining hall from 7 a.m. to 7 p.m. on Monday through Friday, as well as for late-night snacks Sunday through Thursday from 10:00 p.m. to 11:30 pm and designated meal times on the weekend. Dining dollars, unlike PurplePlu\$ dollars, do not carry over from one semester to the next and may be used in on-campus dining venues for food and beverage purchases only. Students also have the somewhat more flexible option of choosing from one of three Block Plans should they desire to have one; Block 50 – any 50 meals during the semester for \$375, Block 50 – 50 breakfast or lunch meals during the semester for \$300 or Block 25 – any 25 meals during the semester plus \$100 in dining dollars for \$375. Meals may also be purchased with the Purple Plu\$ Debit Card. Block plans may be purchased more than once during a semester. All meal plans are arranged by contacting the Campus Card Office.

Dining dollars and unused meals on any of the traditional meal plans as well as the block plans will not carry over between semesters or at year-end; and if they are not used before the end of the semester, they are removed from the student's Purple Plu\$ card. Students will not be reimbursed for any remaining dining dollars at the end of the semester.

### **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 direct deposit or paper check. Students must enroll in one of these 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.

## **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 \$25 fee for the replacement of lost cards. There is a variable fee for broken/damaged cards. Replacement for first broken/damaged card is \$5, second card is \$10 and third card is \$15. 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 \$25 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](http://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>.

## Career Development

The Office of Career Development, located in The Hoover-Price Campus Center, in The Center for Student Success, offers a wide variety of services and activities for all levels of students and alumni. The focus of the office is to assist all students during their years as a graduate student and as they embark on a career.

Among its many functions, the Office of Career Development can assist students with resume preparation and their search for full-time employment upon graduation. Employers from many types of businesses and government agencies 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](http://collegecentral.com). Additionally, area employers who are seeking candidates to fill entry-level jobs in many different fields participate in the on-campus recruitment program. Students who plan to interview with company representatives must register with the Office of Career Development and complete the College Central electronic registration and resume upload.

## Center for Student Success

The Center for Student Success Center (CSS) is located in the Hoover-Price Campus Center and 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 primarily services undergraduates in need of identifying an appropriate academic path, but graduate students are welcome to use the office for answering questions about their academic strengths and interests.
- The Office of Academic Support offers assistance with time management, study strategies that consider both the demands of specific courses and individual learning styles, and ways to prepare for tests and deal with test anxiety.

For more information, call the Center for Student Success at (330) 823-8685 or visit [www.mountunion.edu/Academics](http://www.mountunion.edu/Academics)

## 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 speakers 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 living as well as possible. Counseling here is a partnership; people working together to find solutions and possibilities in life. Staff members in the Office of Counseling Services work to help Mount Union students sort

out life's problems and move toward life goals. Counseling staff members provide free, short-term 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 life as a graduate student, 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 is short-term, as it addresses normal life problems faced by graduate students.

Students experiencing 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. To promote safety and recovery, students who seem a danger to themselves and/or others may be withdrawn from the University (see Interim Suspension). In addition, as there are no psychiatric services available on campus, students must find such services off campus.

As time allows, other services include presentations and consultation. Presentation subjects might include creating good relationships, learning relaxation methods, finding the right path in life, making and reaching goals and communicating effectively with friends and loved ones. In addition, the staff consults with students on mental health, relationship or general life decisions or concerns.

The Office of Counseling Services is located within the Mercy Health Center of Alliance building located at 149 E. Simpson Street. To schedule an appointment, call 330-823-2886.

## **Diversity and Inclusion**

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 has a dual responsibility to serve as a resource for American minority students and international students 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. The office advocates for sexual orientation, gender, sex, religion, race, ethnicity and disability matters. 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 diversity oriented programs to meet these needs including our Kaleidoscope Orientation Program, Not Another Statistic Conference, International Dinner, 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, call (330) 823-2138.

## **Health Services**

### **Services Available**

The Health Center is designed to serve the needs of undergraduate students. Graduate students should contact the Health Center or the Director of their graduate program for information on alternatives.

### **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.

### **Health Requirements Prior to Arrival on Campus**

All requirements are program specific. Please consult the Handbook for your graduate program for full details on the rules that pertain to that program. The Handbook will also describe the mandatory health standards and immunizations, if any.

## **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:

1. All persons entering the Campus Center will wear clothing to appropriately cover the body, including shoes and shirt.
2. Gambling is prohibited in any part of the Campus Center.
3. The Campus Center is a tobacco-free environment.
4. Rollerblades, skateboards and bicycles are not permitted inside.
5. Furnishings and audio-visual equipment may not be removed from the Campus Center.
6. 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.
7. Students are not permitted to use the phone at the Information Desk.

8. Room reservation inquiries for the use of facilities should be made through the Office of Campus Card and Facilities Scheduling or online.
9. 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 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

The Main Library is housed in the Kolenbrander Harter Information Center. Library services are located on the first floor of the south wing, including reference, circulation, interlibrary loan, and reserve services. The library offers a collection of 200,000 books, over 450 study spaces, several computer labs and 40 public computers, as well as group study rooms of several sizes. The library web pages offers a range of resources including 200 subject databases, over 50,000 full-text journal titles and over 250,000 electronic books. The Sturgeon Music Library in Cope Hall provides access to music reference and reserve materials, current music journals and recordings in many formats. Computers for access to electronic music resources are also available. The hours and circulation regulations for these libraries are listed below.

An extensive library orientation program will be included as part of the initial orientation programming for all incoming graduate students. For the PA program this orientation session consists of a two hour demonstration of subject resources delivered by the instruction librarian and the library director. Graduate education orientation will be provided by the instruction librarian and the department liaison librarian.

### CIRCULATION POLICIES

A valid Mount Union ID is required for all transactions. Renewals can be transacted at the Circulation Desk, via the online atalog, or by phone at 330-823-3890.

#### University of Mount Union Items

Item Type	Loan Period	Renewal Period	Number of Renewals	Overdue Fines
Books	30 days	30 days	3	25¢/day
Multimedia	30 days	30 days	3	25¢/day
CRC/Teaching Aids	30 days	30 days	3	25¢/day
Course Reserves	item specific/ask at desk	None	None	\$5/loan period

**All UMU** items have \$50 replacement and \$25 billing fees.

#### OPAL, OhioLINK, SearchOhio, and ILL Items

Item Type	Loan Period	Renewal Period	Number of Renewals	Overdue Fines
<b>OPAL/OhioLink</b>				
Books	21 days	21 days	6	50¢/day
Media	7 days	7 days	3	50¢/day
<b>SearchOhio</b>				
Books	21 days	21 days	3	50¢/day
Media	7 days	7 days	3	50¢/day
<b>ILL</b>	Varies	Varies	Varies by Institution	\$1/day

All OPAL and OhioLINK items have **\$75** replacement and **\$25** billing fees.

SearchOhio items have a **\$25** replacement fee.

InterLibrary Loan items have replacement fees that vary by institution.

## Recreation and Wellness

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.

## Regula Center for Public Service and 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 Chris Pontius at (330) 823-5993 or by e-mailing [regulacenter@mountunion.edu](mailto:regulacenter@mountunion.edu).

## Residence Life

Currently, the University does not provide housing for graduate students. Questions about temporary housing (such as nearby hotels), and housing for special programs held during the summer may be addressed to the Residence Life staff at (330) 829-2761.

## 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 individuals entering University 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.

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.

## 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 Accessibility Services

The Office of Student Accessibility Services works with students to ensure equal access to the educational process at the University. Services are available to students with documented disabilities that substantially limit a major life activity. It is the student's responsibility to meet with the Director to discuss their needs and to provide appropriate written documentation to support requests for accommodations and services. Decisions regarding eligibility for services is determined on a case-by-case basis. Once eligibility for accommodations is determined, information regarding the student is shared on a need-to-know basis.

Students with disabilities make up about 2% of the Mount Union student population. The majority of the students have hidden disabilities, such as Specific Learning Disabilities, Attention Deficit Disorder (with or without Hyperactivity), psychological impairments, chronic illness, hearing and visual impairments. The most commonly utilized accommodations are: extended time for taking exams, reduced distraction testing environments, note taking assistance, and alternate format textbooks. SAS also serves as the student's advocate and connects students with other campus resources. Students with temporary handicaps may also be eligible to access services through SAS.

Accommodations are intended to guarantee access, not success, so that students have equal access and are assessed on their learning and not on the impact of their disability in the educational environment.

Students are welcome to meet with the Director of SAS to discuss their circumstances. The office is located in Room 88 Hoover-Price Campus Center. The office phone number is (330) 823-7372 and the e-mail address is [studentaccessibility@mountunion.edu](mailto:studentaccessibility@mountunion.edu).

## 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 co-curricular activities, programs, services, and partnerships. Through immersed participation, training, practice and reflection, the Mount Union student will gain skills that will complement their academic endeavors and further enable their success after graduation, regardless of undergraduate or graduate status.

Leadership programming, campus programming, student organizations, and more can be found as part of the Office of Student Involvement & Leadership.

### Leadership Programming

- Much of what the office does is viewed through the lens of student leadership development. Our leadership programs provide 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 Office of Student Involvement and 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.

### 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.

## **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 Fall Orientation program.
- 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.

## **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 authorizing the University to obtain a motor vehicle check through the human resource office and submit a copy of their driver's license to the Physical Plant office. New drivers must have this done seven days in advance to using a University vehicle.

# **Campus Citizenship Policies and Procedures**

## **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 “college 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 occur 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 associate dean of students, the dean of students, a student conduct board, a college 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 her/his 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 associate dean of students, 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 her/his 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 associate dean of students. 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 associate dean of students 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 associate dean of students 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 associate dean of students' 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 his or her 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 his/her 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 Program handbook.
2. Dishonesty – Furnishing false ID; furnishing 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 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 misconduct;
  - 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. The University of Mount Union supports the concept of educational discipline. Therefore, when a graduate 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, or to the graduate program, 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) 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.
  - h) 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 well-being of members of the University community or preservation of University property; b) to ensure the student's own physical or emotional safety and well-being; 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. Under this circumstance, the interim suspension will remain in effect until the student has been assessed by a psychiatrist and receives a written release from the psychiatrist that the student is able to safely return to the campus environment. This release would include any recommendations from the psychiatrist 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 psychiatrist's recommendations, the student will be required to comply with his or her psychiatrist's recommendations 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. 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.

## 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.

## 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 and the person displaying the fictitious operator's license may have his/her valid operator's license suspended for three years.

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 illegal to possess an open alcoholic container in public. Conviction of this offense carries a maximum penalty of \$100 fine.

A first conviction for driving under the influence of alcohol or drugs has a penalty of up to \$1,000 fine, forfeiture of driving privileges for six months and up to six months imprisonment (mandatory three days in jail).

Criminal penalties in Ohio for the illicit use of controlled substances ("drugs") vary with the type of drug and quantity. For example, possession of marijuana is punishable with fines up to \$2,500 and imprisonment up to one year, while possession of Ecstasy (MDMA) is punishable with fines up to \$15,000 and imprisonment up to eight years.

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 marijuana are fines up to \$10,000 and up to five years imprisonment. 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.questrecovery.com/>

### **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.

### **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 graduate program. 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.

### **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, knives, swords, brass knuckles and other fighting apparatus, explosive devices, fireworks, bows and arrows or other hunting weaponry, 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.

### **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 "Education Records," which are protected by FERPA.
- 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.

## **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.

#### **II 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](mailto: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](http://www.justice.gov/publications/publications_a.html)

## **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.

### **What to do if accused of harassment/sexual misconduct?**

- If accused, do not make contact with the reporting student or other involved parties, friends, etc.
- Contact the director of student conduct, who can explain the University's procedures for dealing with harassment/sexual misconduct complaints.
- Resources available for one accused include counseling services, university chaplain, campus safety and security, or the dean of students' office.

### **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.

## **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.

### **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 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.

## 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.

## Non-Discrimination Statement

The University of Mount Union prohibits discrimination on the basis of race, gender, gender identity or expression, sex, sexual orientation, religion, age, color, creed, national or ethnic origin, veteran status, marital or parental status, pregnancy, disability, or genetic information, in student admissions, financial aid, educational or athletic programs, or employment as now, or may hereafter be, required by university policy and federal or state law. Inquiries regarding compliance may be directed to Pam Newbold, director of human resources and employee development, Beeghly Hall, (330)829-6560, newbolph@mountunion.edu.

## Title IX

The University of Mount Union is committed to creating an environment free of harassment and sexual misconduct as well as complying with all requirements as set forth by Title IX of the Education Amendments of 1972 (Title IX). Discrimination on the basis of sex or gender will not be tolerated by any of the University's education programs or activities. This includes, but is not limited to sexual harassment; sexual violence; sex or gender-based bullying; hazing, stalking; relationship violence (including domestic violence and dating violence, as well as failure to provide equal opportunity in admissions, activities, employment or athletics. Sex and gender violations will be addressed by Title IX complaint protocols which are jointly coordinated by the offices of human resources and student affairs.

The University Title IX Co-Coordinators will be informed of, and oversee, all complaints of discrimination. Questions or concerns regarding the University's procedures and Title IX may be directed to any one of the following resources:

Michelle Gaffney, associate dean of students & Title IX co-coordinator  
Hoover Price Campus Center, Office of Student Affairs  
Phone: (330) 823-7288  
E-mail: gaffnemi@mountunion.edu

Pamela Newbold, director of human resources and staff development & Title IX co-coordinator  
Beeghly Hall, Office of Human Resources  
Phone: (330) 829-6560  
E-mail: newbolph@mountunion.edu

Additional Title IX Investigators include:

- Andrew Boothe, associate director of human resources
- Dan MacDuffie, head golf coach and instructor of HPSB
- Sara Sherer, director of residence life
- Leigh Ann Swartz, head women's volleyball coach

Inquiries made be made externally to:

Office of Civil Rights (OCR)  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington DC 20202-1100

Customer Service Hotline: (800) 421-3481  
Fax: (202) 453-6012  
TDD: (877) 521-2172  
Email: [OCR@ed.gov](mailto:OCR@ed.gov)  
Web: <http://www.ed.gov/ocr>

The University will make good faith effort to successfully complete the grievance process for complaints of sex discrimination over a period of 60 days or less. The complaining party will receive periodic status updates on the progress of the complaint and any subsequent appeals.

During the investigation and/or grievance process for complaints of sex discrimination, the University may take a number of interim actions in order to ensure the preservation of the educational experience and the overall environment of the party bringing the complaint. These actions may include, but are not limited to imposing a no contact order on the responding party; residence hall room change for one or more involved parties; changes in academic schedules or assignments for one or both parties, and interim suspension for the responding party.

## **Sexual Misconduct Responder Program**

Often when people hear about sexual misconduct or sexual violence, they automatically think about rape. However, sexual misconduct occurs on a continuum. 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 misconduct. It is also sexual misconduct 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 being a target of sexual misconduct/violence. University of Mount Union provides services that can assist the student with this process. The Sexual Misconduct Responder Program is designed for this purpose.

### **What is a sexual misconduct responder?**

Sexual misconduct responders are Mount Union faculty and staff members who are trained to help a student who has been the recipient of sexual misconduct understand her/his 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 the need for counseling, medical and legal issues, and helps with any other concerns the person may have. The most up-to-date list of responders can be found on iRaider at

[http://portal.mountunion.edu/student\\_life/SexualAssaultResponders/Pages/SexualAssaultResponderList.aspx](http://portal.mountunion.edu/student_life/SexualAssaultResponders/Pages/SexualAssaultResponderList.aspx).

### **Why should someone who has been the recipient of sexual misconduct/violence call a Sexual Misconduct 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 student 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 act of sexual misconduct, she/he may be required, depending on the specifics of the situation, by University policy and by law to report the act to the police and to the Office of Student Affairs. This report does not mean that the student has to make a statement or pursue prosecution; just that the police will be informed of what happened. If the student is unwilling to make a statement, she/he will need to tell the police this directly. The student 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 the recipient of sexual misconduct 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 student who has been the target of sexual misconduct 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 this experience.

### **Who else can someone call for help?**

Whether or not the person contacts a responder, in cases of sexual assault or sexual violence it is strongly recommended that she/he call a *Rape Crisis Hotline*. Workers at such a 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, legal, and financial issues.

## **Why should someone who has been the recipient of sexual misconduct/violence seek counseling?**

It is important for someone in this circumstance 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 student sort through her/his feelings is an important step toward regaining control of her/his life.

One way to receive this kind of counseling is through a *Rape Crisis Hotline*. Their counseling services are free and can be long-term, if necessary. There are also usually support groups available through these organizations which can be very beneficial for someone who has been through such an experience.

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

**Alliance Area Domestic Violence Shelter (24-Hour Hotline) – (330) 823-7223**

**American Red Cross Rape Crisis Services of Stark County (24-Hour Hotline) – (330) 452-1111**

**Community Services of Stark County – 960 W. State Street, Suite 110, Alliance – (330) 821-7478**

**Domestic Violence Project (24-Hour Hotline) - (330) 453-SAFE (7233)**

**UMU Office of Counseling Services - (330) 823-2886**

**UMU Office of the Chaplain - (330) 823-2838**

## **Should someone who has experienced sexual violence 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 victim/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 victim/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, the only locations where evidence necessary for medical and forensic evaluation can be collected by a Sexual Assault Nurse Examiner (S.A.N.E. program) and secured for legal purposes are both in Canton; at either Aultman Hospital or Mercy Medical Center.

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 victim/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 victim/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 victim/survivor. It is always the victim/survivor's right to decide whether or not to talk to law enforcement, but the police officer will want to hear directly from the victim/survivor if s/he is unwilling to make a report.

There is no charge for the examination at the hospital if the victim/survivor cooperates with evidence collection. The victim/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 victim/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.

**S.A.N.E. (Sexual Assault Nurse Examiner) Services available at the following 2 locations:**

**Aultman Hospital – 2600 6<sup>th</sup> Street SW, Canton, OH 44710 – (330) 363-6203**

**Mercy Medical Center – 1320 Mercy Drive, NW, Canton, OH 44708 – (330) 489-1111 ext. 2170**

**Alliance Community Hospital - 200 E. State St. - (330) 596-6000**

**Alliance Health Department - 537 E. Market - (330) 821-7373**

**Planned Parenthood of Northeast Ohio - 2663 Cleveland Ave. N.W., Canton – (330) 456-7191**

**University of Mount Union Health Center - (330) 823-2692**

## **Should someone who has been sexually violated report the assault?**

Mount Union encourages targets of sexual misconduct/violence to file a report about the incident. By providing the Alliance Police Department and the Office of Student Affairs with information, the student may be able to prevent future such acts 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 victim/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 victim/survivor, she/he has the opportunity to make her/ his wishes regarding prosecution known.

In order to report to the police, the student can call the police department and an officer will meet her/him to take a statement. If the student 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 student goes to the hospital for an examination, hospital personnel will contact the police and s/he can make a report there.

Some students 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 misconduct than underage drinking.

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

**University of Mount Union Campus Security – 405 W. Simpson Street – (330) 428-1344**

If someone is recipient of an act of sexual misconduct by a Mount Union student, on or off campus, the accused student may be charged under the Mount Union Student Code of Conduct. Details of this process can be discussed with the director of student conduct, the dean, or associate dean of students. The decision to place charges is made by the director of student conduct, but the reporting student'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.

**Director of Student Conduct, Deborah Minton – (330) 823-7288**

**Dean of Students & Vice President of Student Affairs, John Frazier - (330) 823-2243**

**Associate Dean of Students & Title IX Co-Coordinator, Michelle Gaffney - (330) 823-7288**

## **Mount Union Sexual Misconduct Responders**

- Layelle Al-Ghaben, Manzilla diversity intern for academic support
- Morgan Bagley, director of athletic training education and instructor of HPSB

- Andrew Bain, assistant professor of sociology and criminal justice
- Brian Bates, security officer
- Andrew Boothe, associate director of human resources
- Jessie Canavan, director of admission
- Dr. Beth Canfield-Simbro, associate professor of Human Performance & Sport Business
- Kate Carnell, director of student involvement and leadership
- Rev. Marty CashBurlless, 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
- Corey Davis, security officer
- Theresa Davis, assistant professor of history and Africana studies
- Sarah Dellinger, assistant director of Center for Global Education
- Jessica Douglas, director of first year initiatives
- Debbie Edwards, student accounts representative
- Kyle Fowler, resident director and graduate assistant for student involvement and leadership
- Michelle Gaffney, associate dean of students
- Adina Haught, administrative assistant, department of art, music and theatre
- 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, head golf coach and instructor of HPSB
- Gina Maida, library circulation manager
- Jennifer Martin, assistant professor of education
- Emily Mason, admission representative
- Emily Mattison, director of student financial services
- Dr. Amy McElhinney, assistant professor of biology
- Deborah Minton, director of student conduct
- Pam Newbold, director of human resources
- Mike Perkins, security officer
- Suzy Pietz, head women's basketball coach and senior women's athletic administrator
- Corey Prendergast, security officer
- Jill Rader, resident director and assistant softball coach
- Phil Rathosky, resident director and graduate assistant for alcohol, drug, and wellness education
- Bryan Robinson, assistant professor of sociology and criminal justice
- Karen Saracusa, director of student accessibility services
- David Schmid, security officer
- Dr. Pete Schneller, professor of education
- Dr. Gwen Gray 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
- Anthony Turon, resident director and graduate assistant for first year programs
- Estela Vargas, resident director and graduate assistant for diversity and inclusion
- Michelle Vaughan, assistant professor of psychology
- TJ Wasserman, resident director and graduate assistant for residence life
- Vanessa Worley, assistant professor of physician assistant studies
- Renee Young, Student Accounts Manager

\*\*\* Contact information for the Responders may be found on-line at:

[http://portal.mountunion.edu/student\\_life/SexualAssaultResponders/Pages/SexualAssaultResponderList.aspx](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 associate dean of students 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 President’s 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 of 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 permit 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 permits 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 permit must be placed on the rearview mirror of the vehicle and the barcode must be completely visible from the outside at all times.
3. If a new vehicle is purchased (even if the vehicle still has 30-day tags) or any vehicle information should change, a new permit must be obtained from the Campus Security office.
4. Theft, vandalism or trading of permits 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	\$50
Second ticket	\$100 and the vehicle will be immobilized (\$50 to towing service to remove)
Third ticket	\$200 and the vehicle will be towed and the parking permit is revoked (charges from towing service may vary)

Failure to register the vehicle will result in a \$100 fine.

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 \$50 parking ticket and the vehicle will be towed immediately. Parking fines will also be assessed to faculty, staff and all students for parking violations in dedicated Visitor spaces.

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.

Ticket fines will be billed to the student's or employee's account and must be paid in a timely manner at the Business Office.

## **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 area
- 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 area based upon their residential status. Detailed information on parking areas 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.

## **Faculty and Staff Parking**

Faculty and staff parking areas are located in various locations on campus and are identified by signage 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 at designated areas on campus. 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 \$50 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 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 9Title 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](http://www.copyright.gov), especially their FAQ's at [www.copyright.gov/help/faq](http://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 the University of Mount Union technological resources. This document is not intended to be exhaustive of 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, s/he should change the password and report the intrusion to the Office of Information Technology. Users should change their password on a regular basis to assure continued security of their accounts.
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. Web site 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 s/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 Office of Information Technology.
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) 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.

### **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. Ennouncements 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 email 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

## **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](http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html)). Examples of administrative software include, but is not limited to, the following: PowerCampus, IQWeb, 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**

The purpose of this section is to define Mount Union's data security policy. 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 of this policy are to educate users about their obligation for protection of all data assets, to ensure the security and integrity of all University data. It is the responsible 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.

#### **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 lock 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.

#### **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.