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A Message from the Dean of Students

As the Dean of Students, it is my pleasure to be able to assist you in your personal, academic, and professional pursuits! Our staff in the Office of Student Affairs is at your disposal and ready to help you develop and grow both inside and outside of the classroom. This Student Handbook is designed to serve as a resource and guide for a variety of topics and includes information regarding our institutional expectations for appropriate conduct and behavior. All students are expected to be familiar with the rules and regulations of Mount Union—that information is provided herein.

The Student Handbook is complete and updated at this time—however, it is a dynamic document and changes are sometimes necessary. A current version of the Student Handbook is always available (http://portal.mountunion.edu/student_life/studenthandbook) for your convenience.

Please be sure to visit the Office of Student Affairs if we can provide information or service for you—we are located in the Hoover-Price Campus Center. Best wishes for a wonderful and rewarding year!

Sincerely,

John Frazier
Vice President for Student Affairs and Dean of Students
University of Mount Union Mission Statement

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

Undergraduate Learning Goals

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

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

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

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

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

V. Preparation for Responsible Citizenship
   A. Develop knowledge and appreciation of the individual’s culture and other cultures in a global context.
   B. Understand and employ ethics within diverse cultural, social, professional, environmental and personal settings.
   C. Demonstrate civic engagement by active involvement in and beyond the classroom.
University Heritage

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

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

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

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

History of the University of Mount Union

University of Mount Union is the outgrowth of a town meeting held by forward-looking citizens of the village of Mount Union, October 4, 1846. At that time the people gathered to hear Orville Nelson Hartshorn outline the need for a new institution in the area, where men and women could be educated with equal opportunity, where science would parallel the humanities, where laboratory and experimental subjects would receive proper emphasis, and where there would be no distinction due to race, color, sex, or position. On October 20, 1846, this young man organized and taught on the third floor of the “Old Carding Mill,” a “select school” of six students.
The school grew rapidly under his inspired leadership and in 1849 became known as “Mount Union Seminary.” In 1853, a “normal department” was added for the training of teachers. On January 9, 1858, the institution was chartered and incorporated under the laws of the State of Ohio as “Mount Union College.”

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

In September 1911, Scio College, located at Scio, Ohio, was united with Mount Union. By the articles of consolidation the liberal arts alumni of the former were made alumni of the latter. Scio was established in 1857 at Harlem 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 College in 1878.

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

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

**Alma Mater**

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

(Chorus)

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

(Chorus)

**Fight Song**

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

Hail to our colors true,  
The Purple and White.  
On Mount to vict’ry,  
So let’s Fight! Fight! Fight!
Campus Facilities Hours of Operation

**Dining Services**

*Kresge Commons*

Students must have their Purple Plu$ Cards to use their meal plan in the dining room. Meal plans are not transferable.

<table>
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<tr>
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<th>Monday - Friday</th>
<th>Saturday</th>
<th>Sunday</th>
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<tbody>
<tr>
<td></td>
<td>7 a.m. - 7 p.m. Continuous Service</td>
<td>8 am - 8:30 am</td>
<td>No Breakfast</td>
</tr>
<tr>
<td>Breakfast</td>
<td>7 a.m. - 9 a.m.</td>
<td>8:30 am - 9:00 am</td>
<td>Lunch</td>
</tr>
<tr>
<td>Continental Breakfast</td>
<td>9 a.m. - 10:15 a.m.</td>
<td>11:30 am - 1:30 p.m.</td>
<td>Dinner</td>
</tr>
<tr>
<td>Lunch</td>
<td>10:30 a.m. - 1:30 p.m.</td>
<td>4:30 p.m. - 7:00 p.m.</td>
<td>4:30 p.m. - 6:30 p.m.</td>
</tr>
<tr>
<td>Dinner</td>
<td>4:30 p.m. - 7:00 p.m.</td>
<td>7:00 p.m. - 9:00 a.m.</td>
<td>4:30 p.m. - 6:30 p.m.</td>
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<tr>
<td>Late Night Snack</td>
<td>Monday - Thursday 10 p.m. - 11:30 p.m.</td>
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*Continental Breakfast*

**B&B Café**

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<th>Friday</th>
<th>Saturday</th>
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<tr>
<td></td>
<td>8 a.m. - 10 p.m.</td>
<td>8 a.m. - midnight</td>
<td>9 a.m. - 2 p.m.</td>
</tr>
<tr>
<td>Lunch</td>
<td>11:30 a.m. - 1:30 p.m.</td>
<td>4:30 p.m. - 6:30 p.m.</td>
<td></td>
</tr>
<tr>
<td>Dinner</td>
<td>4:30 p.m. - 6:30 p.m.</td>
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*KHIC Start Café*

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<th>Monday - Friday</th>
<th>Sunday - Thursday</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>7 a.m. - 2 p.m.</td>
<td>8 p.m. - midnight</td>
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Digital, Written and Oral Communication Studio

Located across from the Circulation Desk in the Kolenbrander-Harter Information Center.

<table>
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<tr>
<th>Day</th>
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<tr>
<td>Sunday</td>
<td>6 p.m. - 10 p.m.</td>
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<tr>
<td>Monday-Thursday</td>
<td>9 a.m. - 10 p.m.</td>
</tr>
<tr>
<td>Friday</td>
<td>9 a.m. - 3 p.m.</td>
</tr>
<tr>
<td>Saturday</td>
<td>Closed</td>
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Summer hours may vary. Please check [www.mountunion.edu/DWOCs](http://www.mountunion.edu/DWOCs) for details.

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. Departmental computer labs such as the Eells Art Computer Lab are subject to the building hours. Department labs consist of (Education - Tech lab, T-H 200, Bracy Science lab, Art lab, Geology lab and all other specialty labs).

**Computer Lab Hours**

- KHIC PC Lab 57: Open 24 hours
- T-H 200 Lab: Open during building hours
- Bracy 303 Lab: Open during building hours
- Department Labs: Check with the individual department
- Residence Hall Labs: Open 24 hours (located in various residence halls)

**IT Helpdesk Hours**

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

**Summer Hours:**

- Monday - Friday: 7 a.m. - 5 p.m.

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

Main Library Hours

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

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

Sturgeon Music Library

Monday – Thursday 8 a.m. - 11 p.m.
Friday 8 a.m. - 5 p.m.
Saturday Closed
Sunday 7 p.m. - 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 11:15 a.m. - 1:15 p.m.
Monday-Thursday 7:30 p.m. - 10 p.m.
Saturday Closed
Sunday 3 p.m. - 6 p.m.

University Store

Hours of Operation when classes in session:
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.

Hours of Operation during summer and breaks
Monday – Friday 9 a.m. - 4 p.m.
Campus Resources

Alcohol, Drug, and Wellness Education

The Office of Alcohol, Drug, and Wellness Education serves to provide a 3-tiered approach to education, programming, and student growth and development: (1) individuals; (2) student body as a whole; and (3) university and the greater community. Through holistic education, prevention, and counseling, the Office underscores the University’s mission to prepare students for meaningful work, fulfilling lives, and responsible citizenship. By focusing on making healthy choices including responsible drinking, sexual education, and drug prevention, the office works collaboratively with faculty, staff, and students to develop proactive programming, education, and counseling opportunities.

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.

For more information please contact the office of Alcohol, Drug, & Wellness Education at 330.829.6660 or adwe@mountunion.edu.
Business Affairs

Financial Responsibility

Prior to each academic semester the Office of Business Affairs sends a billing letter 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 15th of the month. Registration and housing may be held and food service privileges will not be available until satisfactory financial arrangements have been made. Transcripts will not be released until all financial obligations to the University have been met. All questions should be referred to the Office of Business Affairs.

Cashier

The cashier’s window is open from 8:30 a.m. to 4:30 p.m., Monday through Friday and located on the second floor of Beeghly 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.

Refund Checks

When a student’s account reflects a credit balance from financial aid or loan credits, student refunds will be processed through our partner ECSI beginning the third week of each semester and biweekly thereafter. The student must visit the ECSI website to set up direct deposit information; otherwise a check will be mailed to the permanent home address.

Student Employment Forms

All students who will be working at the University must complete the following forms before actual work begins in order to receive a payroll check: Form I-9, Form W-4, and Form IT-4, all obtained from the Payroll Office located in the basement of Beeghly Hall. Additionally, students must bring to the Payroll Office the originals of a photo ID (driver’s license or state ID card) and either their social security card or birth certificate; in lieu of all of these a passport alone will suffice. Finally, a Work Authorization must be completed by the student’s supervisor via the on-line form.
Campus Card and Facility Scheduling

Facility Scheduling

All facilities on campus must be scheduled through the Office of Campus Card and Facility 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 Facility Scheduling will review the request for approval. A confirmation or denial 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, https://portal.mountunion.edu/forms/Student%20Organizations/StudentOrganizationCalendarSubmission.aspx The calendar of events can be viewed from the Mount Union home page at http://calendar.mountunion.edu/mastercalendar/.

Meal Plans

All first-year students at the University who are living on campus are required to be on either the unlimited meal plan or the 16 meals per week plan. 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 p.m. and designated meal times on the weekend. The unlimited meal plan now includes 10 meal equivalencies that can be used ONLY at the B&B café for the semester. The 16 meals per week option provides students with 16 meals of their choosing per week in the dining hall and $100 in dining dollars per semester to use at on-campus dining venues for food and beverage purchases only. Returning or transfer students living in a residence hall or campus house are required to have a full-service meal plan. They have the option of an unlimited meal plan, 16 meals per week with $100 dining dollars per semester, 11 meals per week with $300 in dining dollars per semester, or 7 meals per week with $400 in dining dollars per semester.

A full-service meal plan is required for any student who lives in the residence halls or campus houses. Block plans do not meet this requirement. If a meal plan is not selected for any student living in a residence hall or campus house, the student's meal plan will default to the unlimited plan. Plans may not be changed during the semester. The last date to make changes to your meal plan selection is the Friday at the end of the first week of class in either semester. If you wish to change your meal plan before that date, you may be able to do that in MyHousing. Otherwise, please contact the Office of Campus Card
and Facility Scheduling at (330) 823-2881 or visit the Office of Campus Card and Facility Scheduling in the Hoover Price Campus Center.

All students not living in a residence hall or traditional campus house (apartment or townhouse, fraternity or sorority house, off-campus, or commuter students), have the opportunity of selecting from any of the six meal plans described above or from one of three Block Plan options should they desire to have one; Block 50 – any 50 meals during the semester for $390, Block 50 – 50 breakfast or lunch meals during the semester for $315 or Block 25 – any 25 meals during the semester plus $100 in dining dollars for $390. Meals may also be purchased with the Purple Plu$ Debit Card. If you live in housing that does not require a meal plan and wish to participate in one of the meal plans, you may sign in to MyHousing on iRaider to make a selection. If MyHousing is closed for changes, then please see the Office of Campus Card and Facility Scheduling to complete a paper form for your selection. Block plans may be purchased more than once during a semester by contacting the Office of Campus Card and Facility Scheduling.

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.

**Purple Plu$ Cards**

All students, faculty, and staff receive a Purple Plu$ Card. The card is used to access residence halls, the McPherson Academic and Athletic Complex (MAAC), the 24-hour meditation room in the Dewald Chapel, 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 Facility 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 Facility Scheduling is closed.

To obtain a new card, please visit the Office of Campus Card and Facility 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](http://www.mountunion.edu/purple-plu-card).
Campus Safety and Security

Mount Union is committed to providing a safe living environment for its students, faculty, staff, and visitors. The University of Mount Union Campus Safety and Security Office is housed at 405 W Simpson St. Our Security Officers are trained professional employees of Mount Union. These officers are not authorized to carry firearms while on duty. When police assistance is needed, they contact the Alliance Police Department for assistance.

The department has three basic purposes. They are, to protect members of the community and their visitors; to protect university property and the property of community members; and to maintain order in the university community. It provides security and patrol services to the University, 24 hours a day, seven days a week, 52 weeks a year.

As members of a campus community, each individual shares in the responsibility of helping to preserve a safe and civil community and are expected to cooperate with the department. Students must comply with the Code of Student Conduct when interacting with security officers; including but not limited to providing identification or their Purple Plus Card when asked. Each person needs to take preventative measures for their own safety and the safety of others. This includes not allowing others into residence halls without them using their ID to swipe in, locking residence hall doors, locking car doors, and reporting suspicious or concerning activity to Campus Safety and Security. All reports to Campus Safety and Security are given an appropriate response, and will be treated in a respectful manner.

If assistance is needed, or in the event of an emergency, students should call Campus Safety and 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 their 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 Department and Campus Safety and Security of an emergency situation. It is important to speak clearly, and state the nature of the problem and location.

Center for Student Success

The Center for Student Success (CSS) empowers students in the strategic pursuit of their goals as they relate to personal transition, self-discovery, academic progress, and career planning. We strive to provide a variety of programs and services to help students reach these goals, including the following:
Academic Support

Helping students reach their full potential is the primary goal of Academic Support. Through individual meetings, Success Series workshops, the Raider Rise program, the tutoring program, and other academic support-related opportunities, Academic Support strives to assist students in developing the skills, habits, and behaviors for success necessary in university-level coursework. All resources and programs come at no additional cost to students, and all students are welcome and encouraged to visit the office for assistance with academic success strategies.

Career Development

Deciding on a career to pursue and having the tools to navigate the job or graduate school search process are critical to all students. This process actually begins much earlier than the senior year, and the Office of Career Development is there to assist all students with this. We help prepare students to research careers, identify and secure experiential learning opportunities (internships), and develop and implement job search strategies, which include creating a resumé, networking and interviewing with employers, and targeting job leads. Preparing for graduate school applications and admission tests is also supported by Career Development in addition to the other events we facilitate, including job and internship fairs, graduate and professional school fairs, mock interviews, on-campus recruiting, and a variety of networking events.

First Year Initiatives

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

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

Did you know that many students start college not knowing what major they want to pursue and that many change their major at least once during the pursuit of their degree? If you aren’t sure of your major or are considering changing it, the Center for Student Success can help. Come meet with our staff who will help you explore your interests and skills to help identify the courses, major, and/or minor that might be a good fit for your academic strengths and future career and life goals.

Sophomore Initiatives

While starting the second year of college is much different that coming as a first-year student, many students are still finding their way. Our sophomore initiatives provide support throughout that second year of college through the Sophomore Appointment and Halfway There Fair programs. Sophomore appointments take place during a student’s third semester and provide an opportunity to check in with a CSS staff member and ensure students are on track and ready to have a strong second year. The Sophomore Halfway There fair takes place in the spring semester and is a chance to make sure students are ready to submit their WOC portfolio and are poised to enter their junior year in a position of strength to reach success.

Student Accessibility Services

The Office of Student Accessibility Services (SAS) serves as the resource for the University community in regard to students with disabilities and accommodations to remove barriers to access. SAS works with students individually to determine reasonable accommodations and assists the University to remove barriers that will enable the student to have access to the full range of programs and services at Mount Union. SAS and students will engage in a discussion about the student’s individual needs. In this conversation, SAS and the student will explore reasonable accommodations based on the nature of the student’s disability, the barriers encountered, and the content of documentation. Students are welcome to contact SAS to make an appointment to start the conversation. We are happy to discuss any course or campus barriers that may be preventing access to education and an equitable campus experience for students. Students are encouraged to make their request for accommodations in a timely manner, allowing time to arrange necessary accommodations. The office is in the Hoover-Price Campus Center, and you can reach us by phone at (330) 823- 7372 or by email at studentaccessibility@mountunion.edu.
Transfer Student Programs

Once a student completes the transfer admission process, the Center for Student Success, in conjunction with the Integrative Core Office, helps support them as they become a Raider! Some of these support programs include the Transfer Student Seminar, which all transfer students take in their first semester at Mount Union, as well as the Transfer Student Organization, which provides amazing peer support and programming and is advised out of the Center for Student Success. We also provide academic advising, a joint venture with the Integrative Core Office, for new transfer students as they enter their first semester at the University of Mount Union.

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

Counseling Services

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

The primary service requested by students is individual counseling. During counseling, students typically discuss problems with relationships, adjusting to college life, stress or burnout, the death or illness of a friend or relative, academic difficulties, career or work decisions, substance abuse problems, family dilemmas, sports injuries or setbacks, the effects of violence or prejudice, and/or balancing school, work, and social life. Counseling allows students to address problems typically faced by college students. In addition, there are psychiatric services available on campus provided by a Psychiatric Nurse Practitioner through Coleman Professional Services. Referrals for psychiatric evaluations and ongoing medication management are made via the University Counselors.

Students needing long-term, intensive outpatient, or in-patient treatment due to serious emotional, medical, or behavioral problems (including but not limited to suicidal or homicidal thoughts or actions, eating disorders, substance addictions, and disorders which impair the ability to think logically or relate with others constructively) are referred for outside treatment, often with the aid of parents or guardians.
Other services include presentations, workshops, and consultation with faculty, staff, and student groups. Presentation and workshop subjects might include creating healthy relationships, stress management, maintaining social and emotional wellness, making and reaching goals, effective communication, and conflict resolution.

The Department of Counseling Services is located within Suite 200 of the Alliance Community Hospital Professional Building located at 270 East State Street. To schedule an appointment, call (330) 823-2886 or email CounselingServices@mountunion.edu.

If students need assistance outside of regular office hours, there are a variety of resources both on-campus and in the local area who can provide assistance. The following is a list of resources that may be used in situations in which a more immediate response is needed:

**For After Hours Emergencies:**
- Resident Director on Duty: 330-428-3500
- Campus Security: 330-428-1344
- Alliance Police Department: 330-821-3131 or 911 if emergency services are needed
- Alliance EMS (Fire Dept): 330-821-1212 or 911 if emergency services are needed

**National and Local Crisis Resources:**
- Stark County Crisis Hotline: 330-452-6000
- Crisis Text Line: Text 4hope to 741741
- Trevor Lifeline for LGBTQ Youth: 1-866-488-7386
- National Suicide Prevention Lifeline: 1-800-273-TALK (8255) suicidepreventionlifeline.org
- Alliance Area Rape Crisis Hotline: 330-821-RAPE (7273)
- Alliance Domestic Violence Shelter: 330-823-7223

**Digital, Written, and Oral Communication Studio**

The Digital, Written, and Oral Communication Studio is open to all students at the University of Mount Union. Its mission is to provide a space for students to work on writing, oral presentations, and digital artifacts, including sound and video projects. Consultants are on hand to provide help with critical thinking at the beginning stages of a project; support through the writing, speaking, and production process; as well as polishing a final product, including essays, reports, employment and graduate school documents, public speeches, PowerPoints, Prezis, videos, audio projects, and ePortfolios and more. Make an appointment online by visiting www.mountunion.edu/DWOCS.
**Diversity and Inclusion**

The Office of Diversity & Inclusion falls under the Office of Student Affairs, reporting to the vice president for student affairs/dean of students. The Office of Diversity & Inclusion has the responsibility to serve as a resource for American minority students in matters of academic, social, cultural, and personal well-being. However, the office also offers its services to all students who are interested in or concerned with issues of diversity. The office advocates for sexual orientation, gender identity, 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 students. For this reason, the office sponsors a variety of diversity oriented programs to meet these needs including our Kaleidoscope Orientation Program, Not Another Statistic Diversity Conference, Diversity Tailgate, EXPLORaider Spring Break trip and various other events.

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

**Global Education**

The Center for Global Education offers a variety of international opportunities for living and learning abroad. The Center advises students during the study abroad process and assists faculty with travel seminars and visiting professorships.

The Center for Global Education is located in KHIC. For more information, contact halljene@mountunion.edu (Dr. Jennifer Hall, director at the center for global education) or grangedm@mountunion.edu (Doug Granger, assistant director at the center for global education).

**Health Services**

*Location and Hours*

The Student Health Center is located within Suite 200 of the Alliance Community Hospital Professional Office Building located at 270 East State Street. Services are available Monday through Friday with nurses on duty from 8 a.m. until 4 p.m. during the academic year when classes are in session. The University contracted physician is available for students between 10:45 a.m. and 12:15 p.m. A physician assistant is available 12p.m. – 4p.m. Summer hours are 8 a.m. until noon with nurses on duty.
Services

The Health Center functions as an ambulatory care center. Services include health promotion, health protection, disease prevention, and clinical care. Preliminary diagnostic work, preventative medicine and the care of short term illness and injuries are services provided. The Health Center staff provides students with opportunities for learning outside the classroom. The staff teaches students about healthy lifestyles, health promotion, disease prevention, safety, and self-care issues. There is no charge to see a nurse or physician, however if a diagnostic test is ordered, the student will be responsible for any amount not covered by their insurance.

Emergency and After Hours

Students who have minor illness or injury after Health Center hours or are experiencing a major medical emergency at any time should go to the nearest stat/urgent care facility or to the emergency room at the nearest hospital as appropriate. In Alliance, these options include:

Alliance Family Health Center/Urgent Care
Monday through Friday 1p.m. – 8p.m. and weekends 9 a.m. – 5p.m.
1401 S. Arch
Alliance OH  44601
330-596-7581

Hometown Urgent Care
Monday through Friday 8 am – 7 pm and weekends 9 am – 5 pm
1939 W. State Street
Alliance, OH  44601
330-238-4455

Alliance Community Hospital
Emergency Room – Open: 24 hours a day, seven days a week
200 E. State Street
Alliance, OH 44601
(330) 596-6100

Students will be liable for expenses incurred unless the care is covered by insurance. Students who need assistance in making arrangements for emergency or after-hours care should contact their Residence Life staff or Campus Safety and Security. Students should contact the Health Center the next day to follow up with the physician and complete any insurance forms if applicable.
**Class Absenteeism**

A student who misses class for health reasons is required to contact the Health Center for either treatment, release or referral. The medical staff will determine the seriousness of health problems and inform the vice president for student affairs/dean of students when absence is legitimate; however, in all cases, the student is responsible to notify the faculty member and make up missed class work. In cases of prolonged illness or off-campus emergency, the student must notify the vice president for student affairs/dean of students who will verify the circumstances and issue notifications when warranted.

**Policy Statement for Follow-Up Care**

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

**Health Requirements Prior to Arrival on Campus**

All students are required to have health information on file prior to their arrival. This includes health history, emergency contacts, a tuberculosis screening, and an immunization record. A physical exam is recommended for all students, however it is mandatory for anyone who plans to participate in athletics at the University of Mount Union. The forms are available on the University website at [www.mountunion.edu/health-center-forms](http://www.mountunion.edu/health-center-forms).

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

To reduce and eliminate vaccine preventable diseases on campus the Health Center staff supports the recommendations of the American College Health Association Vaccine Preventable Disease Task Force based on guidelines consistent with the Advisory Committee on Immunization Practices recommendations. Those recommendations include Varicella, Hepatitis B, Meningococcal, and other vaccines as indicated and when appropriate. Information about vaccine preventable diseases and vaccines can be found on the CDC web page, [www.cdc.gov/vaccines/recs/acip/default.htm](http://www.cdc.gov/vaccines/recs/acip/default.htm).
On February 10, 2005, the U.S. Centers for Disease Control and Prevention’s (CDC) Advisory Committee on Immunization Practices (ACIP) issued new meningococcal immunization recommendations. The recommendations state young adolescents at the pre-adolescent visit (11-12 year old), adolescents at high school entry (15 year old), and college freshmen living in dormitories should be immunized against meningococcal meningitis. The ACHA and ACIP’s new recommendations further state that other college students under 25 years of age may choose to receive meningococcal vaccination to reduce their risk for the disease. (Source: National Meningitis Association and the ACHA).

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

**Student Insurance**

Federal health care reform requires all full-time students to be covered by an adequate health insurance policy. The University offers a student health insurance plan for a premium. The details of the policy can be found at [www.chpstudenthealth.com](http://www.chpstudenthealth.com).

Every full-time domestic student is eligible for the Student Health Insurance Plan. You must decide if you want to waive the Student Health Insurance or purchase the insurance. Those students who are covered under an existing health plan may waive the University offered plan by completing a waiver form online. Go to [www.chpstudenthealth.com](http://www.chpstudenthealth.com). With the "Find Your School" smart search feature type “University of Mount Union” and then click “Waive” and follow the instructions to waive the student health insurance.

You may also enroll in the Plan by visiting the same website. Print out the enrollment form, complete and then fax to Lana Fletcher with USI at 610-537-9653. You must enroll or waive the insurance plan by September 5, 2018.

All full-time students will be enrolled in an Accident-Only plan at no cost to the student. The plan provides a maximum benefit of $1,000 per covered injury. This may be used in conjunction with other plans and with the intercollegiate athletic insurance provided by the University of Mount Union. More information on the Accident-Only plan can be obtained by contacting the Health Center.
Mount Union expects that, in consideration of the rights of others, all students will observe reasonable standards of good taste in the matter of dress in all public areas. The following standards should be observed:

- All persons entering the Campus Center will wear clothing to appropriately cover the body, including shoes and shirt.
- Gambling is prohibited in any part of the Campus Center.
- Rollerblades, skateboards, and bicycles are not permitted inside.
- Furnishings and audio-visual equipment may not be removed from the Campus Center.
- A Mount Union ID must be left at the Information Desk before a student can use any game equipment or obtain office keys. Only Mount Union students and employees are permitted to use the game equipment.
- Students are not permitted to use the phone at the Information Desk, except in emergency situations.
- Room reservation inquiries for the use of facilities should be made through the Office of Campus Card and Facility Scheduling. Student organizations can submit online facility requests using the online system located on Raider/Student Life/Student Organizations.
- Animals (exception of service animals) are not permitted in the building.

Posting Policy

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, thumbtacks, or staples only.
- 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 Facility Scheduling. Space is reserved on a first-come, first-served basis.
- Materials must not promote the use of alcohol or tobacco products in any way or display any alcohol/tobacco manufacturer or bar location or name.
- Materials must be consistent with the University policies regarding sexist, racist, and other discriminatory behavior (See Civil Rights Equity Policy).
- The Campus Center staff will remove all outdated signs and signs in violation of this policy.

International Student Services

The Office of International Student Services, along with the Office of Diversity and Inclusion, assists international students as they adapt to all aspects of campus life, acting as liaison and advocate in dealings with the U.S. government, Mount Union, academic departments, and administrative offices. Together, we also conduct orientation upon arrival, plan cultural programs, and organize monthly social activities. The office also coordinates the i-Guide Library Peer program, Raider Pal program, and Community Friend Program which are designed to match international students with current Mount Union students and local families to gain an authentic American cultural perspective. The office also offers services to all students, faculty, and staff who are interested in or concerned with global issues. To contact the office, call (330) 823-2574.

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 offer a range of resources including 200 subject databases, over 50,000 full-text journal titles and over 300,000 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.
Circulation Policies

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

<table>
<thead>
<tr>
<th>University of Mount Union Items</th>
<th>Item Type</th>
<th>Loan Period</th>
<th>Renewal Period</th>
<th>Number of Renewals</th>
<th>Overdue Fines</th>
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All UMU items have $50 replacement and $25 billing fees.

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<th>OPAL, OhioLINK, SearchOhio, and ILL Items</th>
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<th>Renewal Period</th>
<th>Number of Renewals</th>
<th>Overdue Fines</th>
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</table>

All OPAL and OhioLINK items have $75 replacement and $50 billing fees. SearchOhio items have a $25 replacement fee. InterLibrary Loan items have replacement fees that vary by institution.

Mail Center

The Mail Center of the University of Mount Union is operated out of the Physical Plant Department located at 906 S. Union Ave across from the Glamorgan Castle. During the academic school year, our hours are Monday through Friday, 8 a.m. to 4 p.m. We are closed on weekends and holidays.

We are here to assist you with your mailing needs: incoming and outgoing mail, and packages, as well as inter-campus letters, notes, and information from campus organizations, friends, faculty, and staff. The following policies and procedures are established to provide an efficient and effective Mail Center.
Receiving your Mount Union Mail Box

Each incoming student who lives on campus will receive an email with your on-campus mail box number and combination. The student mail boxes are found in the west hallway of the HPCC. Should you forget your CMB- campus mail box number or combination, you can find it by going to myhousing.mountunion.edu.

1. This box number will be part of your new mailing address. Please use the below mailing address with your box number on all mail and package correspondence while you are attending the University of Mount Union.

<table>
<thead>
<tr>
<th>Student</th>
<th>Student Name – CMB 123</th>
</tr>
</thead>
<tbody>
<tr>
<td>1212 unknown</td>
<td>University of Mount Union</td>
</tr>
<tr>
<td>Here, USA 98765</td>
<td>1972 Clark Ave.</td>
</tr>
<tr>
<td></td>
<td>Alliance, OH 44601</td>
</tr>
</tbody>
</table>

*Mail that does not have your box number takes longer to process, which could cause a delay in receiving your mail.*

2. You are encouraged to check your mailbox and empty it at least once a week, if not daily.
3. Please tear up and put your discarded mail into the recycling bin.
4. If there is a problem with your mail box, you can call the Mail Center at (330) 829-6654.

If you no longer live in campus housing and wish discontinue mail services, you must contact the Mail Center at mailroom@mountunion.edu or call us, (330) 829-6654 with the following information:

- Your full name and your box number.
- Your new address where mail can be forwarded.
- A phone number or email where we can contact you if a package should arrive for you.

How to Work the Combination for your Campus Mail Box

Please Follow These 4 Steps:

1) Turn LEFT at least 3 turns, and then stop at the FIRST number of your combination.
2) Turn RIGHT, passing first number of your combination one time, and stopping at the SECOND number of your combination.
3) Turn LEFT, stopping at the THIRD number of your combination.
4) Turn RIGHT until it stops and pull open.
Receiving a Package

1. Please order all packages using your Mount Union mail address with your campus mail box number.

   Student- CMB 0123  
   University of Mount Union  
   1972 Clark Ave.  
   Alliance, OH    44601

2. You will receive an email once your package has been scanned into the system. All packages no matter how big or small with a barcode, must be scanned and picked up by the addressee at the Physical Plant Mail Center.

3. You must bring your “Purple Plus” identification card to pick up your package.

4. You are expected to pick up your package within one week of receiving your email notification.

5. **IMPORTANT!** After 6 weeks, unclaimed packages will be returned to sender.

6. **If for some reason you are unable to get your package, you may make arrangements with us to hold your mail and packages.** To do so contact us at (330) 829-6654 or by email mailroom@mountunion.edu

7. Any unclaimed nonreturnable packages or items will be disposed of or donated.

Not Your Mail

If you receive mail in your mailbox that is not yours please place it in the “Campus Mail” (left side) of the large brown mail receptacle in the HPCC.

Summer Mail for Students

1. At the end of spring semester, all first-class mail will be forwarded to the permanent home address on file with the University of Mount Union, unless otherwise directed by you. The Mail Room is not able to forward magazines, catalogs, bulk mail, or other similar items.

2. If you are remaining on campus for the summer, please contact the Mail Center so we can keep putting your mail in your mailbox. If not, all your first-class mail and checks will be forwarded to the permanent address you have on file.

3. CD’s/DVD’s can be forwarded home, but the post office will charge you additional postage for this mail.

4. Contact any magazine subscriptions you may have and change your address with them personally by the end of April.

5. Any package that arrives from UPS or FedEx cannot be forwarded.

6. Inter-campus mail of known origin will be returned to the source.
Once again.....If you are on campus for the summer or studying abroad, please make sure to contact us, (330) 829-6654 or mailroom@mountunion.edu, so we can continue to deliver your mail here on campus or hold it for you.

Sending Mail

1. Postage Stamps can be purchased from the Office of Campus Card and Facility Scheduling located in HPCC.
2. You can mail your stamped letters by placing them in the right side of the brown campus mail receptacle in HPCC marked “U.S. Mail.”
3. Pre-labeled USPS, UPS, and FedEx packages can be shipped from the Mail Center.

USPS: www.usps.com Alliance Post Office (330)-821-3560
UPS: www.ups.com UPS Alliance (330) 823-1502
UPS Canton (330) 478-0655
FedEx: www.fedex.com FedEx 1-800463-3339

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, a multipurpose 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, turbo kick, and Zumba 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 & 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 and community service. The Center coordinates a variety of events and programs providing extracurricular opportunities. These include promotion of voter registration, leadership and mentoring programs, campus-wide community service events and much more. The Center strives to serve as the link between students and the community.
Students who would like more information about the Regula Center can contact the center at (330) 829-8168 or email honakeal@mountunion.edu.

Residence Life

Over 1,500 students live on the campus of Mount Union in 10 residence halls, 11 apartment/townhouse style buildings, and up to 4 theme houses making it a largely residential campus. The residence life staff at Mount Union believes that the residential experience can significantly contribute to a student’s overall collegiate experience. Indeed, much of the learning that takes place on any college or university campus takes place outside of the classroom. Therefore, the Office of Residence Life staff strives to create residence hall and house communities that focus on the living and learning process that is at the core of our University mission to prepare students for fulfilling lives, meaningful work, and responsible citizenship. Housing is available to all students on a first come, first-served basis. Campus housing is at a premium and students may be placed on a waiting list until space becomes available.

Residence Life Staff

The Office of Residence Life is a part of the Office of Student Affairs and is located in the Hoover-Price Campus Center. The professional staff consists of the director, a part-time residence life coordinator and 6 resident directors (RDs), most of whom also serve the University in other collateral roles. These RDs are professional staff members who reside on campus in the residence halls. In most cases, they are working toward or possess master’s degrees in higher education administration or related fields preparing them for residence hall management and providing them an understanding of college student development. In addition to ensuring that the halls meet the physical needs of residential students, they provide programs and activities designed to enrich the total educational experience of Mount Union students. Also on staff is an administrative assistant who is shared among the offices in student affairs.

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

The Office of Residence Life also employs approximately 55 student staff members called resident assistants (RAs), assistant resident directors (ARDs), and assistant resident managers (ARMs). Our student staff members are returning students who have distinguished themselves through their leadership abilities and interpersonal skills as well as their desire to assist their fellow students. As peers, these students not only provide a
source of basic information, referral help, and a model of successful adjustment to college living, but also serve as sensitive, motivating forces to provide the structure and experience that will promote student development. To that end, staff members participate in an extensive and continuous training program that prepares them for the many different roles and responsibilities they hold: helper, problem-solver, programmer, campus liaison, policy enforcer, mediator, and role model. RAs live on the floors and will work to promote a positive living-learning environment in the halls and campus houses, develop a sense of community amongst their residents, and respond to the various collective and individual needs, issues, or concerns of their community members. Their efforts target the developmental needs and transitional issues of their residents. ARDs are students with prior residence life staff experience who have accepted a leadership role within the staff and work closely with an RD to run a residence hall. ARMs are available to assist students living in our apartment and townhouse style housing as necessary.

**Spiritual Life**

All spiritual life programming and scheduling is handled through the Office of the Chaplain located in 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, staff or approved off-campus 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 Meyers Sanctuary and in one of three meeting spaces in Dewald Chapel throughout the week. Weekly services include Catholic Mass on Sundays at 6:30 p.m. and mid-week Chapel on Thursdays at 11:25 a.m. to 12:00 noon. In addition to scheduled worship times, there is a 24-hour meditation room available. Additionally, there is a Muslim prayer room and meditation room for other traditions located on campus and available throughout the week.

The Office of the Chaplain promotes many other activities, small groups, support groups and programs as well as provides spiritual guidance, vocational discernment, and pastoral counseling to people of all faiths or non-faiths and traditions. Students, faculty, and staff are always welcome to be a part of spiritual life activities, worship, or other Chapel sponsored programs and events.

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](http://www.mountunion.edu/office-of-the-chaplain).
**Student Conduct**

The University of Mount Union community is committed to fostering a campus environment that is conducive to academic inquiry, a productive campus life, and thoughtful study and discourse. The mission of the student conduct program is to educate students, reinforce the values of Mount Union, and to uphold and educationally enforce the Code of Student Conduct. All conduct officers foster the development of the whole student through an educational dialogue reflecting on behavioral choices, academic progress, learning, and ultimately student success. In addition, the conduct process encourages the preparation of students for fulfilling lives, meaningful work, and responsible citizenship.

The Office of Student Conduct is responsible for the Code of Student Conduct and the enforcement of those regulations. Information regarding the Code of Student Conduct and the conduct process can be found on page 40 of this handbook. The Office of Student Conduct is located in the Student Affairs suite in the Hoover-Price Campus Center and can be reached at studentconduct@mountunion.edu or (330) 823-7288.

**Student Involvement & Leadership**

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

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

**Campus Programming**

The staff in the Office of Student Involvement & Leadership 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, Family Day, Homecoming, Little Sibs Weekend, and Springfest. RPB also sponsors Friday night programs that highlight the talents of our own Mount Union Students through our Coffeehouse series and helps build a fun, welcoming on-campus community.
Week of Welcome

Week of Welcome offers students the chance to kick-off and celebrate a new school year by meeting other students, getting involved in student organizations, and truly finding your place at the University of Mount Union. **Week of Welcome takes place August 20-24, 2018.**

Family Day

Family Day provides students, parents, and their families an opportunity to re-connect during the middle of the fall semester. Including a home Raider football game, a dinner, and other entertainment throughout the day. Family Day provides resources for families to continue to support the educational pursuits of their students. **Family Day 2018 is Saturday, September 22.**

Homecoming

Homecoming is the time of year in which UMU traditions, new and old, come together during one exciting week! Whether it’s the Mr. UMU Pageant, selecting the Homecoming Court, or cheering on our Purple Raiders when they host Ohio Northern, there is something for everyone during Homecoming Week. Don’t miss out on the chance to turn new experiences into an old tradition with your fellow classmates! **Homecoming 2018 takes place Saturday, October 6.**

Little Sibs Weekend

Little Sibs Weekend offers the chance for UMU students to host their younger “Sibs” (siblings, cousins, friends) with a multitude of fun activities provided by the Raider Programming Board. From exclusive t-shirts and family-friendly movies to interactive inflatables and delicious dinner buffets, Little Sibs Weekend is fun for all ages! **Little Sibs Weekend 2019 is April 5-6, 2019.**

Springfest

Springfest delivers a weeklong array of fun programs and gives UMU students a chance to unwind before the hectic pace of Finals Week picks up. Including nationally-known performers, PotteryPalooza, and other entertainment throughout the week, Springfest gives all students a reason to get out of their room and break out of the winter funk! **Springfest 2019 is April 22-26, 2018.**

Fraternity and Sorority Life

Fraternity and Sorority Life at Mount Union has a long, rich tradition of fostering student involvement and development. Since before 1882, students have chosen to join members
of fraternities and sororities at Mount Union because of the advantages these organizations provide, specifically the ideals of leadership, scholarship, community service, and friendship.

Many opportunities compose the experience of what is commonly referred to as “the Greek community.” Leadership training, monetary scholarships, academic assistance, civic engagement, tradition, teambuilding opportunities, networking capabilities, and more await the person who elects to join. Many students feel when they join a fraternity or sorority they are giving a part of themselves to something greater. They agree to live by the values of not only their selected organization, but the ones which they personally espouse. When deciding if fraternity or sorority membership is for you, we highly encourage you to seek out the one that best fits your personality, outlook, and beliefs!

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

To join a fraternity or sorority at the University, students must attain the minimum grade point average of the chapter they wish to join, as each one has a different requirement. A student must also be enrolled as a full-time student at the University of Mount Union. First year students may participate in fraternity or sorority recruitment in their first semester on campus, so long as they are signed up with the Office of Student Involvement & Leadership.

Leadership Programs

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.

Emerging Leaders

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

**MLK Day of Service & Leadership**

Rev. Martin Luther King, Jr. Day is not only a day for celebration, remembrance, education, and tribute, but above all, it is a day of service. All across the United States of America, individuals perform service and thousands of other projects for building the beloved community of Dr. King’s Dream. It is in this stead that we invite students to continue the day of service by taking part in leadership workshops designed to assist in leading student organizations. All sessions take place in the HPCC throughout the afternoon of MLK Day. Workshop topics include marketing, strategic planning, relationship building, social media use, conflict resolution, communication, fundraising, accountability, and more. **MLK Day of Service & Leadership is scheduled for January 21, 2019.**

**Student Organizations**

In support of the leadership development that takes place in student organizations, the Office of Student Involvement & Leadership serves as a resource center and clearinghouse for the approximately 90 active student organizations on campus. All student organizations are required to register with the Office of Student Involvement & Leadership each semester and maintain current contact information for presidents and advisors as well as accurate constitutions. Students interested in starting a new student organization can learn more by contacting the director of student involvement and leadership.

**Raiderfest**

Students can learn about becoming involved in these student organizations by participating in the Raiderfest Student Involvement Fair held during the first week of classes in the fall. **Raiderfest is scheduled for August 22, 2018 from 4 p.m. to 6 p.m. in the Academic Mall.**

**Student Involvement Record**

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

The Student Involvement Record needs to be updated each semester so that a student’s record is as accurate as possible. Each semester, presidents, advisors, and coaches are asked to update information regarding their organization. Information can be updated at any time by contacting the Office of Student Involvement & Leadership. Students are provided the opportunity to adjust information on their activity record.

**Student Senate**

The Mount Union Student Senate is the chief avenue for students to maintain an effective voice in the affairs of the University by serving as the link between the student body and the administration. Through Student Senate, students can express concerns or make suggestions (either directly or through their representatives) about any issue on campus, be it academics or campus life. In addition, any student or organization may petition Student Senate for funding for extracurricular projects and endeavors.

**Student Senate meetings occur each Tuesday at 6:30 p.m. in T+H 100 when school is in session.** All Student Senate meetings are open to any member of the University Community.

**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 annually to drive university-owned vehicles. Drivers must be 21 years of age, complete the driver’s application form in person, and submit a copy of their driver’s license at the Office of Human Resources or Physical Plant. The authorization process requires ten days in advance of using a university vehicle.
Core Values of Student Conduct at the University of Mount Union

The University of Mount Union’s community obligates each member to a Code of Conduct. Mount Union’s student conduct system supports the University community by providing and maintaining behavioral standards and expectations for students that promote:

- **Integrity**: Mount Union students exemplify honesty, honor, and a respect for the truth in all of their dealings.
- **Community**: Mount Union students build and enhance their community.
- **Social Justice**: Mount Union students are just and equitable in their treatment of all members of the community and act to discourage and/or intervene to prevent unjust and inequitable behaviors.
- **Respect**: Mount Union students show positive regard for each other, for property, and for the community.
- **Responsibility**: Mount Union students are given and accept a high level of responsibility to self, to others, and to the community.

These core values serve to create an environment that allows our students to enhance their academic and social growth by preparing them for fulfilling lives, meaningful work, and responsible citizenship.

Section 1: Philosophy Statement

The Mount Union community is committed to fostering a campus environment that is conducive to academic inquiry, a productive campus life, and thoughtful study and discourse. The student conduct program is committed to an educational and developmental process that balances the interests of individual students with the interests of the University community.

A community exists on the basis of shared values and principles. At Mount Union, student members of the community are expected to uphold and abide by certain standards of conduct that form the basis of the Code of Student Conduct. These standards are embodied within a set of core values that include integrity, social justice, respect, community, and responsibility.

Each member of the University community bears responsibility for their conduct and to assume reasonable responsibility for the behavior of others. When members of the community fail to exemplify these five values by engaging in violation of the rules below, campus conduct proceedings are used to assert and uphold the Code of Student Conduct.
The student conduct process at Mount Union is not intended to punish students; rather, it exists to protect the interests of the community and to challenge those whose behavior is not in accordance with our policies. Sanctions are intended to challenge students’ moral and ethical decision-making and to help them bring their behavior into accord with our community expectations. When a student is unable to conform their behavior to community expectations, the student conduct process may determine that the student should no longer share in the privilege of participating in this community.

Students should be aware that the student conduct process is quite different from criminal and civil court proceedings. Procedures and rights in the student conduct process are conducted with fairness to all, but do not include the same protections of due process afforded by the courts. Due process, as defined within these procedures, assures written notice and a hearing before an objective decision-maker. No student will be found in violation of University policy without information showing that it is more likely than not that a policy violation occurred and any sanctions will be proportionate to the severity of the violation and to the cumulative conduct history of the student.

Section 2: Jurisdiction

Students at Mount Union are provided a copy of the Code of Student Conduct annually in the form of a link on the University website. First year students are provided an electronic copy during the orientation process. Hard copies are available upon request from the Office of Student Conduct. Students are responsible for reading and abiding by the provisions of the Code of Student Conduct.

The Code of Student Conduct and the student conduct process apply to the conduct of individual students, both undergraduate and graduate, and all University-affiliated student organizations. For the purposes of student conduct, the University considers an individual to be a student when an offer of admission has been extended and thereafter as long as the student has a continuing educational interest in the University.

Mount Union retains conduct jurisdiction over students who choose to take a leave of absence, withdraw, or who have graduated for any misconduct that occurred prior to the leave, withdrawal, or graduation. If sanctioned, a hold may be placed on the student’s ability to re-enroll and all sanctions must be satisfied prior to re-enrollment eligibility. In the event of serious misconduct committed while still enrolled but reported after the accused student has graduated, the University may invoke these procedures and should the former student be found responsible, the University may revoke that student’s degree.
The Code of Student Conduct applies to behaviors that take place on the campus, at university-sponsored events and may also apply off-campus when the vice president for student affairs/dean of students or designee determines that the off-campus conduct affects a substantial University interest. A substantial University interest is defined to include:

- Any situation where it appears that the student’s conduct may present a danger or threat to the health or safety of themselves or others; and/or
- Any situation that significantly impinges upon the rights, property, or achievements of self or others or significantly breaches the peace and/or causes social disorder; and/or
- Any situation that is detrimental to the educational mission and/or interests of the University.

The Code of Student Conduct may be applied to behavior conducted online, via email, or other electronic medium. Students should also be aware that online postings such as blogs, web postings, chats, and social networking sites are in the public sphere and are not private. These postings can subject a student to allegations of conduct violations if evidence of policy violations is posted online. The University does not regularly search for this information but may take action, if and when, such information is brought to the attention of university officials. However, most online speech by students not involving Mount Union networks or technology will be protected as free expression and not subject to the Code of Student Conduct, with two notable exceptions:

- A true threat, defined as “a threat a reasonable person would interpret as a serious expression of intent to inflict bodily harm upon specific individuals”;
- Speech posted online about the University or its community members that causes a significant on-campus disruption.

The Code of Student Conduct applies to guests of community members whose hosts may be held accountable for the misconduct of their guests. Visitors to and guests of Mount Union may seek resolution of violations of the Code of Student Conduct committed against them by members of the University community.

There is no time limit on reporting violations of the Code of Student Conduct; however, the longer someone waits to report an offense, the harder it becomes for university officials to obtain information and witness statements and to make determinations regarding alleged violations.

Though anonymous complaints are permitted, doing so may limit the University’s ability to investigate and respond to a complaint. Those who are aware of misconduct are encouraged to report it as quickly as possible to the Office of Student Conduct and/or the Office of Campus Safety and Security. Reports can be made online at [https://myhousing.mountunion.edu/mycoco/public/](https://myhousing.mountunion.edu/mycoco/public/).
The student’s assigned Mount Union email is the University’s primary means of communication with students. Students are responsible for all communication delivered to their university email address.

Section 3: Violations of the Law

Alleged violations of federal, state, and local laws may be investigated and addressed under the Code of Student Conduct. When an offense occurs over which the University has jurisdiction, the university conduct process will usually go forward notwithstanding any criminal complaint that may arise from the same incident.

The University reserves the right to exercise its authority of interim suspension upon notification that a student is facing criminal investigation and/or conduct complaint (additional grounds for interim suspension are outlined here). Interim suspensions are imposed until a hearing can be held, typically within two weeks. Within that time, the suspended student may request an immediate hearing from the director of student conduct or designee to show cause why the interim suspension should be lifted. This hearing may resolve the allegation, or may be held to determine if the interim suspension should be continued. The interim suspension may be continued if a danger to the community is posed and the University may be delayed or prevented from conducting its own investigation and resolving the allegation by the pendency of the criminal process. In such cases, the University will only delay its hearing until such time as it can conduct an internal investigation or obtain sufficient information independently or from law enforcement upon which to proceed. This delay will be no longer than two weeks from notice of the incident unless a longer delay is requested in writing by the reporting party to allow the criminal investigation to proceed before the University process.

Students accused of crimes may request to take a leave from the University until the criminal charges are resolved. In such situations, the University procedure for voluntary leaves of absence is subject to the following conditions:

- The responding student must comply with all campus investigative efforts that will not prejudice their defense in the criminal trial; and
- The responding student must comply with all interim actions and/or restrictions imposed during the leave of absence; and
- The responding student must agree that, in order to be reinstated to active student status, they must first be subject to, and fully cooperate with, the campus conduct process and must comply with all sanctions that are imposed.
Section 4: Core Values and Behavioral Expectations

Mount Union considers the behavior described in the following sub-sections as inappropriate for the University community and in opposition to the core values set forth in this document. These expectations and rules apply to all students. The University encourages community members to report to University officials all incidents that involve the following actions. Any student found to have committed or to have attempted to commit the following prohibited behaviors are subject to the sanctions outlined in Section 8M: Conduct Sanctions.

Integrity: University of Mount Union students exemplify honesty, honor, and a respect for the truth in all of their dealings.

1. **Academic Dishonesty**: Acts of academic dishonesty as outlined in University Catalogue;
2. **Collusion**: Action or inaction with another or others to violate the Code of Student Conduct;
3. **Election Tampering**: Tampering with the election of any University-recognized student organization (minor election code violations are addressed by the Student Senate);
4. **Falsification**: Knowingly furnishing or possessing false, falsified, or forged materials, documents, accounts, records, identification, or financial instruments;
5. **Invasion of Privacy**: Making, attempting to make, transmitting, or attempting to transmit audio, video, or images of any person(s) or viewing or spying on a person(s) where there is an explicit expectation of privacy (such as in a residence, bathroom, locker room, university employee’s office, etc.) without knowledge and prior consent of all participants. Any action that captures any sexual-based activity may also fall under the parameters of the Civil Rights Equity Policy.
6. **Taking of Property**: Intentional and unauthorized taking or maintaining of University property or the personal property of another, including goods, services, and other valuables;
7. **Trust**: Violations of positions of trust within the community;
8. **Unauthorized Access**: Unauthorized access to any University building or unauthorized possession, duplication, or use of means of access to any university building (i.e. keys, cards, etc.) or failing to report a lost University identification card or key in a timely manner;

Community: University students build and enhance their community.

9. **Animals**: Animals, with the exception of animals that provide assistance (e.g. seeing-eye dogs), and pets as outlined in the Residence Life Rights and Responsibilities on page 53, are not permitted on campus except as permitted by law;
10. **Disruptive Behavior**: Substantial disruption of University operations including obstruction of teaching, research, administration, other University activities, and/or other authorized non-University activities which occur on campus;
11. **Damage and Destruction**: Intentional, reckless, and/or unauthorized damage to or destruction of University property or the personal property of another;
12. Environmental Disrespect: Excessive noise, amplified sound, music, or any other mechanism that produces noise that disrupts other students. Hosting large open parties, littering, unearthing plants, disturbing the aesthetics of the University, and/or any behavior that causes damage to the University grounds or facilities;

13. Fire Safety: Violation of local, state, federal, or campus fire policies including, but not limited to:
   - Intentionally or recklessly causing a fire which damages University or personal property or which causes injury.
   - Failure to evacuate a University-controlled building or to not do so in a timely manner during a fire alarm;
   - Improper use of University fire safety equipment; or
   - Tampering with or improperly engaging a fire alarm or fire detection/control equipment while on University property;
   - Causing, making, or circulating a false report or warning of fire, explosion, or other crisis or emergency;

14. Gambling: Gambling as prohibited by the laws of the State of Ohio (Gambling may include raffles, lotteries, sports pools, and online betting activities. See Community Standards on page 154 for further information.

15. Ineligible Pledging or Association: Pledging or associating with a student organization without having met eligibility requirements established by the University or acting as an organization or organization member when an organization has not been appropriately approved or has been removed from campus;

16. IT and Acceptable Use: Misuse or abuse of any computer, computer system, service, hardware, software, program, data, network, cable television network, or communication network as defined by the Technology Resources Acceptable Use Policy on page 193.

17. Rioting: Causing, inciting, or participating in any disturbance that presents a clear and present danger to self or others, causes physical harm to others, or damage and/or destruction of property;

18. Tobacco: Smoking or tobacco use in any area of campus, including the use of smokeless tobacco, vaporizers and e-cigarettes;

19. Trademark: Unauthorized use (including misuse) of University or organizational names and images;

20. Unauthorized Entry: Misuse of access privileges to University premises or property of any person or business or unauthorized entry to or use of buildings or rooms, including trespassing, propping, or unauthorized use of locked or alarmed doors for entry into or exit from a University building;

21. Weapons: The possession, use, or storage of weapons or dangerous materials of any type or description anywhere on University of Mount Union property. This includes, but is not limited to: firearms, compressed-air guns, pellet guns, BB guns, illegal knives, swords, explosive devices, fireworks, ammunition, tasers, stun gun, brass (or other metal) knuckles, or any other dangerous “ordnance” as defined by Ohio law. While state legislation
authorizes county sheriffs to issue licenses to carry concealed handguns, these firearms are still prohibited on University property;

22. Wheeled Devices: Use of skateboards, roller blades, roller skates, bicycles, and similar wheeled devices are not permitted to be used inside University buildings, residence halls, or on tennis courts. Skateboards and other wheeled items may not be ridden on railings, curbs, benches, or any such fixtures that may be damaged by these activities, and individuals may be liable for damage to University property caused by these activities. Additionally, hoverboards, self-balancing scooters, battery powered two-wheeled scooters, and other similar devices may not be used, possessed, charged, or stored on campus grounds or any campus building;

Social Justice: Students recognize that respecting the dignity of every person is essential for creating and sustaining a flourishing university community. They understand and appreciate how their decisions and actions impact others and are just and equitable in their treatment of all members of the community. They act to discourage and challenge those whose actions may be harmful to and/or diminish the worth of others.

23. Abuse of Conduct Process: Abuse or interference with, or failure to comply in, University processes including conduct and academic dishonesty hearings including, but not limited to:

- Falsification, distortion, or misrepresentation of information;
- Failure to provide, destroying, or concealing information during an investigation of an alleged policy violation;
- Attempting to discourage an individual’s proper participation in, or use of, the campus conduct system;
- Harassment (verbal or physical) and/or intimidation of a member of a campus conduct body prior to, during, and/or following a campus conduct proceeding;
- Failure to comply with the sanction(s) imposed by the campus conduct system;
- Influencing, or attempting to influence, another person to commit an abuse of the campus conduct system;

24. Complicity:

- Complicity with or failure of any student to appropriately address known or obvious violations of the Code of Student Conduct or law;
- Complicity with or failure of any organized group to appropriately address known or obvious violations of the Code of Student Conduct or law by its members;

25. Discrimination: Any act or failure to act that is based upon an individual or group’s actual or perceived status including: 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, genetic information, or other protected status, that is sufficiently severe that it limits or denies the ability to participate in or benefit from the University’s educational program or activities;
26. **Harassment**: Any unwelcome conduct based on actual or perceived status including: 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, genetic information, or other protected status. Any unwelcome conduct should be reported to campus officials, who will act to remedy and resolve reported incidents on behalf of the individual and community.

- **Hostile Environment**: Sanctions can and will be imposed for the creation of a hostile environment only when harassment is sufficiently severe, pervasive (or persistent) and objectively offensive that it unreasonably interferes with, limits, or denies the ability to participate in or benefit from the University’s educational or employment program or activities;

27. **Retaliatory Discrimination or Harassment**: Any intentional, adverse action taken by a responding individual or allied third party, absent legitimate nondiscriminatory purposes, against a staff member, a participant, or supporter of a participant in a grievance proceeding, a conduct proceeding, or other protected hearing or process;

**Respect**: University of Mount Union students show positive regard for each other and for the community.

28. **Bullying and Cyberbullying**: Repeated and/or severe aggressive behaviors that intimidate or intentionally harm or control another person physically or emotionally, and are not protected by freedom of expression;

29. **Harm to Persons**: Intentionally or recklessly causing mental or physical harm or endangering the health or safety of any person;

30. **Hazing**: An act that endangers the mental or physical health or safety of a student, or that destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. Participation or cooperation by the person(s) being hazed does not excuse the violation. Failing to intervene to prevent and/or failing to discourage and/or failing to report those acts may also violate this policy. (See Community Standards on page 155 for further information);

31. **Intimate Partner Violence**: Violence or abuse by a person in an intimate relationship with another;

32. **Public Exposure**: Includes deliberately and publicly exposing one’s intimate body parts, public urination, defecation, and public sex acts;

33. **Sexual Misconduct**: Includes, but is not limited to, sexual harassment, non-consensual sexual contact, non-consensual sexual intercourse, and/or sexual exploitation (See Community Standards on page 98 for further information);

34. **Stalking**: Stalking is a course of conduct that is repetitive and menacing and includes pursuit, following, harassing, and/or interfering with the peace and/or safety of another;

35. **Threatening Behaviors**: 
• **Threat:** Written or verbal conduct that causes a reasonable expectation of injury to the health or safety of any person or damage to any property;

• **Intimidation:** Intimidation defined as implied threats or acts that cause a reasonable fear of harm in another;

**Responsibility:** University students are given and accept a high level of responsibility to self, to others, and to the community.

36. **Alcohol:** Use, possession, or distribution of alcoholic beverages or paraphernalia except as expressly permitted by law and the University’s Alcohol Policy (See Community Standards on page 86 for further information);

37. **Drugs:** Use, possession, or distribution of illegal drugs and other controlled substances or drug paraphernalia except as expressly permitted by law and the University’s Drug Policy (See Community Standards on page 86 for further information);

38. **Failure to Comply:** Failure to comply with the reasonable directives of University officials (including resident assistants or other students acting on behalf of the university), campus safety and security officers or law enforcement officers during the performance of their duties and/or failure to identify oneself to these persons when requested to do so;

39. **Financial Responsibilities:** Failure to promptly meet financial responsibilities to the institution, including, but not limited to; knowingly passing a worthless check or money order in payment to the institution or to an official of the institution acting in an official capacity;

40. **Guest Responsibility:** Failure to inform guests, student and non-student of university policies. Students assume responsibility for the conduct of their guests on or in university property and at functions sponsored by the University or any recognized student organization;

41. **Health and Safety:** Creation of health and/or safety hazards (dangerous pranks, hanging out of or climbing from/on/in windows, balconies, roofs, etc.);

42. **Prescription Medications:** Abuse, misuse, sale, or distribution of prescription or over-the-counter medications;

43. **Violations of Law:** Evidence of violation of local, state, or federal laws, when substantiated through the University’s conduct process;

44. **Violations of Other Policies:** Violating other published University of Mount Union policies or rules, including all Residence Life policies, and Student Organization policies.

**Section 5: Residence Life Rights and Responsibilities**

The Office of Residence Life at the University of Mount Union creates inclusive living-learning environments. We strive to create an environment that enhances their academic and social growth to achieve the goals of fulfilling lives, meaningful work, and responsible citizenship.
Although the University has set standards of behavior for all students, some additional guidelines are necessary for those who live in the Residence Halls and university-owned housing. Students residing in residence halls and university-owned housing are responsible for adhering to the Code of Student Conduct, as well as, the policies outlined below. Students are responsible for all violations occurring in their residence. If a violation occurs in a common space and a resident knows or should have known about the violation and has not reported it to their resident assistant, they will be held accountable for that violation. Violations of University policies will be addressed by the Office of Student Conduct.

The behavior described in the following sub-sections is considered inappropriate for the residence life community. These expectations and rules apply to all students and their guests. Community members are encouraged to report to residence life staff all incidents that involve the following prohibited behaviors. Any student found to have committed or to have attempted to commit the following prohibited behaviors is subject to the sanctions outlined in Section 8M: Conduct Sanctions.

1. **Abandoned Property:** Failure to remove all items brought into the space by the resident or someone admitted into the space by the upon check-out. If items are left past check-out, they shall be declared abandoned and held for 7 calendar days and then discarded. The University shall not be liable for any damage to or loss of such property that occurs during the course of such removal, storage, delivery, or disposal. There is a fee for removal of and storage of abandoned items that is assessed to a student’s university account. If the items are abandoned due to improper check-out, there will be an improper check-out fee assessed as well.

2. **Alcohol:** Possession or consumption of alcoholic beverages except under circumstances authorized by the Mount Union Alcohol Policy is prohibited in university-owned housing.

3. **Active Sports:** Engaging in any sports activity in any university-owned housing. This includes, but is not limited to, the use of frisbees, Nerf guns, water guns, and water balloons.

4. **Appliance Usage:** Use or possession of any appliance on the prohibited appliance list. The prohibited appliance list includes, but is not limited to:
   - Air conditioners (installed or free standing)
   - Any appliance with an open heating element
   - Any type of fog or smoke machine
   - Bread makers
   - Ceiling fans
   - Electric frying pans or woks
   - Electric or outdoor grills
   - Halogen lamps
   - Hot dog cooker
   - Hot plates
- Hot pots
- Hoverboards
- Microwaves more than 1,600 watts
- Oil-based popcorn poppers
- Refrigerators larger than 4.5 cubic feet and or 36 inches high
- Rice Cookers
- Slow cookers/Crock-Pots
- Space heaters
- Sun lamps
- Toaster ovens
- Toasters

For additional information please see [http://www.mountunion.edu/packing-list](http://www.mountunion.edu/packing-list).

5. **Bed Requirements:** Tampering with or altering the bed provided in the residence without permission from Residence Life. All beds must remain in the room in which they are registered on a Room Condition Report. Should a student want a bed lofted or bunked, they must submit a work order to Physical Plant. Waterbeds are not permitted in university-owned housing.

6. **Bicycles:** Storing a bicycle (for any amount of time) in an entryway, stairwell or other public area. All bicycles must be kept either outside the buildings (on appropriate racks) or in individual student rooms. Students living in the apartments may request a key to the bicycle storage closet from the Office of Residence Life.

7. **Cleanliness:** Failure to keep residences (individual bedrooms and common spaces) clean and orderly at all times. Residence life and/or physical plant staff may conduct periodic room inspections to ensure health and safety standards are adhered to. 24-hours notice will be given in advance of inspections, unless staff deems there is an immediate concern. Additionally, inspections may be conducted prior to winter break to ensure closing procedures have been adhered to.

8. **Courtesy Hours:** Exceeding a courteous level of sound at any time. Students are expected to act in a manner that demonstrates respect for the rights of others to sleep and study in their residence.

9. **Decorations:** Permanently altering a room or use or possession of decorations on the prohibited decoration list.

   The prohibited decoration list includes:
   - Decorations hindering the use or restricting access to hallways, doorways, stairs, corridors, or fire related equipment;
   - Cardboard, aluminum foil, flags, signs, bottles, or other items hung or displayed in windows, excluding fire-retardant cloth curtains;
   - Displaying alcohol/drug signs, or other related alcohol/drug memorabilia so they are visible from outside a student residence (such as in windows or on doors);
• Attaching items to or tampering with light fixtures, ceiling tiles, fire safety equipment, or exit signs;
• Use of tape, decals, nails, double-sided foam mounting tape, etc. on walls, ceilings, doors, and floors that result in patching or repainting of the room;
• Cut/live evergreen trees, pine roping, garland, cotton batting, straw, vines, leaves, shrubbery, foam plastic, or other flammable items;
• Displaying material that is generally accepted as offensive or that is biased against any person or groups so it is visible from outside a student residence (such as in windows or on doors);
• Decorative hangings and draperies placed over doors or entryways;
• Street signs;
• No more than 50% of the wall/ceiling space may be covered. No paper may be hung within 1 foot of an electrical outlet.

10. Elevator Operations: Sounding the elevator alarm bell without cause or interfering with the normal operation of an elevator.

11. Entrance to Buildings: Propping, forcing, or attempting to force an exterior building door open. Use of a fire safety door unless authorized by an appropriate residence life or campus safety and security staff member or having appropriate card access.

12. Guests: Failing to escort guests at all times while in university owned housing. A specific host must be immediately present in public areas and residences. Additionally, residents must have prior permission from their room and suite-mates to host a guest. Guests must have valid photo ID on their person. Guests may not stay more than 72 hours (3 nights) in any university-owned housing in a four-week period.

13. Guests under the age of 18: Hosting a guest under the age of 18 without meeting the following exceptions:
   • Underage guests who are accompanied by their parent(s) or guardian(s) may visit from 11 a.m. to midnight. For emergency situations, the director of residence life may allow extended visitation.
   • In some circumstances, underage guests may stay overnight if proper authorization is given. This must occur within the parameter of the guest policy. The director of residence life must grant permission in advance of the visit. Parents/guardians must complete the University of Mount Union Release, Hold Harmless and Indemnification Agreement and submit it to the appropriate university official prior to the visit. Little Sibs weekend meets these requirements.
   • Members of a resident’s immediate family who are not 18 may visit from 11 a.m. to midnight. Residents wishing to have a sibling stay overnight should request from the director of residence life permission in advance of the visit. Parents/guardians must complete the University of Mount Union Release, Hold Harmless and Indemnification Agreement and submit it to the appropriate university official prior to the visit. Residents wishing to have their children visit the residence halls outside
of 11 a.m. to midnight should consult with the director of residence life. Consistent overnight visits are not permitted.

- Roommate permission must be obtained for all guest visitation.

14. **Open Flames:** Possession and/or use of candles, candle warmers, oil burners, incense, fireworks (including sparklers), or other open flame apparatus is prohibited within university-operated housing.

15. **Mandatory Hall Meetings:** Failure to attend floor/building/house meetings that are designated as mandatory by Residence Life staff. Students with scheduling conflicts must make arrangements to meet with appropriate staff members prior to the scheduled meeting.

16. **Pet Possession:** Possessing animals with the exception of fish and properly attended assistance animals for individuals with disabilities that have been registered through the Office of Accessibility Services. Aquariums are limited to 10 gallons or less. If found, animals may be removed and turned over to the Stark County Humane Society or other appropriate animal rescue organization if an alternate home is not available within 24 hours.

17. **Power Strips:** Using multiple-outlet connections unless they are a power strip with a built-in circuit breaker that is clearly marked, carries an Underwriter’s Laboratory (U.L.) approval, has a maximum load of 15 amps and is plugged directly into a wall electrical outlet. Plug-mounted surge protectors are allowed, but must meet the same requirements as power strips. Extension cords must be heavy duty (no less than 12 gauge) extension cords and used properly. No extension cords or other electrical wire can be run under any carpet or rug.

18. **Quiet Hours:** Failure to adhere to minimum mandatory quiet hours in and around the residence halls. Quiet hours are 11 p.m. to 11 a.m., 7 (seven) days a week.

19. **Quiet Hours for Finals:** Failure to adhere to 24-hour quiet hours during reading day and finals. 24 hour quiet hours begin each semester at 9 p.m. on the last day of normally scheduled classes and ending after the completion of the final University exam period. Students who violate this policy may be immediately removed from University Housing.

20. **Removal of University Property:** Moving University property from its designated position without prior approval from Residence Life. This includes, but is not limited to, removing furniture from student rooms, lounges, lobbies, or any public space and detaching furniture that is attached to the wall.

21. **Solicitation:** Soliciting in any Residence Hall or University-owned housing. If a student or recognized student organization wishes to conduct any type of door to door activity, they must receive prior permission from the director of residence life.

22. **Syringe Disposal:** Residents and guests may only have syringes for medically prescribed usage, such as using injected medication or testing blood. They may not place exposed hypodermic needles and/or lancets directly in trash containers, and must utilize approved sharps containers. Sharps containers may be obtained by placing a work order to [https://portal.mtunion.edu/forms/Pages/Work-Orders.aspx](https://portal.mtunion.edu/forms/Pages/Work-Orders.aspx). Once a sharps container
is 2/3 full or arises to the FULL level marker, Housekeeping or Physical Plant must be contacted for proper disposal.

23. **Windows:** A screen may not be removed from its window casing. If the screen is missing from a window, students may not use the window for egress or to hang or display items. The plane of the window may not be broken.

**Section 6: Overview of the Conduct Process**

This overview gives a general idea of how the University’s campus conduct proceedings work, but it should be noted that not all situations are of the same severity or complexity. Thus, these procedures are flexible, and are not exactly the same in every situation, though consistency in similar situations is a priority. The campus conduct process and all applicable timelines commence with notice to an administrator of a potential violation of University rules. For conduct issues that are deemed violations of the Civil Rights Equity Policy, see the resolution process on page 98 in the Student Handbook.

NOTICE. Once notice is received from any source (security, RA, 3rd party, online, etc.), the University may proceed with a preliminary investigation and/or may schedule an initial educational conference with the responding student to explain the conduct process to the responding student and gather information.

**A. Step 1: Preliminary Inquiry and/or Educational Conference**

The University conducts a preliminary inquiry into the nature of the incident, complaint, or notice, the evidence available, and the parties involved. The preliminary inquiry may lead to:

1. A determination that there is insufficient evidence to pursue the investigation, because the behavior alleged, even if proven, would not violate the Code of Student Conduct, (e.g.: for reasons such as mistaken identity or allegations of behavior that falls outside the code);
2. A more comprehensive investigation, when it is clear more information must be gathered (see detailed procedures on page 64, below);
3. A formal complaint of a violation and/or an educational conference with the responding student.

When an initial educational meeting/conference is held, the possible outcomes include:

- A decision not to pursue the allegation based on a lack of or insufficient evidence. The matter should be closed and records should so indicate;
- A decision on the allegation, also known as an “informal” or “administrative” resolution to an uncontested allegation (see immediately below);
- A decision to proceed with additional investigation and/or referral for a “formal” resolution.
If a decision on the allegation is made and the finding is that the responding student is not responsible for violating the Code of Student Conduct, the process will end. If the University’s finding is that the responding student is in violation, and the responding student accepts this finding (the responding student can have up to 48 hours to decide if they accept or reject this finding), the University considers this an “uncontested allegation.” The administrator conducting the initial educational conference will then determine the sanction(s) for the misconduct, which the responding student may accept or reject. If accepted, the process ends.

If the student accepts the findings, but rejects the sanction, the University will schedule a sanction-only hearing, conducted by an administrative hearing officer or the Student Conduct Board. Once the sanction is determined and delivered to the responding student it is subject to appeal (see Appeal Review Procedures in Section 8Q: Appeal Review Procedures). Once the appeal is decided, the process ends.

If the administrator conducting the educational conference determines that it is more likely than not that the responding student is in violation, and the responding student rejects that finding in whole or in part, then it is considered a contested allegation and the process moves to Step 2.

B. Step 2: Formal Hearing

In a contested allegation, additional investigation may then be commenced, and/or a hearing may be held when there is reasonable cause to believe that a rule or rules have been violated. A formal notice of the complaint will be issued, and a hearing will be held before an administrative hearing officer or the Student Conduct Board (as determined by the director of student conduct or designee). A finding will be determined. If the finding is that the responding student is not responsible, the process ends. Applicable appeal options are described in Section 8Q: Appeal Review Procedures.

Section 7: Student Conduct Authority

A. Authority

The vice president for student affairs/dean of students is vested with the authority over student conduct by the President. The vice president for student affairs/dean of students appoints a director of student conduct to oversee and manage the student conduct process. The vice president for student affairs/dean of students and director of student conduct may appoint administrative hearing and appeals officers as deemed necessary to efficiently and effectively supervise the student conduct process.
The director of student conduct or designee will assume responsibility for the investigation of an allegation of misconduct to determine if the complaint has merit.

B. Gatekeeping

No complaint will be forwarded for a hearing unless there is reasonable cause to believe a policy has been violated. Reasonable cause is defined as some credible information to support each element of the offense, even if that information is merely a credible witness or a reporting party’s statement. A complaint wholly unsupported by any credible information will not be forwarded for a hearing.

C. Conflict Resolution Options

The director of student conduct or designee has discretion to refer a complaint for mediation or other forms of appropriate conflict resolution. All parties must agree to conflict resolution and to be bound by the decision with no review/appeal or the case will be forwarded for formal processing and hearing. Any unsuccessful conflict resolution can be forwarded for formal processing and hearing; however, at no time will complaints of physical sexual misconduct or violence be mediated as the sole institutional response. The director of student conduct or designee may also suggest that complaints that do not involve a violation of the Code of Student Conduct be referred for mediation or other appropriate conflict resolution.

D. Composition of the Student Conduct Board Hearing Panel

The director of student conduct or designee will be responsible for assembling the Student Conduct Board Hearing Panel according to the following guidelines:

- The Student Conduct Board pool is comprised of a pool of at least 6 students selected through an interview process coordinated by the director of student conduct or designee and 6 faculty appointed by faculty vote and trained by the director of student conduct or designee.
- For each complaint, as appropriate, a Student Conduct Board Hearing Panel will be chosen from the available pool, and is usually comprised of three students, two faculty members, and the director of student conduct. In situations where the director of student conduct must present the case or must excuse themself, the vice president for student affairs/dean of students may appoint another administrator to sit on the board. The director of student conduct or designee serves as an advisor to the board and is a non-voting panelist. Availability may determine a different composition for the Student Conduct Board Hearing Panel.

E. Administrative Hearing Officers

Administrative hearing officers (AHO) are chosen from a pool of annually trained administrators or staff members selected by the director of student conduct.
The director of student conduct has responsibility for training the AHOs, conducting preliminary investigations, and ensuring a fair process. Decisions made, and sanctions imposed, by AHOs will be final and implemented, pending the normal appeal process.

F. Student Conduct Board Pool and the Appeal Panel

Appeal Panels are drawn from the Student Conduct Board pool, with the only requirement being that they did not serve on the initial Student Conduct Board Hearing Panel. Appeal Panels review appeal requests submitted by the appeal review officer.

To serve in the Student Conduct Board pool, students must:
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 standing with the University.
4. Student members of the board shall be selected through the following process
   • An application and interview.
   • 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 vice president for student affairs/dean of students regarding new student board members.
   • The vice president for student affairs/dean of students will make the final decisions and appointments of the student members to the board. A pool of 6 students will be seen as the desirable minimum number of undergraduate students to have on the board.

To serve in the Student Conduct Board pool, faculty must:
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 following process:
   • 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.

The advisor to the Student Conduct Board is the director of student conduct with responsibility for training the Student Conduct Board, conducting preliminary
investigations, and ensuring a fair process. In the event of a resignation from the Student Conduct Board, the director of student conduct will solicit a replacement from the group from which the representative came. Decisions made, and sanctions imposed, by the Student Conduct Board will be final and implemented, pending the normal appeal process.

G. Interpretation and Revision

The director of student conduct will develop procedural rules for the administration of hearings that are consistent with provisions of the Code of Student Conduct. Material deviation from these rules will, generally, only be made as necessary and will include reasonable advance notice to the parties involved, either by posting online and/or in the form of written communication. The director of student conduct may vary procedures with notice upon determining that changes to law or regulation require policy or procedural alterations not reflected in the Code of Student Conduct. The director of student conduct may make minor modifications to procedure that do not materially jeopardize the fairness owed to any party. Any question of interpretation of the Code of Student Conduct will be referred to the vice president for student affairs/dean of students, whose interpretation is final. The Code of Student Conduct will be updated annually under the direction of the director of student conduct with a comprehensive revision process being conducted every 3 years.

Section 8: Formal Conduct Procedures

A. University as Convener

The University is the convener of every action under this code. Within that action, there are several roles. The responding student is the person who is alleged to have violated the Code. The reporting party bringing the complaint, who may be a student, employee, visitor, or guest, may choose to participate in the process as a witness, unless the case falls under the Civil Rights Equity Policy (see page 98). Witnesses may offer information regarding the allegation. The University is represented by the director of student conduct or designee in all student conduct board hearings. In administrative hearings, the university may be represented by documentation provided to the AHO and responding party.

B. Group Violations

A student group or organization and its officers and membership may be held collectively and individually responsible when violations of this code by the organization or its member(s):

- Take place at organization-sponsored or co-sponsored events, whether sponsorship is formal or tacit;
• Have received the consent or encouragement of the organization or of the organization’s leaders or officers; or
• Were known or should have been known to the membership or its officers.

Hearings for student groups or organizations follow the same general student conduct procedures. In any such action, individual determinations as to responsibility will be made and sanctions may be assigned collectively and individually and will be proportionate to the involvement of each individual and/or the organization.

In all such conduct matters, the president of the student group or organization as documented in the Office of Student Involvement & Leadership will represent the student group or organization. The student group or organization’s president may be accompanied by an advisor as defined through the conduct process on page 69.

C. Amnesty

1. For Reporting Parties: The University provides amnesty to victims who may be hesitant to report to University officials because they fear that they themselves may be accused of minor policy violations, such as underage drinking, at the time of the incident. Educational options will be explored, but no conduct proceedings or conduct record will result.

2. For Those Who Offer Assistance: To encourage students to offer help and assistance to others, Mount Union pursues a policy of amnesty for minor violations when students offer help to others in need. At the discretion of the director of student conduct or designee, amnesty may also be extended on a case-by-case basis to the person receiving assistance. Educational options will be explored, but no conduct proceedings or conduct record will result. In situations where the student needing assistance is at an event being hosted by a student organization, the organization’s efforts to seek medical assistance will likewise be taken into account with regard to this protocol and a similar educational response will result. The organization involved in the incident must agree to take recommended steps to address the concerns that contributed to the situation in order to remain in good standing.

3. For Those Who Report Serious Violations: Students who are engaged in minor violations but who choose to bring related serious violations by others to the attention of the University are offered amnesty for their minor violations. Educational options will be explored, but no conduct proceedings or record will result.

4. Safe Harbor: The University has a Safe Harbor rule for students. The University believes that students who have a drug and/or addiction problem deserve help. If any University student brings their own use, addiction, or dependency to the attention of University officials outside the threat of drug tests or conduct sanctions and seeks assistance, a conduct complaint will not be pursued. A written action plan may be used to track cooperation with the Safe Harbor program by the student. Failure to follow the action
plan will nullify the Safe Harbor protection and campus conduct processes may be initiated.

Abuse of amnesty requests can result in a decision by the director of student conduct or designee not to extend amnesty to the same person repeatedly.

D. Notice of Alleged Violation

Any member of the University community, visitor, or guest may allege or report a policy violation(s) by any student for misconduct under this Code via the following URL: https://myhousing.mountunion.edu/mycoco/public/.

Notice may also be given to the director of student conduct, the director of campus safety and security, and/or to the Title IX coordinator, when appropriate. Additionally, administrators may act on notice of a potential violation whether a formal allegation is made or not. All allegations can be submitted by a victim or a third party and should be submitted as soon as possible after the offending event occurs. The University has the right to pursue an allegation or notice of misconduct on its own behalf and to serve as convener of the subsequent campus conduct process.

The director of student conduct or designee will assume responsibility for the investigation of the alleged violation as described in the sub-section below.

E. Investigation

Investigation is referenced in both steps 1 and 2, with detailed investigation procedures described in this sub-section. The director of student conduct or designee will appoint an AHO as an investigator for allegations under this Code. The AHO will take the following steps, if not already completed:

1. Conduct an immediate preliminary investigation to identify an initial list of all policies that may have been violated, to review the history of the parties, the context of the incident(s), any potential patterns and the nature of the complaint;
   - Preliminary investigation usually takes between 1-7 business days to complete;
2. If indicated by the preliminary investigation and authorized by the director of student conduct, conduct a comprehensive investigation to determine if there is reasonable cause to believe that the responding student violated University policy, and to determine what specific policy violations should serve as the basis for the complaint;
   - If there is insufficient evidence through the investigation to support reasonable cause, the allegations will be closed with no further action;
   - A comprehensive investigation usually takes between one day and two weeks.
F. Findings

The following options describe how to proceed depending on whether the responding student is found responsible and whether the responding student accepts or rejects the findings and/or the sanctions either in whole or in part.

1. The Responding Student is Found “Not Responsible.” Where the responding student is found not responsible for the alleged violation(s), the investigation will be closed.

2. The Responding Student Accepts a Finding of “Responsible.”
   - The Responding Student Accepts a Finding of “Responsible” and Accepts the Recommended Sanctions. Should the responding student accept the finding that they violated University policy, the AHO will recommend appropriate sanctions for the violation, having consulted with director of student conduct, as appropriate. In cases involving discrimination, recommended sanctions will act to end the discrimination, prevent its recurrence, and remedy its effects on the victim and the University community. If the responding student accepts these recommended sanctions, the sanctions are implemented by the director of student conduct or designee and the process ends. This outcome is not subject to appeal.
   - The Responding Student Accepts a Finding of “Responsible” and Rejects the Sanctions Recommended. If the responding student accepts the “responsible” findings, but rejects the recommended sanctions, there will be a formal hearing on the sanction, only. Formal Hearing procedures are detailed on page 69. An appeal of sanctions may be filed as detailed on page 74.

3. Responding Student Rejects the Findings Completely or In-part.
   - Responding Student Rejects the Findings Completely. Where the responding student rejects the finding that they violated University policy, a formal hearing will be convened within 7 (seven) business days, barring exigent circumstances. At the hearing, a university representative will present or provide all known information to the AHO or Student Conduct Board Hearing Panel, the AHO or Student Conduct Board Hearing Panel will hear from the parties, and any necessary witnesses. Full hearing procedures are detailed below. If the AHO or Student Conduct Board Hearing Panel finds the responding student not responsible for all violations, the AHO or director of student conduct or designee will inform the responding student in a timely manner of this determination and the rationale for the decision in writing. If the AHO or Student Conduct Board Hearing Panel finds a violation, it will assign a sanction/responsive action. An appeal of the findings and/or sanction(s) may be filed by as detailed below.
   - Responding Student Accepts the Findings in Part and Rejects in Part. Where the responding student rejects in part the finding that they violated University policy, there will be a formal hearing solely on the disputed allegations within 7 (seven) days, barring exigent circumstances. For all findings holding a responding student responsible for a violation, the University will follow the sanctioning process
detailed in sub-sections L(7) and L(8), below. If the Student Conduct Board panel finds the responding student “Not Responsible” on any of the contested allegations, the process will move to the Sanctioning Phase on only the uncontested allegations and/or responsible findings, as detailed in sub-sections L(7) and L(8), below. An appeal of the findings and/or sanction(s) may be filed as detailed below.

G. Special Hearing Provisions for Sexual Misconduct, Discrimination, and Other Complaints of a Sensitive Nature

These investigations, hearings, and appeals follow the process outlined in the Civil Rights Equity Policy and Resolution Process on page 89 of the Student Handbook.

H. Special Hearing Provisions for Academic Dishonesty Complaints

These investigations, hearings and appeals follow the process outlined in the Academic Honesty Section on page 77 of the Student Handbook.

I. Notice of Hearing

Once a determination is made that reasonable cause exists for the director of student conduct or designee to refer a complaint for a hearing, notice will be given to the responding student. Notice will be in writing and may be delivered by one or more of the following methods: emailed to the student’s University-issued email account (primary form of notification); in person by the director of student conduct or designee; mailed to the Mount Union campus box, local, or permanent address of the student as indicated in official University records; or hand delivered to the student’s university residence. Once emailed, mailed, delivered, and/or received in-person, such notice will be presumptively delivered. The letter of notice will:

1. Include the alleged violation and notification of where to locate the Code of Student Conduct and University procedures for resolution of the complaint; and
2. Direct the responding student to attend a meeting with the director of student conduct or designee or other AHO. This meeting will be scheduled based on the student’s class schedule and can be adjusted for academic or health reasons with documentation.

The meeting with the director of student conduct or designee or other AHO will explain the nature of the complaint and the conduct process. At this meeting, the responding student may indicate, either verbally or in writing, whether they admit to or deny the allegations of the complaint. If the student admits to the allegations of the complaint an immediate educational conference may occur.
J. Interim Action

Under the Code of Student Conduct, the vice president for student affairs/dean of students or designee may impose restrictions and/or separate a student from the community pending the scheduling of a campus hearing on alleged violation(s) of the Code of Student Conduct when a student represents a threat of serious harm to others, is facing allegations of serious criminal activity, to preserve the integrity of an investigation, to preserve University property, and/or to prevent disruption of, or interference with, the normal operations of the University. Interim actions can include separation from the institution or restrictions on participation in the community for no more than ten (10) business days pending the scheduling of a campus hearing on alleged violation(s) of the Code of Student Conduct.

During an interim suspension period, the student is banned from university property, functions, events, and activities without prior written approval from the director of student conduct or designee. As determined appropriate by the vice president for student affairs/dean of students or designee, this restriction may include classes and/or all other University activities or privileges for which the student might otherwise be eligible. At the discretion of the vice president for student affairs/dean of students or designee and with the approval of, and in collaboration with, the appropriate dean(s), alternative coursework options may be pursued to ensure as minimal an impact as possible on the responding student.

K. Hearing Options & Preparation

The following sub-sections describe the University’s student conduct hearing processes. Except in a complaint involving failure to comply with the summons of the director of student conduct or designee, no student may be found to have violated the Code of Student Conduct solely as a result of the student’s failure to appear for a hearing. In all such instances, when a student fails to attend, conduct hearings will proceed as scheduled and the information in support of the complaint will be presented/provided to, and considered by, the director of student conduct or designee, AHO or Student Conduct Board Hearing Panel presiding over the hearing.

Where the responding student admits to violating the Code of Student Conduct, the director of student conduct or designee may invoke educational conference procedures to determine and administer appropriate sanctions without a formal hearing. This process is also known as the informal process. In an educational conference, complaints will be heard, and determinations will be made by the AHO, director of student conduct, or designee. Where the responding student denies violating the Code of Student Conduct, a formal hearing will be conducted. Students who deny a violation for which a formal hearing will be held will be given a minimum of three days to prepare unless all parties
wish to proceed more quickly. Preparation for a formal hearing is summarized in the following guidelines:

1. Notice of the time, date, type of hearing (administrative or Student Conduct Board), and location of the hearing will be in writing and may be delivered by one or more of the following methods: emailed to the student’s University-issued email account (primary form of notification); in person by the director of student conduct or designee; mailed to the Mount Union campus box, local, or permanent address of the student as indicated in official University records; or hand delivered to the student’s university residence. Once emailed, mailed, delivered, and/or received in-person, such notice will be presumptively delivered.

2. If a responding student fails to attend their initial meeting as scheduled by the director of student conduct or designee, the director of student conduct or designee may initiate a complaint against the student for failure to comply with the directives of a university official and give notice of this offense. The director of student conduct or designee will schedule a formal hearing for the student and/or the student may be administratively withdrawn from attending classes or a disciplinary hold may be placed on their university account, deeming them ineligible to register for courses or university housing until such time as the student responds to the initial complaint.

3. At least two (2) days before any scheduled formal hearing, the following will occur:
   - The responding student will deliver (via studentconduct@mountunion.edu) to the director of student conduct or designee a written response to the complaint (failure to deliver this response will not delay a scheduled hearing – it will go forward without the response);
   - The responding student will deliver (via studentconduct@mountunion.edu) to the director of student conduct or designee a written list of all witnesses they will call at the hearing (the student is responsible for ensuring the presence of their witnesses at the hearing);
   - The responding student will deliver (via studentconduct@mountunion.edu) to the director of student conduct or designee a list of all physical evidence the student intends to use or needs to have present at the hearing and if the University has possession of this evidence, the student will indicate that and the director of student conduct or designee will provide the evidence or pictures of the evidence, as appropriate;
   - The responding student will deliver (via studentconduct@mountunion.edu) to the director of student conduct or designee the name of their anticipated advisor, should they choose to have one (this can change up to the start of the hearing).

4. The director of student conduct or designee will ensure that the hearing information and any other available written documentation is available for review upon written request two days before any scheduled hearing. In addition, the responding party will be given a list of the names of the administrative hearing officer or student conduct
board hearing panelists in advance. Should the responding party object to the administrative hearing officer or any student conduct board hearing panelist, they must raise all objections, in writing, to the director of student conduct or designee immediately. If the administrative hearing officer the responding party objects to is the director of student conduct, the written objections should be submitted to the associate dean of students. Hearing officers and student conduct board hearing panelists will only be unseated if the director of student conduct or associate dean of students, if appropriate, concludes that their bias precludes an impartial hearing of the complaint. Additionally, any administrative hearing officer or student conduct board hearing panelist who feels they cannot make an objective determination must recuse themselves from the proceedings.

L. Formal Hearing Procedures

The director of student conduct or designee will determine the appropriate type of formal hearing based on the severity of the case, the level of disputed information, and the availability of Student Conduct Board members. When classes are not in session and during finals, cases will generally be heard administratively.

For an administrative hearing, the director of student conduct or designee will appoint an administrative hearing officer to hear a case. For a Student Conduct Board Hearing, the director of student conduct or designee will select the Student Conduct Board panelists from the Student Conduct Board pool and appoint one Student Conduct Board panelist as the Chair for the hearing (generally the most seasoned faculty member). The responding party has the right to be present at the hearing; however, they do not have the right to be present during deliberations. If a student cannot attend the hearing, it is that student’s responsibility to notify the director of student conduct or designee no less than two days prior to the scheduled hearing to arrange for another date, time, and location. Generally, Formal Hearings will only be rescheduled for academic or health reasons with documentation. Except in cases of grave or unforeseen circumstances, if the responding student fails to give the requisite minimum two (2) day notice with required documentation, or if the responding student fails to appear, the hearing will proceed as scheduled.

The director of student conduct or designee, the administrative hearing officer or the Student Conduct Board Chair and the Student Conduct Board will conduct formal hearings according to the following guidelines:

1. Hearings will be closed to the public.
2. In hearings involving more than one responding student, the standard procedure will be to hear the complaints jointly; however, the director of student conduct or designee may permit the hearing, pertinent to each responding student, to be conducted
separately. In joint hearings, separate determinations of responsibility will be made for each responding student.
3. The responding party has the right to an advisor/advocate of their own choosing. Typically, advisors are members of the campus community, but the parties may select whomever they wish to serve as their advisor. A list of trained student advisors can be provided by the director of student conduct or designee, upon request. The advisor may not make a presentation or represent the responding student during the hearing. They may confer quietly with their advisee, exchange notes, clarify procedural questions with the Student Conduct Board Chair or AHO and suggest questions to their advisee. Should the advisor disrupt the orderly progression of the hearing, the AHO, SCB Chair, or director of student conduct or designee will give them one (1) warning. A second disruption, by the advisor, will result in the removal of the advisor from the hearing or the discontinuation of the hearing.
4. The responding student and the AHO or the Student Conduct Board panel members, will have the privilege of questioning all present witnesses and questioning all present parties (directly or through the SCB Chair or AHO, at the discretion of the SCB Chair or AHO). Unduly repetitive witnesses can be limited at the discretion of the AHO or SCB Chair and/or the director of student conduct, or designee.
5. Pertinent records, exhibits, and written statements may be accepted as information for consideration by the AHO or the Student Conduct Board Hearing Panel. Formal rules of evidence are not observed. Character references will not be accepted for consideration in any conduct proceeding.
6. All procedural questions are subject to the final decision of the director of student conduct or designee.
7. After a hearing:
   a. For an administrative hearing, the AHO will deliberate and determine whether it is more likely than not that the responding student has violated the Code of Student Conduct. The director of student conduct or designee will be available as a resource during all deliberations. Once a finding is determined, if the finding is that of a policy violation, the AHO will determine an appropriate sanction(s). The director of student conduct or designee is responsible for informing the AHO of applicable precedent and any previous conduct violations or other relevant pattern information about the responding student. The AHO will prepare a written deliberation report and deliver it to the director of student conduct or designee, detailing the finding, the information cited in support of its decision, and any information the AHO excluded from consideration and why. This report should conclude with any sanctions. This report should not exceed two pages in length and must be submitted to the director of student conduct or designee at the end of deliberations.
   b. For a Student Conduct Board Hearing, the Student Conduct Board Hearing Panel will deliberate and determine, by majority vote, whether it is more likely
than not that the responding student has violated the Code of Student Conduct. The director of student conduct or designee will be present as a resource during all deliberations. Once a finding is determined, if the finding is that of a policy violation, the Student Conduct Board Hearing Panel will determine an appropriate sanction(s). The director of student conduct or designee is responsible for informing the Student Conduct Board Hearing Panel of applicable precedent and any previous conduct violations or other relevant pattern information about the responding student. The Student Conduct Board Hearing Panel Chair will prepare a written deliberation report and deliver it to the director of student conduct or designee, detailing the finding, how each member voted, the information cited by the Student Conduct Board Hearing Panel in support of its decision, and any information the Student Conduct Board Hearing Panel excluded from its consideration and why. This report should conclude with any sanctions. This report should not exceed two pages in length and must be submitted to the director of student conduct or designee at the end of deliberations.

8. The AHO or director of student conduct or designee will inform the responding student of the final determination within five (5) days of the hearing. Notification will be made in writing and may be delivered by one or more of the following methods: emailed to the student's University-issued email account (primary form of notification); in person by the director of student conduct or designee; mailed to the Mount Union campus box, local, or permanent address of the student as indicated in official University records; or hand delivered to the student's university residence. Once emailed, mailed, delivered, and/or received in-person, such notice will be presumptively delivered.

9. There will be a single verbatim record, such as an audio recording, for all formal hearings. Deliberations will not be recorded. The record will be the property of the University and maintained by the director of student conduct or designee. 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.

M. Conduct Sanctions

One or more of following sanctions may be imposed upon any student for any single violation of the Code of Student Conduct:

1. **Warning**: An official written notice that the student has violated the Code of Student Conduct, that such behavior is unacceptable, and that more severe conduct action will result should the student be involved in other violations while the student is enrolled at the University.

2. **Restitution**: Compensation for damage caused to the University or any person’s property. This could also include situations such as failure to return a reserved space
to proper condition – labor costs and expenses. This is not a fine but, rather, a repayment for labor costs and/or the value of property destroyed, damaged, consumed, or stolen. This may take the form of appropriate service and/or monetary replacement.

3. **Fines**: Reasonable fines may be imposed.

4. **Community Service Requirements**: For a student or organization to complete a specific supervised university and/or community service.

5. **Loss of Privileges**: The student or organization will be denied specified privileges for a designated period of time.

6. **Confiscation of Prohibited Property**: Items whose presence is in violation of University policy will be confiscated and will generally become the property of the University. Prohibited items may be returned to the owner at the discretion of the appropriate university administrator or designee. For more information see the Confiscation Policy on page 140 of the Student Handbook.

7. **Educational Sanctions**: This includes required activities including, but not limited to, seeking counseling or substance abuse screening, writing a letter of apology, etc.

8. **Educational Program**: Requirement to attend, present, and/or participate in a program related to the violation. It may also be a requirement to sponsor or assist with a program for others on campus to aid them in learning about a specific topic or issue related to the violation for which the student or organization was found responsible. Audience may be restricted.

9. **Restriction of Visitation Privileges**: May be imposed on a resident or non-resident student. The parameters of the restriction will be specified.

10. **Housing Probation**: Official notice that, should further violations of Residence Life or University policies occur during a specified probationary period, the student may immediately be removed from University housing. Regular probationary meetings may also be imposed.

11. **Housing Reassignment**: Reassignment to another University housing facility. Residential Life personnel will decide on the reassignment details in collaboration with the director of student conduct or designee. When a student is reassigned within University housing, they are banned from the building or hall they were reassigned from for the rest of the academic year unless otherwise noted in their decision letter.

12. **Housing Suspension**: Removal from University housing for a specified period of time after which the student is eligible to return. Conditions for re-admission to University housing may be specified. Under this sanction, a student is required to vacate University housing within 24 hours of notification of the action, though this deadline may be extended upon application to, and at the discretion of, the director of residence life. This sanction may be enforced with a trespass action if deemed necessary. Prior to reapplication for University housing, the student must gain permission from the director of residence life or designee. When a student is suspended from University
housing, they are banned from all housing facilities until they have received permission from the director of residence life to return to University housing.

13. *Housing Expulsion:* The student’s privilege to live in, or visit, any University housing structure is revoked indefinitely. This sanction may be enforced with a trespass action if deemed necessary.

14. *University Probation:* The student is put on official notice that, should further violations of University policies occur during a specified probationary period, the student may face more severe sanctions, including suspension or expulsion. Regular probationary meetings may also be imposed. A student on University probation is deemed “not in good standing” with the institution.

15. *Suspension:* Separation from the University for a specified minimum period of time, after which the student is eligible to return. Eligibility may be contingent upon satisfaction of specific conditions noted at the time of suspension. The student is required to vacate the campus within 24 hours of notification of the action, though this deadline may be extended upon application to, and at the discretion of, the director of student conduct or designee. During the suspension period, the student is banned from university property, functions, events, and activities without prior written approval from the director of student conduct or designee. This sanction may be enforced with a trespass action as necessary.

16. *Expulsion:* Permanent separation from the University. The student is banned from all university property and the student’s presence at any University-sponsored activity or event is prohibited. This action may be enforced with a trespass action as necessary.

17. *Other Sanctions:* Additional or alternate sanctions may be created and designed as deemed appropriate to the offense with the approval of the director of student conduct or designee.

The following sanctions may be imposed upon groups or organizations found to have violated the Code of Student Conduct:

1. One or more of the sanctions listed above; and/or
2. Deactivation, loss of recognition, and/or loss of all privileges (including status as a University registered group/organization), for a specified period of time.

**N. Parental Notification**

The University may notify the parents/guardians of students who are under the age of 21 of alcohol and/or other drug violations when the student is found responsible for an alcohol or other drug related offense and a sanction of university probation or a more severe conduct sanction is imposed. Parental notification may also be utilized discretionarily by administrators when permitted by the Federal Education Rights and Privacy Act (FERPA) or consent of the student.
O. Notification of Outcomes

The outcome of a campus hearing is part of the education record of the responding student and is protected from release under the Federal Education Rights and Privacy Act (FERPA), except under certain conditions. As allowed by FERPA, in cases of sexual misconduct and other offenses covered by Title IX, the University will inform the reporting party in writing of the final results of a hearing regardless of whether the University concludes that a violation was committed. In all other cases where FERPA allows for release of decisions to reporting parties, the University may release this information as it deems appropriate. Such release of information may only include the responding student’s name, the alleged violation, the rational for the outcome and the sanctions assigned (if applicable).

P. Failure to Complete Conduct Sanctions

All students, as members of the University community, are expected to comply with conduct sanctions within the timeframe specified by the director of student conduct or designee, administrative hearing officer, Student Conduct Board Chair or the Appeal Chair/Officer. Failure to follow through on conduct sanctions by the date specified, whether by refusal, neglect or any other reason, may result in additional sanctions and/or suspension from the University. In such situations, resident students may be required to vacate University housing within 24 hours of notification by the director of student conduct or designee, though this deadline may be extended upon application to, and at the discretion of, the director of residence life and/or the director of student conduct. A suspension will only be lifted when compliance with conduct sanctions is satisfactorily achieved. This determination will be made by the director of student conduct or designee.

Q. Appeal Review Procedures

The responding party may request an appeal of the decision of the Student Conduct Board Hearing Panel/administrative hearing officer by filing a written request to the director of student conduct or designee subject to the procedures outlined below. All sanctions imposed by the original hearing body remain in effect, and the responding party should be informed in a timely manner of the status of requests for appeal, the status of the appeal consideration, and the results of the appeal decision.

Grounds for Appeal Requests

Appeal requests are limited to the following grounds:

- A procedural or substantive error occurred that significantly impacted the outcome of the hearing (e.g. substantiated bias, material deviation from established procedures, etc.);
• To consider new evidence, unavailable during the original hearing or investigation, that could substantially impact the original finding or sanction. A summary of this new evidence and explanation for why it was not available at the time of the original hearing and its potential impact must be included;
• The sanctions imposed are excessive or substantially outside the parameters or guidelines set by the University for this type of offense or the cumulative conduct record of the responding student.

Appeals must be filed from the student’s Mount Union email with the director of student conduct or designee (via studentconduct@mountunion.edu) on the appeal form (obtained on the Student Conduct website or from the director of student conduct) within five (5) business days of the notice of the outcome to the hearing, barring exigent circumstances. Any exceptions are made at the discretion of the associate dean of students.

The director of student conduct or designee will refer the request(s) to the University’s designated appeal review officer, the associate dean of students. The director of student conduct or designee will also draft a response memorandum to the appeal request(s), based on the appeal review officer’s determination that the request(s) will be granted or denied, and why.

The appeal review officer will conduct an initial review to determine if the appeal request meets the limited grounds and is timely. They may consult with the director of student conduct or designee on any procedural or substantive questions that arise.

If the appeal is not timely or substantively eligible, the original finding and sanction will stand, and the decision is final. If the appeal has standing, the appeal review officer determines whether to refer the appeal to the Appeal Panel, the vice president for student affairs/dean of students or to remand it to the original decision-maker(s), typically within 3-5 business days. Efforts should be made to use remand whenever possible, with clear instructions for reconsideration only in light of the granted appeal grounds. Where the original decision-maker may be unduly biased by a procedural or substantive error, a new administrative hearing officer or Student Conduct Board Hearing Panel will be constituted to reconsider the matter, which can in turn be appealed, once. Full re-hearings by the Appeal Panel is not permitted. Where new evidence is presented, or the sanction is challenged, the appeal review officer will determine if the matter should be returned to the original decision-maker for reconsideration or if it should be reviewed by the Appeal Panel or the vice president for student affairs/dean of students or designee with instruction on the parameters regarding institutional consistency and any applicable legal guidelines. In review, the original finding and sanction are presumed to have been decided reasonably and appropriately, thus the burden is on the appealing party to show clear error. The
Appeal Panel or the vice president for student affairs/dean of students or designee must limit its review to the challenges presented.

On reconsideration, the Appeal Panel, vice president for student affairs/dean of students or designee, or original decision-maker may affirm or change the findings and/or sanctions of the original hearing body according to the permissible grounds. Procedural or substantive errors should be corrected, new evidence should be considered, and sanctions should be proportionate to the severity of the violation and the student’s cumulative conduct record.

All decisions of the Appeal Panel or vice president for student affairs/dean of students or designee are to be made within five (5) days of submission by the appeal review officer and are final, as are any decisions made by the original hearing body or officer as the result of reconsideration consistent with instructions from the appeal review officer.

The Appeal Panel

Three-member Appeal Panels are made up of the vice president for student affairs/dean of students or designee and a student and faculty member drawn from the Student Conduct Board Hearing pool, with the following requirements to serve:

- they did not serve on the Student Conduct Board Hearing Panel for the initial hearing;
- they were not involved in the investigation in any way;
- they have been properly trained in appeals procedures.

The appeal review officer will have final authority to approve all those serving on the Appeal Panel. The responding party may challenge an appeal panelist(s) on the basis of potential bias, and any appeal panelist who cannot render an impartial decision must recuse themselves. The appeal review officer will make the determination as to the validity of any challenge or need for recusal.

The director of student conduct or designee serves as the non-voting advisor to the Appeal Panel, with responsibility for training the Appeal Panel, conducting preliminary investigations, and ensuring a fair process for the responding student.

The presumptive stance of the University is that all decisions made and sanctions imposed by the original decision-maker are to be implemented during the appellate process. At the discretion of the director of student conduct or designee, implementation of sanctions may be stayed pending review only in extremely exigent circumstances. This does not include proximity to graduation, end of term, or exams. Instead, it refers to an overwhelming likelihood, as determined by the appeal review officer and director of
student conduct or designee, in consultation, that the appeal would result in a reversal of the finding and/or substantial modification of the sanctions.

**Summary Guidelines for Appeals**

- The responding party will be informed of the status of requests for appeal in a timely manner, the status of the appeal consideration, and the results of the appeal decision;
- Every opportunity to return the appeal to the original decision-maker for reconsideration (remand) should be pursued;
- Appeals are not intended to be full re-hearings of the complaint (de novo). In most cases, appeals are confined to a review of the written documentation or record of the original hearing, and pertinent documentation regarding the grounds for appeal. Witnesses may be called if necessary;
- Appeals are not an opportunity for appeal panelists to substitute their judgment for that of the original decision-maker merely because they disagree with the finding and/or sanctions. Appeal decisions are to be deferential to the original decision-maker, making changes to the finding only where there is clear error and to the sanction only if there is a compelling justification to do so.

**R. Conduct Records**

All conduct records are maintained by the University for seven (7) years from the time of their creation except those that result in separation (suspension or expulsion, including from housing) and those that fall under Title IX, which are maintained indefinitely.

**S. Approval and Implementation**

This Code of Student Conduct was approved on August 18, 2017 by the vice president of student affairs/dean of student sand implemented on August 21, 2017

**Section 9: Academic Honesty Conduct Process**

**Academic Honesty (from the University of Mount Union Catalogue)**

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. Instances to which this standard will be applied include, but are not limited to, the following:

A. Any academic work presented as the student’s own must be solely the work of that student.
B. Any student’s work which uses ideas, information, or language from other sources must give appropriate credit to such other sources according to rules for proper source documentation, or the documentation style required by the discipline as noted by the professor of the class.
C. A student may not knowingly give to or receive from another any unauthorized assistance with examinations, papers, and/or other assignments.
D. A student may not submit academic work, or any part of academic work, completed for one course as work for another course without the expressed prior approval of both instructors.
E. A student may not destroy, damage, alter, or unfairly interfere with access to the University’s educational resources and materials.
F. A student may not knowingly subvert or otherwise interfere with the academic work of another.
G. A student may not falsify or misrepresent research or laboratory data or observations.
H. A student may not violate the authorial integrity of computer software through plagiarism, invasion of privacy, unauthorized access, or trade secret and copyright violations.

Depending upon the severity of the infraction and the circumstances of the situation, cases of academic dishonesty may result in sanctions ranging from failure of an assignment up to and including dismissal from the University.

Having determined that an infraction has occurred, an instructor may immediately impose sanctions according to the stated policies of the course syllabus. In addition, any instructor who suspects or has determined that a case of academic dishonesty has occurred will present the evidence to the department chair and then to the associate academic dean in the Office of Academic Affairs, who may impose additional sanctions as deemed appropriate. A student who wishes to do so may appeal the decision of the instructor or the associate academic dean by way of a petition to the Academic Policies Committee.

Should the associate academic dean feel the evidence of academic dishonesty warrants possible suspension or dismissal, the associate academic dean will convene a hearing committee consisting of two faculty members from the Academic Policies Committee and one student selected from the Student Conduct Board pool. The hearing committee will review the evidence as outlined in The Student Handbook under “Academic Dishonesty Hearing Process,” make a determination
regarding the student’s responsibility for the alleged violation, and assign appropriate sanctions, if the student is found responsible. A student who wishes to appeal a decision of the hearing committee may do so by following the process described in the appeal section below.

Composition of the Academic Dishonesty Hearing Panel

The associate academic dean or designee will be responsible for assembling the Academic Dishonesty Hearing Panel according to the following guidelines:

- The Academic Dishonesty Hearing Panel pool consists of at least 6 student members of the Student Conduct Board and the faculty members of the Academic Policies Committee.
- For each complaint, the Academic Dishonesty Hearing Panel will be chosen from the available pools, and is usually comprised of one student, two faculty members, and the associate academic dean, who serves as a convener with no vote.

A. Notice of Hearing

Once a determination is made that severity of the incident requires a hearing, notice will be given to the responding student. Notice will be in writing and may be delivered by one or more of the following methods: emailed to the student’s University-issued email account (primary form of notification); in person by the associate academic dean or designee; mailed to the Mount Union campus box, local, or permanent address of the student as indicated in official University records; or hand delivered to the student’s university residence. Once emailed, mailed, delivered, and/or received in-person, such notice will be presumptively delivered. The letter of notice will:

- Include the alleged violation and notification of where to locate the Academic Honesty Policy and University procedures for resolution of the complaint; and
- Direct the responding student to attend a meeting with the associate academic dean.

This meeting will be scheduled based on the student’s class schedule and can be adjusted for academic or health reasons with documentation.

The meeting with the associate academic dean will explain the nature of the complaint and the conduct process. At this meeting, the responding student may indicate, either verbally or in writing, whether they admit to or deny the allegations of the complaint.

B. Hearing Options & Preparation

The following sub-sections describe the University’s academic dishonesty hearing processes. No student may be found to have violated the Academic Honesty Policy solely as a result of the student’s failure to appear for a hearing. In all such instances, academic dishonesty hearings will proceed as scheduled and the information in support of the complaint will be presented/provided to, and considered by, the Academic Dishonesty Hearing Panel presiding over the hearing.
Students who are assigned a formal hearing by the associate academic dean will be given a minimum of three days to prepare unless all parties wish to proceed more quickly. Preparation for a formal hearing is summarized in the following guidelines:

1. Notice of the time, date, and location of the hearing will be in writing and may be delivered by one or more of the following methods: emailed to the student’s University-issued email account (primary form of notification); in person by the associate academic dean or designee; mailed to the UMU campus box, local, or permanent address of the student as indicated in official University records; or hand delivered to the student’s university residence. Once emailed, mailed, delivered, and/or received in-person, such notice will be presumptively delivered.

2. If a responding student fails to attend their initial meeting as scheduled by the associate academic dean or designee, the associate academic dean or designee may initiate a complaint against the student for failure to comply with the directives of a university official and give notice of this offense. The associate academic dean or designee will schedule a formal hearing for the student.

3. At least two (2) days before any scheduled formal hearing, the following will occur:
   - The responding student will deliver to the associate academic dean or designee from their Mount Union issued email address a written response to the complaint (failure to deliver this response will not delay a scheduled hearing – it will go forward without the response);
   - The responding student will deliver to the associate academic dean or designee from their Mount Union issued email address a written list of all witnesses they will call at the hearing (the student is responsible for ensuring the presence of their witnesses at the hearing);
   - The responding student will deliver to the associate academic dean or designee from their Mount Union issued email address all physical evidence the student intends to use or needs to have present at the hearing and if the University has possession of this evidence, the student will indicate that and the associate academic dean or designee will provide the evidence or pictures of the evidence, as appropriate;
   - The responding student will deliver to the associate academic dean or designee from their Mount Union issued email address the name of their anticipated advisor, should they choose to have one (this can change up to the start of the hearing).

4. The associate academic dean or designee will ensure that the hearing information and any other available written documentation is available upon written request two days before any scheduled hearing. In addition, the responding party will be given a list of the names of all the academic dishonesty hearing panelists in advance. Should the responding party object to any academic dishonesty hearing panelist, they must raise all objections, in writing, to the associate academic dean or designee immediately.
Additionally, any academic dishonesty hearing panelist who feels they cannot make an objective determination must recuse themselves from the proceedings.

C. Formal Hearing Procedures

For an Academic Dishonesty Hearing, the associate academic dean or designee will select the Academic Dishonesty Hearing Panel from the pool and appoint one academic dishonesty hearing panelist as the Chair for the hearing (generally the most seasoned faculty member). The responding party has the right to be present at the hearing; however, they do not have the right to be present during deliberations. If a student cannot attend the hearing, it is that student’s responsibility to notify the associate academic dean or designee no less than two days prior to the scheduled hearing to arrange for another date, time, and location. Generally, academic dishonesty hearings will only be rescheduled for academic or health reasons with documentation. Except in cases of grave or unforeseen circumstances, if the responding student fails to give the requisite minimum two (2) day notice with required documentation, or if the responding student fails to appear, the hearing will proceed as scheduled.

The Academic Dishonesty Hearing Panel will conduct formal hearings according to the following guidelines:

1. Hearings will be closed to the public.
2. In hearings involving more than one responding student, the standard procedure will be to hear the complaints jointly; however, the associate academic dean or designee may permit the hearing pertinent to each responding student to be conducted separately. In joint hearings, separate determinations of responsibility will be made for each responding student.
3. The responding party has the right to an advisor/advocate of their own choosing. Typically, advisors are members of the campus community, but the parties may select whomever they wish to serve as their advisor. The advisor may not make a presentation or represent the responding student during the hearing. They may confer quietly with their advisee, exchange notes, clarify procedural questions with the Academic Dishonesty Hearing Chair and suggest questions to their advisee. Should the advisor disrupt the orderly progression of the hearing, the Academic Dishonesty Hearing Chair or associate academic dean or designee will give them one (1) warning. A second disruption, by the advisor, will result in the removal of the advisor from the hearing or the discontinuation of the hearing.
4. The responding student and the academic dishonesty hearing panel members, will have the privilege of questioning all present witnesses and questioning all present parties. Unduly repetitive witnesses can be limited at the discretion of the Academic Dishonesty Hearing Chair and/or the associate academic dean or designee.
5. Pertinent records, exhibits, and written statements may be accepted as information for consideration by the Academic Dishonesty Hearing Board. Formal rules of evidence are not observed. Character references will not be accepted for consideration.

6. All procedural questions are subject to the final decision of the associate academic dean or designee.

7. After an Academic Dishonesty Hearing, the Academic Dishonesty Hearing Panel will deliberate and determine, by majority vote, whether it is more likely than not that the responding student has violated the Academic Honesty Policy. The associate academic dean or designee will be present and/or available as a resource during all deliberations. Once a finding is determined, if the finding is that of a policy violation, the Academic Dishonesty Hearing panel will determine an appropriate sanction(s). The associate academic dean or designee is responsible for informing the Academic Dishonesty Hearing Panel of applicable precedent and any previous conduct violations or other relevant pattern information about the responding student. The Academic Dishonesty Hearing Chair will prepare a written deliberation report and deliver it to the associate academic dean or designee, detailing the recommended finding, how each member voted, the information cited by the Academic Dishonesty Hearing Panel in support of its recommendation, and any information the Academic Dishonesty Hearing Panel excluded from its consideration and why. This report should conclude with any recommended sanctions. This report should not exceed two pages in length and must be submitted to the associate academic dean or designee at the end of deliberations.

8. The associate academic dean or designee will inform the responding student of the final determination within five (5) days of the hearing. Notification will be made in writing and may be delivered by one or more of the following methods: emailed to the student’s University-issued email account (primary form of notification); in person by the associate academic dean or designee; mailed to the Mount Union campus box, local, or permanent address of the student as indicated in official University records; or hand delivered to the student’s university residence. Once emailed, mailed, delivered, and/or received in-person, such notice will be presumptively delivered.

9. There will be a single verbatim record, such as an audio recording, for all formal hearings. Deliberations will not be recorded. The record will be the property of the University and maintained by the associate academic dean or designee. Recordings will be erased sixty (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.

**Grounds for Appeal Requests**

Appeal requests are limited to the following grounds:

- A procedural or substantive error occurred that significantly impacted the outcome of the hearing (e.g. substantiated bias, material deviation from established procedures, etc.);
• To consider new evidence, unavailable during the original hearing or investigation, that could substantially impact the original finding or sanction. A summary of this new evidence, an explanation for why it was not available at the time of the original hearing, and its potential impact must be included;

• The sanctions imposed are excessive or substantially outside the parameters or guidelines set by the University for this type of offense or the cumulative conduct record of the responding student.

Appeals must be filed from the student’s Mount Union email with the associate academic dean or designee on the appeal form ((obtained on the Student Conduct website or from the director of student conduct)) within five (5) business days of the notice of the outcome to the hearing, barring exigent circumstances. Any exceptions are made at the discretion of the associate dean of students.

The associate academic dean or designee will refer the request(s) to the University’s designated appeal review officer, the associate dean of students. The associate academic dean or designee will also draft a response memorandum to the appeal request(s), based on the appeal review officer’s determination that the request(s) will be granted or denied, and why.

The appeal review officer will conduct an initial review to determine if the appeal request meets the limited grounds and is timely. They may consult with the associate academic dean or designee on any procedural or substantive questions that arise.

If the appeal is not timely or substantively eligible, the original finding and sanction will stand and the decision is final. If the appeal has standing, the appeal review officer determines whether to refer the appeal to the Appeal Panel, the vice president for academic affairs or designee, or to remand it to the original decision-maker(s), typically within 3-5 business days. Efforts should be made to use remand whenever possible, with clear instructions for reconsideration only in light of the granted appeal grounds. Where the original decision-maker may be unduly biased by a procedural or substantive error, a new Academic Dishonesty Hearing Panel will be constituted to reconsider the matter, which can in turn be appealed, once. Full re-hearings by the Appeal Panel is not permitted. Where new evidence is presented or the sanction is challenged, the appeal review officer will determine if the matter should be returned to the original decision-maker for reconsideration or if it should be reviewed by the Appeal Panel or the vice president for academic affairs or designee with instruction on the parameters regarding institutional consistency and any applicable legal guidelines. In review, the original finding and sanction are presumed to have been decided reasonably and appropriately, thus the burden is on the appealing party to show clear error. The Appeal Panel or the vice president for academic affairs or designee must limit its review to the challenges presented.
On reconsideration, the Appeal Panel, vice president for academic affairs or designee, or original decision-maker may affirm or change the findings and/or sanctions of the original hearing body according to the permissible grounds. Procedural or substantive errors should be corrected, new evidence should be considered, and sanctions should be proportionate to the severity of the violation and the student’s cumulative conduct record.

All decisions of the Appeal Panel or vice president for academic affairs or designee are to be made within five (5) days of submission by the appeal review officer and are final, as are any decisions made by the original hearing body or officer as the result of reconsideration consistent with instructions from the appeal review officer.

The Appeal Panel

Five-member Appeal Panels are made up of two students and three faculty members drawn from the Academic Dishonesty Hearing pool, with the following requirements to serve:

- They did not serve on the Academic Dishonesty Hearing Panel for the initial hearing;
- They were not involved in the investigation in any way;
- They have been properly trained in appeals procedures.

The appeal review officer will have final authority to approve all those serving on the Appeal Panel. The responding party may challenge an appeal panelist(s) on the basis of potential bias, and any appeal panelist who cannot render an impartial decision must recuse themselves. The appeal review officer will make the determination as to the validity of any challenge or need for recusal.

The associate academic dean or designee serves as the non-voting advisor to the Appeal Panel, with responsibility for training the Appeal Panel, conducting preliminary investigations, and ensuring a fair process for the responding student.

The presumptive stance of the University is that all decisions made and sanctions imposed by the original decision-maker are to be implemented during the appellate process. At the discretion of the associate academic dean or designee, implementation of sanctions may be stayed pending review only in extremely exigent circumstances. This does not include proximity to graduation, end of term, or exams. Instead, it refers to an overwhelming likelihood, as determined by the appeal review officer and associate academic dean or designee, in consultation, that the appeal would result in a reversal of the finding and/or substantial modification of the sanctions.
Summary Guidelines for Appeals

- The responding party will be informed of the status of requests for appeal in a timely manner, the status of the appeal consideration, and the results of the appeal decision;
- Every opportunity to return the appeal to the original decision-maker for reconsideration (remand) should be pursued;
- Appeals are not intended to be full re-hearings of the complaint (de novo). In most cases, appeals are confined to a review of the written documentation or record of the original hearing, and pertinent documentation regarding the grounds for appeal. Witnesses may be called if necessary;
- Appeals are not an opportunity for appeal panelists to substitute their judgment for that of the original decision-maker merely because they disagree with the finding and/or sanctions. Appeal decisions are to be deferential to the original decision-maker, making changes to the finding only where there is clear error and to the sanction only if there is a compelling justification to do so.

The University of Mount Union Code of Student Conduct is adapted from The NCHERM Group Model Developmental Code of Student Conduct and is used here with permission.
University Community Standards
Alcohol and Other Drug Policy

To comply with the Drug Free Schools and Communities Act of 1989 (DFSCA) and subsequent amendments, students and employees of the University of Mount Union are informed that strictly enforced policies are in place which prohibit the possession, use, or distribution of any illicit drugs, including alcohol, on University property or as part of any University-sponsored activity, with the exception for of-age students to consume alcohol moderately as specified below. Students and employees are also subject to all applicable legal sanctions under local, state, and federal law for any offenses involving illicit drugs on University property or at University-sponsored activities.

The University of Mount Union affirms that illegal drug use is unlawful and harmful. The use of illegal drugs and alcohol abuse by students and employees could result in cognitive deficits, loss of productivity, and other health risks. These risks include an increased risk of accidents, which may result in death or permanent injury. Free, confidential counseling for alcohol and other drug misuse and abuse issues is available to students through the Office of Alcohol, Drug, and Wellness Education and Health Services. Other resources and referrals may include assessment, individual counseling, educational programs, materials, and referral and case management through community agencies, all of which might include a fee.

Students exhibiting signs of excessive alcohol consumption will be transported via Emergency Medical Services (EMS) at the student’s expense for medical attention. Refusal to cooperate with EMS personnel may result in arrest by the Alliance Police Department in order to ensure the student’s health and safety and/or a conduct complaint for disruptive behavior and/or failure to comply.

Parental/Guardian Notification

The University of Mount Union is concerned about students who improperly use alcohol and other drugs and the effects such use may have on their health, academic success, interpersonal relationships, and, ultimately, their future.

Mount Union’s alcohol policy expressly forbids possession and/or consumption of alcohol by students, employees, or guests who are under the minimum legal drinking age of 21 years. Possession of drug paraphernalia and the use, manufacture, sale, or distribution of illegal drugs, whether on or off campus, by any student is also prohibited. In accordance with the Family Educational Rights and Privacy Act (FERPA), the director of student conduct (or designee) reserves the right to notify the parents/guardians of students under 21 years of age of any incident in which the student is found responsible for violating the University Alcohol and Other Drug Policy. While the University may notify the parents/guardians of students under 21 years of age in any alcohol or drug violation, it is generally only done
in cases where a student has been found to have violated the University’s Alcohol or Other Drug Policy and are placed on university probation.

**Alcohol Policy**

The following sections describe Mount Union’s policy regarding the sale, service, distribution, and consumption of alcoholic beverages on university property or at university-sponsored events in accordance with federal, state, and local laws.

**Basic Guidelines**

Students who are 21 years of age or older are permitted to possess and consume alcohol only in University housing per the parameters below. Alcohol may not be possessed,* served or consumed in any public place on Mount Union’s campus or at any athletic event. Students who are of legal drinking age may not share or provide alcohol to any students, employees, or guests who are under 21 years of age. Those under the minimum legal drinking age of 21 years are not permitted to possess or consume alcohol anywhere on University property or at University-sponsored events. Drinking games, and simulated drinking games (e.g. water pong) are prohibited on campus.

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. No campus activity may be co-sponsored by a bar, liquor establishment, or other alcoholic beverage manufacturer or distributor. Alcohol may not be sold on the Mount Union Campus.

**Residence Hall/University Owned Housing Alcohol Guidelines**

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 their roommate(s)/apartment mate(s).

c. Alcohol may only be consumed in residence hall or campus house individual rooms. No one shall consume or possess* open containers of any alcoholic beverage in any
other area of the residence halls or campus houses (e.g., lounges, hallways, restrooms, laundry rooms, etc.). In townhouses and apartments, students are permitted to drink in their living rooms/kitchens provided no one present is under the age of 21.

d. Kegs of beer, taps, beer balls, and beer funnels are not permitted in or on University of Mount Union property or on the property of organizations affiliated with the University. These items will be confiscated by University officials if discovered on campus.

e. Drinking games or contests involving alcoholic beverages may not be played on University of Mount Union property.

* PLEASE NOTE: The presence of alcohol may be interpreted as possession of 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.

Examples of Violations of the University Alcohol Policy

- Purchasing alcohol by a person under the age of 21;
- Selling or providing alcohol to a person under the age of 21;
- Possessing either full or empty alcohol containers by a person under the age of 21;
- Consuming alcohol by a person under the age of 21;
- Showing physical or mental impairment following or resulting from alcohol use;
- Using or possessing common sources of alcohol including, but not limited to kegs, party balls, punch bowls, wine boxes, etc.;
- Participating in or being present during the occurrence of any drinking game;
- Possessing an open container of alcohol in a common area including, but not limited to bathrooms, hallways, lounges, elevators, lobbies or outdoor spaces;
- Driving under the influence of alcohol.

As stated in Section 4 of the Code of Student Conduct, “failure to comply with the reasonable directives of university officials, campus safety and security officers, or law enforcement officers during the performance of their duties and/or failure to identify oneself to these persons when requested to do so”, is considered unacceptable behavior for a university student. An example of such behavior includes refusing to submit to a breath test when requested by a police officer, whether on or off-campus, which is considered a violation of the University Code of Student Conduct and may result in conduct sanctions.

Sanctions for alcohol violations are dependent upon a number of factors including, but not limited to: hearing officer discretion, the nature and severity of the incident, a student’s conduct history, and a student’s cooperation throughout the conduct process.

Illegal Drug Policy

The following sections describe the University’s policy regarding the sale, manufacture, distribution, possession,* and use of illegal drugs on or off University property or at
University-sponsored events or programs in accordance with federal, state, and local laws. Examples of violations include:

- Misuse of over-the-counter drugs;
- Misuse or sharing of prescription drugs;
- Possessing, using, being under the influence of, distributing, or manufacturing any form of illegal drug;
- Possessing paraphernalia for intended or implied use of any form of illegal drug;
- Possessing paraphernalia that contains or appears to contain illegal drug residue;
- Purchasing or passing illegal drugs from one person to another;
- Using mail services to purchase, pass, or distribute illegal drugs;

Paraphernalia includes, but is not limited to, bongs, hookahs, water pipes, rolling papers, vapes/vaporizers, and rigs.

This policy provides flexibility for the University in addressing drug-related offenses which occur on- or off-campus. Moreover, it permits the University to address its fundamental mission of holistic education and the development of human potential. While recognizing that there is a need to address violations related to the use or possession of controlled substances, the University must address the education and well-being of all its students and employees. In addition to University imposed sanctions, students and employees are subject to all legal sanctions under federal, state, and local law for any offenses involving illegal drugs on University property or at University activities.

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

**Safe Harbor**

The University has a Safe Harbor rule for students. The University believes that students who have a self-identified drug and/or addiction concern or problem deserve help. If any University student brings their own use, addiction or dependency to the attention of University officials outside the threat of drug tests or imposition of the conduct process and seeks assistance, a conduct complaint will not be pursued. A written action plan may be used to track cooperation with the Safe Harbor program by the student. Failure to follow the action plan will nullify the Safe Harbor protection and the campus conduct process will be initiated.

**Alcohol and Other Drug Procedures for Student Organizations**

All student organizations 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, all student organizations student must abide by
their governing bodies 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 & Leadership and approval must be given by this office before the event can occur.

3. If an off-campus activity includes the sale of alcoholic beverages, organizations will be required to use a licensed third-party vendor to manage this sale.

4. Promotional materials (including, but not limited to, advertisements in any form, t-shirts, cups, or any other item to be displayed, given away or sold before, during, or after an event) shall not make any direct or implied reference to or depict in any manner alcoholic beverages, alcoholic beverage company logos, or symbols, the consumption of alcoholic beverages, drugs or drug paraphernalia, or the use of illicit drugs.

5. No activity may be co-sponsored by a bar, liquor establishment, or other alcoholic beverage manufacturer or distributor. Advertisement for such establishments, manufacturers, or distributors may not occur at any activity.

6. No student organization shall allow alcoholic beverages or drugs to be present at its membership recruitment activities or initiation activities.

7. The officers of the student organization sponsoring the activity are responsible for enforcing the above guidelines and for the behavior of the guests at their events.

8. Drinking games or contests involving alcoholic beverages may not be played at any event sponsored by a University of Mount Union student organization.

**Alcohol and Drug Policy Sanctions**

1. An individual involved in a violation of alcohol or other drug related policies will be referred for disciplinary action, and may receive any of the sanctions outlined in the student conduct process.

2. If a recognized student organization violates the alcohol or other drug policies, the group will be referred for conduct 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 of activities such as recruitment, sponsoring of 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.
Ohio law prohibits the purchase, consumption, or possession of alcoholic beverages by persons under 21 years of age, with a fine up to $1,000 and/or six months imprisonment for the first offense. Possession or display of a fictitious operator’s license is a first-degree misdemeanor. The offense includes mere possession of a fictitious license or display of someone else’s valid operator’s license. The maximum penalty for this offense is six months imprisonment and/or a $1,000 fine. If the fictitious operator’s license is used to purchase alcohol or enter an establishment that serves alcohol the minimum fine is $250.

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

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

Possession of drugs is illegal without valid authorization (i.e. a valid doctor’s prescription). While penalties for possession are generally not as great as for manufacture and distribution of drugs, possession of a relatively large quantity may be considered distribution. Penalties for conviction of the sale or attempted distribution of drugs vary according to the amount and type of controlled substance in possession. Penalties can range between second degree misdemeanors and first-degree felony. For more information see the Ohio Revised Code 2929.13.

Under both state and federal laws, penalties for possession, manufacture, and distribution are much greater for second and subsequent convictions. Many of these laws dictate mandatory prison terms and require that the full minimum term be served.

In compliance with the Drug Free Schools Act, the University Mount Union does not allow the possession, use, or sale of marijuana or marijuana products, including but not limited to oils, edibles, etc. and, while Ohio has recently approved the use of medical marijuana, it is not permitted on campus.
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](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 any 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:

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

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

3. The conviction is reversed, set aside, or otherwise rendered nugatory.
Information Regarding the Impact of Alcohol and Other Drug Use

Risks of Alcohol Use

The following is a partial list of the adverse effects of alcohol use on the individual and society arranged by source.

The Truth about Alcohol: Tips for Teens (U.S. Department of Health & Human Services, 2003)

- Alcohol affects your brain. Drinking alcohol leads to a loss of coordination, poor judgment, slowed reflexes, distorted vision, memory lapses, and even blackouts.
- Alcohol affects your body. Alcohol can damage every organ in your body. It is absorbed directly into your bloodstream and can increase your risk for a variety of life-threatening diseases, including cancer.
- Alcohol affects your self-control. Alcohol depresses your central nervous system, lowers your inhibitions, and impairs your judgment. Drinking can lead to risky behaviors, including having unprotected sex. This may expose you to HIV/AIDS and other sexually transmitted diseases or cause unwanted pregnancy.
- Alcohol can kill you. Drinking large amounts of alcohol can lead to coma or even death. Also, in 2009, 37% of traffic deaths of 16-20-year-olds were alcohol-related. (https://report.nih.gov/nihfactsheets/ViewFactSheet.aspx?csid=24)

From Top Ten Myths About Alcohol (National Institute on Alcohol Abuse and Alcoholism: National Institutes of Health)

- Can you hold your liquor? That is not a good thing. If you have to drink increasingly larger amounts of alcohol to get a “buzz” or get “high”, you are developing tolerance. This increases your vulnerability to many serious problems, including alcoholism.
- One in three 18- to 24-year-olds admitted to emergency rooms for serious injuries are intoxicated. And alcohol is also associated with homicides, suicides, and drownings.

The Naked Truth: Alcohol and Your Body (FactsOnTap.org)

- The amount of alcohol it takes to make you pass out is dangerously close to the amount of alcohol it takes to kill you.
- A hangover is caused partly by the body’s being poisoned by alcohol and partly by the body’s reaction to withdrawal from alcohol.

Harmful Interactions: Mixing Alcohol with Medicines (U.S. Department of Health & Human Services)

- Some medicines that you might never have suspected can react with alcohol, including many medications that can be purchased ‘over-the-counter.’ Even some herbal remedies can have harmful effects when combined with alcohol.
Mixing alcohol with certain medications (both prescription and over-the-counter) can cause nausea and vomiting, headaches, drowsiness, fainting, or loss of coordination. It can also put you at risk for internal bleeding, heart problems, and difficulties in breathing. In addition to these dangers, alcohol can make a medication less effective or even useless, or it may make the medication harmful or toxic to your body.

Alcohol and medicines can interact harmfully even if they are not taken at the same time.

Medications are safe and effective when used appropriately. Your pharmacist or other health care provider can help you determine which medications interact harmfully with alcohol.

Facts About Women and Alcohol (Texas Commission on Alcohol and Drug Abuse)

Women are more susceptible to the influence of alcohol just prior to or during their menstrual cycle than at other times during their cycle.

On average, a woman weighing 120 pounds requires 2.5 hours to metabolize one (standard) drink.

The course of alcohol addiction progresses at a faster rate among women than men.

Risks of Drug Use

The following is a partial list of the adverse effects of drug use on the individual and society arranged by source.

Marijuana... It Can Leave You Breathless! (Texas Commission on Alcohol and Drug Abuse)

Marijuana contains over 400 different chemicals including THC.

THC, the active ingredient in marijuana, remains in the fat cells of the body from 14 – 30 days.

Marijuana use...
1. Slows reaction time;
2. Impairs thinking;
3. Interferes with Coordination;
4. Impairs comprehension skills;
5. Impairs mathematical skills;
6. Impairs reading skills;
7. Impairs verbal skills; and
8. Can lead to psychological dependency.

Long term, regular use of marijuana can have a permanent, negative effect on attention span, concentration, memory, judgment, and logical thought.

Smoking one marijuana cigarette is as harmful to the lungs as smoking approximately 4 - 5 regular cigarettes. Smoking both greatly increases the risk of developing emphysema, cancer, and other lung diseases.
Regular use of marijuana can affect fertility in males as it can suppress testosterone production.

**Drugs & Pregnancy... No Way to Start a Life! and Drug Abuse & Pregnancy (Texas Commission on Alcohol and Drug Abuse)**

- The use of marijuana during pregnancy may result in low birth weight and smaller length and head circumference in babies.
- Babies whose mothers smoked marijuana during pregnancy may have vision problems and shorter attention spans. Also, THC, the ingredient in marijuana that causes the ‘high,’ accumulates in the mother’s milk and transfers to nursing infants where it could cause harm to the baby's development.
- The use of cocaine during pregnancy increases the risk of hemorrhage and premature delivery. Chronic use of cocaine causes increased risk of spontaneous abortion.
- Nursing babies of cocaine abusers can also receive doses of cocaine through their mother’s milk.
- Mental deficiencies and abnormal facial features have been seen in babies whose mothers used inhalants or solvents in combination with alcohol while they were pregnant.
- The use of solvents during pregnancy has also been linked to central nervous system defects in newborns.
- Heroin use during pregnancy increases the likelihood of stillbirths and neonatal deaths, and babies born to opiate-addicted mothers experience withdrawal symptoms such as restlessness, tremulousness (tremors), sweating, vomiting, diarrhea, high-pitched crying, frantic fist sucking, and seizures.

**Inhalants...Deadly Fumes! (Texas Commission on Alcohol and Drug Abuse)**

- Products such as spray paint, glues, felt-tip markers, typewriter correction fluid, poppers, and RUSH are considered inhalants.
- The immediate effects of sniffing inhalants are disorientation, confusion, feelings of drunkenness, possible hallucinations, incoherence, and loss of memory.
- Sniffing inhalants can cause unpredictable or violent behavior in some persons. In other cases, it may cause someone to become withdrawn and isolated.
- Inhalant abuse can cause permanent brain, liver, heart, and lung damage.

**Amphetamines...A Dead End Street! (Texas Commission on Alcohol and Drug Abuse)**

- Amphetamines are used to treat some forms of Attention Deficit Disorder (ADD) and narcolepsy.
- The term amphetamines refers to three related drugs: amphetamine, dextroamphetamine and methamphetamine.
- Street names for amphetamines include: speed, white crosses, uppers, and crystal.
- Health risks associated with amphetamine use:
1. Brain damage;
2. Skin Disorders;
3. Lung Disease;
4. Delusions;
5. Paranoia;
6. Malnutrition;
7. Ulcers;
8. Heart Disease; and

**Steroids (Texas Commission on Alcohol and Drug Abuse)**

- Synthetic anabolic steroids are drugs which act like the male hormone, testosterone...Some athletes use steroids to increase their strength, muscle mass, and endurance. While not all athletes use steroids, many weight lifters and body builders do...Also, some non-athletes who want well-defined muscular shape and attractive over-all body appearance use steroids.

- A partial list of the adverse side-effects experienced by biologically male users includes:
  1. Enlarged breasts;
  2. Permanent premature hair loss;
  3. Shrinkage of the testicles;
  4. Risk of heart and blood vessel disease; and
  5. Sterility.

- A partial list of the adverse side-effects experienced by biologically female users includes:
  1. A lowering of the voice;
  2. Growth of permanent facial hair;
  3. Reduction in breast size;
  4. Muscle growth;
  5. Increased sex drive; and
  6. Permanent sterility.

- A partial list of the adverse side-effects shared by all users includes:
  1. Pimples & skin blemishes;
  2. Inability to release body heat through sweating;
  3. Abnormal blood clotting;
  4. Unusually aggressive behavior;
  5. Violent rages;
  6. High blood pressure;
  7. Liver dysfunction;
  8. Depression and frustration;
  9. Drug dependency; and
  10. Liver cancer.
Alcohol and Other Drug Treatment Options

On Campus

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

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 Behavioral Health
Alliance Office: 1410 W. State St., Alliance, OH 44601, (330) 823-6932
Canton Office: 400 W. Tuscarawas St, Suite 200, Canton, OH, 44702, (330) 438-2400
http://www.colemanservices.org/

CommQuest
Main Office: 625 Cleveland Ave NW, Canton, OH 44702, (330) 455-0374
Alliance Office: 1207 West State St., Suite M, Alliance, OH 44601, (330) 821-8407
Massillon Office (Driver Intervention Program): 1660 Nave Road SE, Massillon, OH 44646, (330) 834-1934
http://www.commquest.org

Crisis Intervention and Recovery Center of Stark County
2421 13th Street NW, Canton, OH 44708, (330) 452-6000 (hotline) 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/
Crisis Numbers

• Call 9-1-1 if emergency services are needed. If requesting law enforcement, you can ask for a CIT-trained officer
• Call (330) 452-6000, the Stark County Crisis Hotline anytime
• Text 4Hope to 741 741, the Crisis Text Line anytime
• Call the Domestic Violence Help Line anytime at (330) 453-SAFE (7233)
• Trevor Lifeline for LGBTQ youth 1-866-488-7386
• Trans Lifeline at 877-565-8860 is available 18 hours a day
• Homeless Hotline at 330-452-4363 for all Stark County homeless housing requests
• Military & Veterans Crisis Line 1-800-273-8255, press 1 anytime
• Military & Veterans Crisis Text Line 838255 to get help now

Additional Resources

• Call the Homeless Prevention Help Line at 1-800-273-8255, press 1 (8:30 a.m. – 4 p.m.)
• National Suicide Prevention Lifeline 1-800-273-TALK (8255)
• Trevor Helpline www.trevorproject.org The Trevor Project is the leading national organization providing crisis intervention and suicide prevention services to lesbian, gay, bisexual, transgender and questioning (LGBT+) young people ages 13-24.
• Opiate Hotline (330) 454 4357

Campus Lakes Policy

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

Civil Rights Equity Policy and Resolution Process

Members of the University community, guests, and visitors have the right to be free from sexual violence and discrimination. All members of the University community are expected to conduct themselves in a manner that does not infringe upon the rights of others. The University Civil Rights Equity policy has been developed to reaffirm this expectation and to provide recourse for those individuals whose rights have been violated. The University maintains a policy of zero tolerance for sexual misconduct regardless of the sexual orientation or gender identity of individuals engaging in sexual activity. Zero tolerance means the University will remedy all unwelcome conduct of a sexual nature and will impose serious sanctions on anyone who violates this policy. Resolution by the University is intended to bring an end to harassing or discriminatory conduct,
prevent its recurrence, and remedy the effects on the victim and the community. This policy has dual purposes; as a guide for students on the University’s expectations, preventatively, for sexual communication and interaction, responsibility, and respect; and it serves as a measure to determine, after-the-fact, if behaviors trespassed on community values.

While the policy below is quite detailed and specific, the expectations of this university community can be summarized in this simple paragraph: Consent is clear sexual permission and can only be given by one of legal age. Consent can be given by word or action, but non-verbal consent is more ambiguous than explicitly stating one’s wants and limitations. Consent to one form of sexual activity should not, and cannot, be taken as consent to any other sexual activity. Individuals who consent to sex must be able to fully understand what they are doing. Under this policy, “No” always means “No” and “Yes” may not always mean “Yes.” For example, when alcohol or other drugs are used, a person will be considered unable to give valid consent if the person cannot appreciate the who, what, where, when, why, or how of a sexual interaction. In addition, silence - without clear actions demonstrating permission - cannot be assumed to indicate consent.

Violations of the University Civil Rights Equity Policy

Sexual misconduct and discrimination are serious offenses and such violations are subject to any combination of conduct sanctions as described in the Code of Student Conduct - Section 8M: Conduct Sanctions, with individuals who are found responsible for violation of the nonconsensual sexual intercourse policy facing a recommended sanction of University suspension or University expulsion. Deviations from this range are rare and only made where there are compelling mitigating circumstances. Suspensions, if given, are based on satisfying conditions rather than solely on a period of time. Predatory, pattern, and/or repeat offenders face expulsion, which is also available for any serious offense whether pattern, predatory, or repeat offending is evidenced or not. The other forms of sexual misconduct defined below cover a range of behaviors, and therefore a range of sanctions from warning to expulsion can be applied, depending on the nature of the misconduct. Acts of sexual misconduct may be committed by any person upon any other person, regardless of the sex, sexual orientation, and/or gender identity of those involved. Violations include:

1. **Sexual Harassment** is defined as unwelcome conduct of a sexual nature. The University encourages the reporting of all sexual harassment to the Title IX co-coordinator (referenced here). The University will promptly and effectively remedy all instances of reported sexual harassment by providing resources to the victim and addressing the effects on the victim and the community. To impose discipline on a harasser, sexual harassment must also meet the definition of hostile environment, quid pro quo, or retaliation defined immediately below:
Hostile Environment includes situations where harassment is sufficiently severe, pervasive or persistent, and objectively offensive that it unreasonably interferes with, limits or denies the ability to participate in or benefit from the University’s educational or employment program or activities. Sanctions can be imposed for the creation of a hostile environment. The determination of whether an environment is “hostile” must be based on all the circumstances. These circumstances could include, but are not limited to:

- The frequency of the speech or conduct;
- The nature and severity of the speech or conduct;
- Whether the conduct was physically threatening;
- Whether the speech or conduct was humiliating;
- The effect of the speech or conduct on the alleged victim’s mental and/or emotional state;
- Whether the speech or conduct was directed at more than one person;
- Whether the speech or conduct arose in the context of other discriminatory conduct;
- Whether the speech or conduct unreasonably interfered with the alleged victim’s educational or work performance;
- Whether a statement is a mere utterance of an epithet, which engenders offense in an employee or a student or offends by mere discourtesy or rudeness.

Quid Pro Quo sexual harassment exists when there are unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature where submission to, or rejection of, such conduct results in adverse educational or employment action. Quid pro quo harassment may also exist when a threat of adverse action or a promise of a benefit is explicitly conditioned on submission to, or rejection of, such requests.

Retaliation exists when an individual harasses, intimidates, or takes other adverse action(s) against a person because of the person’s participation in an investigation of discrimination or sexual misconduct or their support of someone involved in an investigation of discrimination or sexual misconduct. Retaliatory actions include, but are not limited to, threats or actual violence against the person or their property, adverse educational or employment consequences, ridicule, intimidation, bullying, or ostracism. The University will impose sanctions on any student found to be engaging in retaliation.

2. Discriminatory and Bias-Related Harassment: Harassment constitutes a form of discrimination that is prohibited by University policy as well as the law. Mount Union condemns and will not tolerate discriminatory harassment against any employee, student, visitor, or guest on the basis of any status protected by policy or law. Mount Union will remedy all forms of harassment when reported, whether or not the harassment rises to the level of creating a hostile environment. When harassment rises
to the level of creating a hostile environment, Mount Union may also impose sanctions on the harasser through application of the Equity Resolution Process. Mount Union’s harassment policy explicitly prohibits any form of harassment, defined as unwelcome conduct on the basis of actual or perceived membership in a protected class, by any member or group of the community.

The University reserves the right to address offensive conduct and/or harassment that 1) does not rise to the level of creating a hostile environment, or 2) that is of a generic nature not on the basis of a protected status. Addressing such behaviors may not result in the imposition of conduct sanctions under University policy, but will be addressed through respectful confrontation, remedial actions, education, and/or effective conflict resolution mechanisms. For assistance with conflict resolution techniques, students should contact the director of student conduct.

3. **Nonconsensual Sexual Intercourse** (or attempts to commit the same):
   - Any sexual intercourse (anal, oral, or vaginal),
   - however slight,
   - with any object,
   - by a person upon another person,
   - without consent and/or by physical force.

4. **Nonconsensual Sexual Contact** (or attempts to commit the same):
   - Any intentional sexual touching,
   - however slight,
   - with any object,
   - by person upon another person,
   - without consent and/or by physical force.

5. **Sexual Exploitation** is taking nonconsensual or abusive sexual advantage of another for one’s own advantage or benefit, or to benefit a person other than the one being exploited. Examples of sexual exploitation include, but are not limited to:
   - Prostituting another student;
   - Non-consensual video or audio recording of sexual activity;
   - Exceeding the boundaries of explicit consent, such as allowing friends to hide in a closet to be witness to one’s consensual sexual activity;
   - Engaging in voyeurism (Peeping Tommery); and/or
   - Knowingly transmitting a sexually transmitted disease/infection or HIV to another student.

6. **Other Civil Right’s Offenses**: In addition to the forms of sexual misconduct described above, the following behaviors are also prohibited as forms of discrimination when the act is based upon the reporting party’s actual or perceived membership in a protected class.
   - Threatening or causing physical harm, extreme verbal abuse, or other conduct which threatens or endangers the health or safety of any person;
Discrimination, defined as actions that deprive, limit, or deny other members of the community of educational or employment access, benefits, or opportunities;

- Intimidation, defined as implied threats or acts that cause an unreasonable fear of harm in another;

- Hazing, defined as acts likely to cause physical or psychological harm or social ostracism to any person within the university community, when related to the admission, initiation, pledging, joining, or any other group-affiliation activity (as defined further in the Hazing Policy);

- Bullying, defined as
  - Repeated and/or severe,
  - Aggressive behavior,
  - Likely to intimidate or intentionally hurt, control or diminish another person, physically or mentally,
  - That is not speech or conduct otherwise protected by the 1st Amendment;

- Intimate Partner Violence, defined as violence or abuse between those in an intimate relationship to each other;

- Stalking
  - Repetitive and Menacing,
  - Pursuing, following, harassing and/or interfering with the peace and/or safety of another.

7. **Retaliation** is defined as any adverse action taken against a person participating in a protected activity because of their participation in that protected activity. Retaliation against an individual for alleging harassment, supporting a party bringing an allegation, or for assisting in providing information relevant to a claim of harassment is a serious violation of University policy and will be treated as a possible instance of harassment or discrimination. Acts of alleged retaliation should be reported immediately to the Title IX co-coordinator and will be promptly investigated. Mount Union is prepared to take appropriate steps to protect individuals who fear that they may be subjected to retaliation.

**Force and Consent**

**Force:** Force is the use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation (implied threats), and coercion that overcomes resistance or produces consent (“Have sex with me or I’ll hit you.” “Okay, don’t hit me, I’ll do what you want.”).

**Coercion:** Coercion is unreasonable pressure for sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from
another. When someone makes clear to you that they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.

NOTE: Silence or the absence of resistance alone is not consent. There is no requirement on a party to resist the sexual advance or request, but resistance is a clear demonstration of non-consent. The presence of consent is not demonstrated by the absence of resistance. Sexual activity that is forced is by definition non-consensual, but non-consensual sexual activity is not by definition forced.

**Consent:** Consent is knowing, voluntary, and clear permission by word or action to engage in mutually agreed upon sexual activity. Since individuals may experience the same interaction in different ways, it is the responsibility of each party to make certain that the other has consented before engaging in the activity. For consent to be valid, there must be a clear expression in words or actions that the other individual consented to that specific sexual conduct. Consent can be withdrawn once given, as long as the withdrawal is clearly communicated.

Consent to some sexual contact (such as kissing or fondling) cannot be presumed to be consent for other sexual activity (such as intercourse). A current or previous dating relationship is not sufficient to constitute consent. The existence of consent is based on the totality of the circumstances, including the context in which the alleged incident occurred and any similar previous patterns that may be evidenced.

**Incapacitation:** A person cannot consent if they are unable to understand what is happening or is disoriented, helpless, asleep, or unconscious for any reason, including due to alcohol or other drugs. An individual who engages in sexual activity when the individual knows, or should know, that the other person is physically or mentally incapacitated has violated this policy.

It is not an excuse that the responding party was intoxicated and, therefore, did not realize the incapacity of the reporting party.

Incapacitation is defined as a state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing/informed consent (e.g., to understand the “who, what, when, where, why, or how” of their sexual interaction). This policy also covers a person whose incapacity results from mental disability, involuntary physical restraint, and/or from the taking of incapacitating drugs.

In the State of Ohio, a minor (meaning a person under the age of 16 years) cannot consent to sexual activity. This means that sexual contact by an adult with a person younger than
16 years old may be a crime, and a potential violation of this policy, even if the minor wanted to engage in the act.

Remedial Action

Mount Union will implement initial remedial, responsive, and/or protective actions upon notice of alleged harassment, retaliation, and/or discrimination. Such actions could include but are not limited to: no contact orders, providing counseling and/or medical services, academic support, living arrangement adjustments, transportation accommodations, visa and immigration assistance, student financial aid counseling, providing a campus escort, academic or work schedule and assignment accommodations, safety planning, and referral to campus and community support resources.

Mount Union will take additional prompt remedial and/or conduct action with respect to any member of the community, guest, or visitor upon a finding that they have engaged in harassing or discriminatory behavior or retaliation.

The University will maintain as confidential any accommodations or protective measures, provided confidentiality does not impair the University’s ability to provide the accommodations or protective measures.

Procedures for handling reported incidents are fully described below.

Reporting Discrimination

Reports of discrimination, harassment, and/or retaliation may be made using any of the following options. There is no time limitation on the filing of allegations. However, if the responding party is no longer subject to the University's jurisdiction, the ability to investigate, respond, and provide remedies may be more limited:

1) Report directly to the Title IX co-coordinator
   Michelle Gaffney, associate dean of students & Title IX co-coordinator
   Hoover Price Campus Center, Office of Student Affairs
   Phone: (330) 823-2496
   E-mail: gaffnemi@mountunion.edu;

2) Report online, using the reporting form posted at https://myhousing.mountunion.edu/mycoco/public/; and/or

3) Report it to the Office of Campus Safety and Security at 405 W Simpson St at (330) 428-1344 or SAFE from any campus phone.

All reports are acted upon promptly while every effort is made by the University to preserve the privacy of reports. Such reports may also be anonymous. Anonymous reports will be
investigated to determine if remedies can be provided. Additionally, all employees of the University, excluding counselors and the chaplain acting in the purview of their position and including student employees such as resident assistants and raider guides, are designated as mandated reporters and will share a report with the Title IX co-coordinator promptly. Confidentiality and mandated reporting is addressed more specifically below. Reports of misconduct or discrimination committed by the Title IX co-coordinator should be reported to the University President, Dr. Merriman at merrimdr@mountunion.edu or (330) 823-6050.

Jurisdiction

This policy adheres to the jurisdiction statement in the Code of Student Conduct on page 46 in the Student Handbook.

Confidentiality and Reporting Sexual Misconduct

University officials, depending on their roles at the University, have varying reporting responsibilities and abilities to maintain confidentiality. In order to make informed choices, one should be aware of confidentiality and mandatory reporting requirements when consulting campus resources. On campus, some resources may maintain confidentiality, offering options and advice without any obligation to inform an outside agency or individual unless you have requested information to be shared. Other resources exist for you to report crimes and policy violations and these resources will take action when you report victimization to them. All non-student employees, with the exception of University counselors and the chaplain when acting as such, resident assistants, and raider guides are required reporters. Should you share information with any of these people, they are required to report this to a Title IX co-coordinator. Please note that AVI Food Services is an outside agency and its employees are not covered in these definitions. The following describes the reporting options at Mount Union:

1. **Confidential Reporting**: If you would like the details of an incident to be kept confidential, you may speak with on-campus counselors, campus health service providers, off-campus rape crisis resources, or the chaplain who will maintain confidentiality. Campus counselors are available to help you free of charge and can be seen on an emergency basis.

2. **Required Reporting**: Sharing information about a potential violation of the Civil Rights Equity Policy with any non-student university employee, including sexual misconduct responders, will result in their reporting the information to a Title IX coordinator. Additionally, any student employee with supervisory responsibility, such as a resident assistant or raider guide, is required to report this information to a Title IX coordinator as well.
3. **Formal Reporting Options**: You are encouraged to speak to university officials, such as the Title IX co-coordinator, director of student conduct, campus safety and security, or the vice president for student affairs/dean of students to make formal reports of incidents of sexual misconduct. You have the right, and can expect, to have incidents of sexual misconduct taken seriously by the University when formally reported, and to have those incidents investigated and properly resolved through administrative procedures. Formal reporting still affords privacy to the reporter, and only a small group of officials who need to know will be told. Information will be shared as necessary with investigators, witnesses, and the responding party. The circle of people with this knowledge will be kept as tight as possible to preserve your rights and privacy.

**Federal Timely Warning Obligations**

Victims of sexual misconduct should be aware that University administrators must issue timely warnings for incidents reported to them that pose a serious or ongoing threat of bodily harm or danger to members of the campus community. The University will ensure that a victim’s name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the danger.

**False Allegations**

Deliberately false and/or malicious accusations under this policy, as opposed to allegations which, even if erroneous, are made in good faith, are a serious offense and will be subject to appropriate conduct action.

**Amnesty for Reporting Party and Witnesses**

The University community encourages the reporting of misconduct and crimes by reporting parties and witnesses. Sometimes, reporting parties or witnesses are hesitant to report to University officials or participate in resolution processes because they fear that they themselves may be accused of policy violations, such as underage drinking at the time of the incident. It is in the best interests of this community that reporting parties choose to report to university officials, and that witnesses come forward to share what they know. To encourage reporting, the University pursues a policy of offering reporting parties and witnesses amnesty from minor policy violations related to the incident. The full amnesty policy for students can be found [here](#).

**Federal Statistical Reporting Obligations**

Most campus officials – those deemed Campus Security Authorities - have a duty to report sexual assault, domestic violence, dating violence, and stalking for federal statistical reporting purposes (Clery Act). All personally identifiable information is kept...
confidential, but statistical information must be passed along to the director of student conduct regarding the type of incident and its general location (on or off-campus, in the surrounding area, but no addresses are given) for publication in the Annual Security Report. This report helps to provide the community with a clear picture of the extent and nature of campus crime, to ensure greater community safety. Mandated federal reporters include: all faculty and staff, with the exception of university counselors and the chaplain acting in the purview of their position, and student staff with supervision responsibilities such as resident assistants and raider guides. AVI staff are not considered university staff and are exempt from this reporting requirement. The information to be shared includes the date, the location of the incident (using Clery location categories), and the Clery crime category. This reporting protects the identity of the victim and may be done anonymously.

Resolution Process for All Violations of the Civil Rights Equity Policy

The University of Mount Union will act on any formal or informal allegation or notice of violation of the Civil Rights Equity Policy, that is received by the Title IX co-coordinator or a member of the administration, faculty, or other employee.

The procedures described below apply to all allegations of harassment or discrimination on the basis of protected class. These procedures may also be used to address collateral misconduct occurring in conjunction with harassing or discriminatory conduct (e.g.: vandalism, physical abuse of another, etc.). All other allegations of misconduct unrelated to incidents covered by this policy will be addressed through the Code of Student Conduct procedures elaborated in the Student Handbook.

Overview

Upon notice to the Title IX co-coordinator, this resolution process involves a prompt preliminary inquiry to determine if there is reasonable cause to believe the nondiscrimination policy has been violated. If so, the University will initiate a confidential investigation that is thorough, reliable, impartial, prompt, and fair. The investigation and the subsequent resolution process determines whether the Civil Rights Equity Policy has been violated. If so, the University will promptly implement effective remedies designed to end the discrimination, prevent its recurrence and address its effects.

1. Equity Resolution Process (ERP)

Allegations of violations under the policy on nondiscrimination are resolved using the ERP. The ERP utilizes an ERP pool of trained faculty and staff members as investigators.
Members of the ERP pool are trained in all aspects of the resolution process, and can serve in any of the following roles, at the direction of the Title IX co-coordinator:

- To provide sensitive intake for and initial advice pertaining to allegations
- To investigate allegations
- To act as process advisors to those involved in the Equity Resolution Process

ERP pool members also recommend proactive policies, and serve in an educative role for the community. ERP pool members receive annual training organized by the Title IX co-coordinator, including a review of University policies and procedures as well as applicable federal and state laws and regulations so that they are able to appropriately address allegations, provide accurate information to members of the community, protect safety, and promote accountability. This training will include, but is not limited to: how to appropriately remedy, investigate, render findings, and determine appropriate sanctions in reference to all forms of harassment and discrimination allegations; the University’s Civil Rights Equity Policy and Resolution Process (including Sexual Misconduct); confidentiality and privacy; and applicable laws, regulations and federal regulatory guidance. All ERP pool members are required to attend this annual training to be eligible to serve.

2. Reporting Misconduct

Any member of the community, guest, or visitor who believes that the Civil Rights Equity Policy has been violated should contact the Title IX co-coordinator. It is also possible for students to notify an administrator or faculty member. Any member of the community, including visitors, may contact Campus Safety and Security to make a report. These individuals will in turn notify the Title IX co-coordinator. A reporting form at https://myhousing.mountunion.edu/mycoco/public/ may serve to initiate the resolution process.

All employees receiving reports of a potential violation of University policy are expected to promptly contact the Title IX co-coordinator, within 24 hours of becoming aware of a report or incident. All initial contacts will be treated with privacy: specific information on any allegations received by any party will be reported to the Title IX co-coordinator, but, subject to the University’s obligation to redress violations, every effort will be made to maintain the privacy of those initiating an allegation. In all cases, University will give consideration to the reporting party with respect to how the reported misconduct is pursued, but reserves the right, when necessary to protect the community, to investigate and pursue a resolution even when a reporting party chooses not to initiate or participate in the resolution process.
3. Preliminary Inquiry

Following receipt of notice or a report of misconduct, the Title IX co-coordinator engages in a preliminary inquiry to determine if there is reasonable cause to believe the nondiscrimination policy has been violated. The preliminary inquiry is typically 1-3 days in duration. This inquiry may also serve to help the Title IX co-coordinator to determine if the allegations indicate violence, threat, pattern, predation, and/or weapon, in the event that the reporting party has asked for no action to be taken. In any case where violence, threat, pattern, predation, and/or weapon is not indicated, the Title IX co-coordinator may respect a reporting party’s request for no action, and will investigate only so far as necessary to determine appropriate remedies. As necessary, the University reserves the right to initiate resolution proceedings without a formal report or participation by the reporting party.

In cases where the reporting party wishes to proceed or the University determines it must proceed, and the preliminary inquiry shows that reasonable cause exists, the Title IX co-coordinator will direct a formal investigation to commence and the allegation will be resolved through one of three processes discussed briefly here and in greater detail below:

- Conflict Resolution – typically used for less serious offenses and only when both parties agree to conflict resolution;
- Informal Resolution – a resolution without a hearing; or
- Formal Resolution – a resolution of contested allegations through a formal administrative hearing.

The process followed considers the preference of the parties, but is ultimately determined at the discretion of the Title IX co-coordinator. Conflict Resolution may only occur if selected by all parties. The parties can elect for Informal Resolution, but Informal Resolution may also apply if the responding party accepts responsibility for all alleged violations of policy. If either party or both parties select Formal Resolution, or the Title IX co-coordinator determines that Formal Resolution is appropriate, the allegation will be addressed using the Formal Resolution option.

If conflict resolution is desired by the reporting party, and appears appropriate given the nature of the alleged behavior, then the report does not proceed to investigation, unless a pattern of misconduct is suspected or there is an actual or perceived threat of further harm to the community or any of its members.

Once a formal investigation is commenced, the Title IX co-coordinator will provide written notification of the investigation to the parties at an appropriate time during the investigation. The University aims to complete all investigations within a sixty (60) calendar
day time period, which can be extended as necessary for appropriate cause by the Title IX co-coordinator with notice to the parties as appropriate.

If, during the preliminary inquiry or at any point during the formal investigation, the Title IX co-coordinator determines that there is no reasonable cause to believe that policy has been violated, the process will end unless the reporting party requests that the Title IX co-coordinator makes an extraordinary determination to re-open the investigation or to forward the matter for a hearing. This decision is left to the sole discretion of the Title IX co-coordinator.

4. Interim Remedies/Actions

The Title IX co-coordinator may provide interim remedies intended to address the short-term effects of harassment, discrimination, and/or retaliation, i.e., to redress harm to the reporting party and the community and to prevent further violations.

These remedies may include, but are not limited to:
- Referral to counseling and/or health services
- Education to the community
- Altering the housing situation of the responding party (or the reporting party, if desired)
- Providing campus escorts
- Providing transportation accommodations
- Implementing contact limitations between the parties
- Offering adjustments to academic deadlines, course schedules, etc.

The University may interim suspend a student or organization pending the completion of an ERP investigation and procedures, particularly when in the judgment of the Title IX co-coordinator the safety or well-being of any member(s) of the campus community may be jeopardized by the presence on-campus of the responding party or the ongoing activity of a student organization whose behavior is in question. In all cases in which an interim suspension is imposed, the student or student organization will be given the option to meet with the Title IX co-coordinator prior to such suspension being imposed, or as soon thereafter as reasonably possible, to show cause why the suspension should not be implemented. The Title IX co-coordinator has sole discretion to implement or stay an interim suspension and to determine its conditions and duration. Violation of an interim suspension under this policy will be grounds for expulsion or termination.

During an interim suspension or administrative leave, the student is banned from university property, functions, events, and activities without prior written approval from the director of student conduct or designee. As determined by the Title IX co-coordinator,
this restriction can include classes and/or all other University activities or privileges for which the student might otherwise be eligible. At the discretion of the Title IX co-coordinator, alternative coursework options may be pursued to ensure as minimal an impact as possible on the responding party.

The institution will maintain as confidential any interim actions or protective measures, provided confidentiality does not impair the institution’s ability to provide the interim actions or protective measures.

5. Investigation

Once the decision is made to commence a formal investigation, the Title IX co-coordinator appoints ERP pool members to conduct the investigation (typically using a team of two ERP investigators), usually within two (2) days of determining that an investigation should proceed. Investigations are completed expeditiously, normally within ten (10) days, though some investigations take weeks or even months, depending on the nature, extent, and complexity of the allegations, availability of witnesses, police involvement, etc.

The University may undertake a short delay in its investigation (several days to weeks, to allow evidence collection) when criminal charges on the basis of the same behaviors that invoke this process are being investigated. The University will promptly resume its investigation and resolution processes once notified by law enforcement that the initial evidence collection process is complete. University action will not typically be altered or precluded on the grounds that civil or criminal charges involving the same incident have been filed or that charges have been dismissed or reduced.

All investigations will be thorough, reliable, impartial, prompt, and fair. Investigations entail interviews with all relevant parties and witnesses, obtaining available evidence and identifying sources of expert information, as necessary.

The investigators will typically take the following steps, if not already completed (not necessarily in order):

- In coordination with campus partners (e.g.: the Title IX co-coordinator), initiate or assist with any necessary remedial actions;
- Determine the identity and contact information of the reporting party;
- Identify all policies allegedly violated;
- Assist the Title IX co-coordinator with an immediate preliminary inquiry to determine if there is reasonable cause to believe the responding party has violated policy.
If there is insufficient evidence to support reasonable cause, the inquiry should be closed with no further action;

- Meet with the reporting party to finalize their statement;
- Prepare the notice of allegations on the basis of the preliminary inquiry;
- Commence a thorough, reliable, and impartial investigation by developing a strategic investigation plan, including a witness list, evidence list, intended timeframe, and order of interviews for all witnesses and the responding party, who may be given notice prior to or at the time of the interview;
- If possible, provide written notification to the parties prior to their interviews that they may have the assistance of an ERP pool member or other advisor of their choosing present for all meetings attended by any of the parties;
- Provide the parties with a written description of the alleged violation(s), a list of all policies allegedly violated, a description of the applicable procedures and a statement of the potential sanctions/responsive actions that could result;
- Prior to the conclusion of the investigation, provide the reporting party and the responding party with a list of witnesses whose information will be used to render a finding;
- Allow each party the opportunity to suggest questions they wish the investigators to ask of the other party and witnesses.
- Provide the parties with all relevant evidence to be used in rendering a determination and provide each with a full and fair opportunity to address that evidence prior to a finding being rendered;
- Complete the investigation promptly, and without unreasonable deviation from the intended timeline;
- Provide regular updates to the reporting party throughout the investigation, and to the responding party, as appropriate;
- Recommend a finding, based on a preponderance of the evidence (whether a policy violation is more likely than not);
- Investigators and/or the director of student conduct or designee finalize and present the findings to the responding party, who may accept the findings, accept the findings in part and reject them in part, or may reject all findings;
- Investigators and/or the director of student conduct or designee will share the findings and update the reporting party on the status of the investigation and responding party's decision on the finding, without undue delay.

At any point during the investigation, if it is determined there is no reasonable cause to believe that University policy has been violated, the Title IX co-coordinator has authority to terminate the investigation and end resolution proceedings.
Witnesses (as distinguished from the parties) are expected to cooperate with and participate in the University’s investigation and the Equity Resolution Process. Any witness who declines to participate in or cooperate with an investigation will not be permitted to offer evidence or testimony later in a hearing (if a hearing is held). Witnesses may provide written statements in lieu of interviews during the investigation and may be interviewed remotely by phone, Skype, or similar technology, if they cannot be interviewed in person or if the investigators determine that timeliness or efficiency dictate a need for remote interviewing. Parties who elect not to participate in the investigation or to withhold information from the investigation will not have the opportunity to offer evidence during the hearing and/or appeal stages of the process if it could have been offered during the investigation. Failure to offer evidence prior to an appeal does not constitute grounds for appeal on the basis of new evidence.

No unauthorized audio or video recording of any kind is permitted during investigation meetings or other Equity Resolution Process proceedings.

6. Advisors

Each party is allowed to have an advisor of their choice present with them for all ERP meetings and proceedings, from intake through to final determination. The parties may select whomever they wish to serve as their advisor as long as the advisor is eligible and available, and not otherwise involved in the resolution process, such as serving as a witness. The advisor may be a friend, mentor, family member, attorney, or any other supporter a party chooses to advise them who is available and eligible. Witnesses cannot also serve as advisors. The parties may choose advisors from inside or outside the campus community. The Title IX co-coordinator will also offer to assign a trained ERP pool member or trained process advisor to serve as an advisor for any party. The parties may choose their advisor from the ERP pool, choose a non-trained advisor from outside the pool, if preferred, or proceed without an advisor.

The parties may be accompanied by their advisor in all meetings and interviews at which the party is entitled to be present, including intake and interviews. Advisors should help their advisees prepare for each meeting, and are expected to advise ethically, with integrity, and in good faith. The University cannot guarantee equal advisory rights, meaning that if one party selects an advisor who is an attorney, but the other party does not, or cannot afford an attorney, the University is not obligated to provide one.

All advisors are subject to the same campus rules, whether they are attorneys or not. Advisors may not address campus officials in a meeting or interview unless invited to. The advisor may not make a presentation or represent the reporting party or the responding party during any meeting or proceeding and may not speak on behalf of the advisee to
the investigators or hearing officer. The parties are expected to ask and respond to questions on their own behalf, without representation by their advisor. Advisors may confer quietly with their advisees or in writing as necessary, as long as they do not disrupt the process. For longer or more involved discussions, the parties and their advisors should ask for breaks or step out of meetings to allow for private conversation. Advisors will typically be given an opportunity to meet in advance of any interview or meeting with the administrative officials conducting that interview or meeting. This pre-meeting will allow advisors to clarify any questions they may have and allows the University an opportunity to clarify the role the advisor is expected to take.

Advisors are expected to refrain from interference with the investigation and resolution. Any advisor who steps out of their role will be warned once and only once. If the advisor continues to disrupt or otherwise fails to respect the limits of the advisor role, the advisor will be asked to leave the meeting. When an advisor is removed from a meeting, that meeting will typically continue without the advisor present. Subsequently, the Title IX co-coordinator will determine whether the advisor may be reinstated, may be replaced by a different advisor, or whether the party will forfeit the right to an advisor for the remainder of the process.

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

The University expects an advisor to adjust their schedule to allow them to attend University meetings when scheduled. The University does not typically change scheduled meetings to accommodate an advisor’s inability to attend. The University will, however, make reasonable provisions to allow an advisor who cannot attend in person to attend a meeting by telephone, video, and/or virtual meeting technologies as may be convenient and available.

A party may elect to change advisors during the process and is not locked into using the same advisor throughout.

The parties must advise the investigators of the identity of their advisor at least one (1) day before the date of their first meeting with investigators (or as soon as possible if a
more expeditious meeting is necessary or desired). The parties must provide, in a timely manner, notice to investigators if they change advisors at any time.

7. Conflict Resolution and Informal Resolution

Proceedings are private. All persons present at any time during any meeting or hearing are expected to maintain the privacy of the proceedings in accord with University policy. While the contents of the hearing are private, the parties have discretion to share their own experiences if they so choose, and should discuss doing so with their advisors.

Conflict Resolution

Conflict Resolution is often used for less serious, yet inappropriate, behaviors and is encouraged as an alternative to the formal hearing process to resolve conflicts. The Title IX co-coordinator will determine if conflict resolution is appropriate, based on the willingness of the parties, the nature of the conduct at issue, and the susceptibility of the conduct to conflict resolution. In a conflict resolution meeting, a trained administrator will facilitate a dialogue with the parties to an effective resolution, if possible. Sanctions are not possible as the result of a conflict resolution process, though the parties may agree to appropriate remedies. The Title IX co-coordinator will keep records of any resolution that is reached, and failure to abide by the accord can result in appropriate responsive actions.

Conflict Resolution will not be the primary resolution mechanism used to address reports of violent behavior of any kind or in other cases of serious violations of policy, though it may be made available after the formal process is completed should the parties and the Title IX co-coordinator believe that it could be beneficial. Mediation will not be used in cases of sexual violence. It is not necessary to pursue conflict resolution first in order to pursue Informal or Formal Resolution, and either party participating in Conflict Resolution can stop that process at any time and request a shift to either Informal or Formal Resolution.

Informal Resolution: Resolution Without a Hearing

Informal Resolution can be pursued for any behavior that falls within the Civil Rights Equity Policy at any time during the process. This option may be used when:

- A responding party admits responsibility for all or part of the alleged policy violations at any point in the process;
- When the investigation reaches a finding that the parties accept;
- When both parties elect to resolve the allegation using the Informal Resolution process and the Title IX co-coordinator assents;
In Informal Resolution, the investigator has the authority to address all collateral misconduct, meaning that they hear all allegations of discrimination, harassment, and retaliation, but also may address any additional alleged policy violations that have occurred in concert with the discrimination, harassment, or retaliation, even though those collateral allegations may not specifically fall within the Civil Rights Equity Policy and Process. Accordingly, investigations should be conducted with as wide a scope as necessary.

Any evidence that the investigator believes is relevant and credible may be considered, including history and pattern evidence. The investigator may exclude irrelevant or immaterial evidence and may choose to disregard evidence lacking in credibility or that is improperly prejudicial.

Unless the investigator determines it is appropriate, the investigation and the finding will not consider: (1) incidents not directly related to the possible violation, unless they show a pattern, (2) the sexual history of the reporting party (though there may be a limited exception made in regards to the sexual history between the parties), (3) or the character of the reporting party. While previous conduct violations by the responding party are not generally admissible as information about the present allegation, the investigators may consider information about previous good faith allegations and/or findings to consider as evidence of pattern and/or predatory conduct.

The investigator(s) will not meet with character witnesses, nor will they accept letters or other statements in regards to character.

The investigator(s) will base the determination(s) on the preponderance of the evidence, whether it is more likely than not that the responding party violated policy as alleged.

Typically, within ten (10) days of the close of an investigation which determines that a responding party is in violation of policy, the director of student conduct or designee will meet with the responding party to explain the finding(s) of the investigation. Once informed, the responding party may choose to admit responsibility for all or part of the alleged policy violations. If the responding party admits responsibility, in whole or in part, the director of student conduct or designee will render a determination that the individual is in violation of University policy for the admitted conduct, and will normally proceed to a formal hearing on any remaining disputed violations.

If the responding party admits to the violation(s), the director of student conduct or designee, in consultation as appropriate, will determine an appropriate sanction or responsive action. If the sanction/responsive action is accepted by both the reporting party and responding party, the director of student conduct or designee will implement the
finding and sanction, and act promptly and effectively to stop the harassment or discrimination, prevent its recurrence, and remedy the effects of the discriminatory conduct. No appeal is permitted.

If either party rejects the sanction/responsive action, a formal hearing will be held on the sanction/responsive action only, according to the Formal Resolution procedures below.

If alleged misconduct is resolved at this stage, the director of student conduct or designee will inform the parties of the final determination within three (3) days of the resolution, without significant time delay between notifications. Notification will be made in writing and may be delivered by one or more of the following methods: emailed to the parties’ University-issued email account (primary); in person; or mailed to the local or permanent address of the parties as indicated in official University records. Once emailed, mailed, and/or received in-person, notice will be presumptively delivered. The notification of outcome will specify the finding on each alleged policy violation, any sanctions that may result which the University is permitted to share according to state or federal law, and the rationale supporting the essential findings to the extent the University is permitted to share under state or federal law. The notice will also include information on when the results are considered by the University to be final, any changes that occur prior to finalization, and any appeal options that are available.

At any point during the Informal Resolution process, including at its conclusion, either party may request that the matter be referred to the Formal Resolution Process for presentation before an administrative hearing officer.

Formal Resolution: Resolution with a Hearing

For all contested allegations that are not resolved through either Conflict Resolution or Informal Resolution, the Title IX co-coordinator will initiate a formal administrative hearing within ten (10) days of the conclusion of the investigation, barring unusual circumstances.

Formal Hearing Procedures

Hearing Administrator

The Title IX co-coordinator will refer the investigation findings to an administrative hearing officer, generally the director of student conduct. The administrative hearing officer is responsible for convening the hearing and will determine the time of the hearing based on the academic schedules of the reporting and responding parties as appropriate.
Notice of Hearing

At least five (5) days prior to the hearing, or as far in advance as is reasonably possible if an accelerated hearing is scheduled with the consent of the parties, the administrative hearing officer will send a letter to the parties with the following information. Once emailed, mailed, and/or received in-person, notice will be presumptively delivered. The letter will contain:

- A description of the alleged violation(s), a list of all policies allegedly violated, a description of the applicable procedures, and a statement of the potential sanctions/responsive actions that could result.
- The time, date, and location of the hearing and a reminder that attendance is mandatory, superseding all other campus activities. If any party does not appear at the scheduled hearing, the hearing will be held in their absence. For compelling reasons, the administrative hearing officer may reschedule the hearing. Notification that the parties may have the assistance of an ERP pool member or other advisor of their choosing at the hearing (See Section 6: “Advisors” above).

Hearings for possible violations that occur near or after the end of an academic term and are unable to be resolved prior to the end of term will typically be held immediately after the end of the term or during the summer, as needed, to meet the resolution timeline followed by the University and remain within the sixty (60) day goal for resolution.

Hearing Procedures

Hearing panels will usually be convened within ten (10) days of the completion of the investigation and will be conducted in private. The director of student conduct or designee has the authority to hear all collateral misconduct, meaning that it hears all allegations of discrimination, harassment, and retaliation, but also may hear any additional alleged policy violations that have occurred in concert with the discrimination, harassment, or retaliation, even though those collateral allegations may not specifically fall within this policy’s jurisdiction. Accordingly, investigations should be conducted with as wide a scope as necessary.

Participants will include the title IX co-coordinator, director of student conduct, the investigator(s) who conducted the investigation, the reporting party, responding party (or up to three (3) organizational representatives where an organization is charged), advisors to the parties and any called witnesses.

Pre-Hearing

The director of student conduct will exchange the names of witnesses who will be participating in the hearing, all pertinent documentary evidence and the investigation report with all parties at least two (2) days prior to the hearing. Any witness scheduled to participate in the hearing must have been interviewed first by investigators (or have
proffered a written statement,) unless all parties consent to the participation of that witness in the hearing. In addition, the parties will be given a list of the name of the administrative hearing officer at least two (2) days in advance of the hearing. All objections to the administrative hearing officer must be raised in writing to the Title IX co-coordinator as soon as possible. Administrative hearing officers will only be unseated if the Title IX co-coordinator concludes that their bias precludes an impartial hearing of the allegation. When notified of the identity of the parties and all witnesses in advance of the hearing, the director of student conduct or designee who cannot make an objective determination must recuse themself from the proceedings.

The director of student conduct, in consultation with the parties and investigators, may decide in advance of the hearing that certain witnesses do not need to be physically present if their testimony can be adequately summarized by the investigator(s) in the investigation report or during the hearing. All parties will have ample opportunity to present facts and arguments in full and question all present witnesses during the hearing, though formal cross-examination is not used between the parties. If alternative attendance or questioning mechanisms are desired, such as the reporting party not wanting to be in the same room as the responding party for the hearing (screens, Skype, questions directed through the director of student conduct, etc.), the parties should request them from the director of student conduct at least two (2) days prior to the hearing. In the case of documented disabilities, Mount Union will make reasonable accommodations for the parties when requested in advance.

**Investigator Presents the Report**

Once the procedures are explained and the participants are introduced, the investigator will present the report of the investigation first and be subject to questioning by the parties and the administrative hearing officer. The investigator(s) will be present during the entire hearing process but will only be present during deliberations at the request of the administrative hearing officer. The findings of the investigation are not binding on the administrative hearing officer, though any undisputed conclusions of the investigation report will not be revisited, except as necessary to determine sanctions/responsive actions. Once the investigator(s) present their report and are questioned, the administrative hearing officer will permit the parties to provide relevant information in turn and permit questioning of and by the administrative hearing officer. The administrative hearing officer will then permit all present witnesses to provide relevant information and the administrative hearing officer and the parties will each be allowed to ask questions of the witnesses. Questions are usually directed to the parties and witnesses through the administrative hearing officer at the discretion of the administrative hearing officer.
Evidence Presented at the Hearing

Formal rules of evidence do not apply. Any evidence that the administrative hearing officer believes is relevant and credible may be considered, including history and pattern evidence. The administrative hearing officer will address any evidentiary concerns prior to and/or during the hearing, may exclude irrelevant or immaterial evidence, and may ask the panel to disregard evidence lacking in credibility or that is improperly prejudicial. The administrative hearing officer will determine all questions of procedure and evidence. Anyone appearing at the hearing to provide information will respond to questions on their own behalf.

Unless the administrative hearing officer determines it is appropriate, no one will present information or raise questions concerning: (1) incidents not directly related to the possible violation, unless they show a pattern, (2) the sexual history of the reporting party (though there may be a limited exception made in regards to the sexual history between the parties), (3) or the character of the reporting party. While previous conduct violations by the responding party are not generally admissible as information about the present allegation, the investigators will supply the administrative hearing officer with information about previous good faith allegations and/or findings to consider as evidence of pattern and/or predatory conduct.

There will be no observers in the hearing. The administrative hearing officer may allow witnesses who have relevant information to appear at a portion of the hearing in order to respond to specific questions from the administrative hearing officer or the parties involved, and then be excused. The administrative hearing officer does not hear from character witnesses.

In hearings involving more than one responding party or in which two (2) or more reporting parties have accused the same individual of substantially similar conduct, the standard procedure will be to hear the allegations jointly; however, the Title IX co-coordinator may permit the hearing pertinent to each responding party to be conducted separately. In joint hearings, separate determinations of responsibility will be made for each responding party.

Proceedings are private. All persons present at any time during the hearing are expected to maintain the privacy of the proceedings in accord with University policy. While the contents of the hearing are private, the parties have discretion to share their own experiences if they so choose, and should discuss doing so with their advisors.

Hearings (except for deliberations) are recorded for purposes of review in the event of an appeal. The parties may not record the proceedings and no other unauthorized recordings
are permitted. The administrative hearing officer, the parties, and appropriate administrative officers of the University will be allowed to listen to the recording in a location determined by the Title IX co-coordinator. No person will be given or be allowed to make a copy of the recording without permission of the Title IX co-coordinator.

**Alternative Testimony Options**

For sexual misconduct reports, and other reports of a sensitive nature, the reporting party will be offered alternative testimony options, such as placing a privacy screen in the hearing room or testifying outside the physical presence of the responding party, such as by Skype or phone. While these options are intended to help make the reporting party more comfortable, they are not intended to work to the disadvantage of the responding party.

**Deliberation and Decisions**

The administrative hearing officer will deliberate in closed session to determine whether the responding party is responsible or not responsible for the policy violation(s) in question. The administrative hearing officer will base its determination(s) on a preponderance of the evidence (i.e., whether it is more likely than not that the responding party committed each alleged violation). If a responding party or organization is found responsible by the administrative hearing officer, the administrative hearing officer will recommend appropriate sanctions.

The administrative hearing officer will prepare a written deliberation report and deliver it to the Title IX co-coordinator, detailing the recommended finding, the information cited by the administrative hearing officer in support of its recommendation and any information the administrative hearing officer excluded from consideration and why. The report should conclude with any sanctions. This report should not exceed two (2) pages in length and must be submitted to the Title IX co-coordinator within two (2) days of the end of deliberations, unless the Title IX co-coordinator grants an extension.

The director of student conduct or designee will inform the parties of the final determination – both the finding(s) and applicable sanction(s) within three (3) days of the hearing, without significant time delay between notifications. Notification will be made in writing and may be delivered by one or more of the following methods: emailed to the parties’ University-issued email account; in person; or mailed to the local or permanent address of the parties as indicated in official University records. Once emailed, mailed, and/or received in-person, notice will be presumptively delivered. The notification of outcome will specify the finding on each alleged policy violation, any sanctions that may result which the University is permitted to share according to state or federal law, and the rationale supporting the essential findings to the extent the University is permitted to share under state or federal law. The notice will also include information on when the
results are considered by the University to be final, any changes that occur prior to finalization and any appeal options that are available.

Sanctions

The administrative hearing officer assigned to the resolution will determine the sanctions or responsive actions. Factors considered when determining a sanction/responsive action may include:

- The nature, severity of, and circumstances surrounding the violation;
- An individual’s conduct history;
- Previous allegations or allegations involving similar conduct;
- Any other information deemed relevant by the hearing officer;
- The need for sanctions/responsive actions to bring an end to the discrimination, harassment, and/or retaliation;
- The need for sanctions/responsive actions to prevent the future recurrence of discrimination, harassment, and/or retaliation;
- The need to remedy the effects of the discrimination, harassment, and/or retaliation on the reporting party and the community.

Student Sanctions

The following are the usual sanctions that may be imposed upon students or organizations singly or in combination:

- Warning: An official written notice that the student has violated the Code of Student Conduct, that such behavior is unacceptable, and that more severe conduct action will result should the student be involved in other violations while the student is enrolled at the University.
- Restitution: Compensation for damage caused to the University or any person’s property. This could also include situations such as failure to return a reserved space to proper condition – labor costs and expenses. This is not a fine but, rather, a repayment for labor costs and/or the value of property destroyed, damaged, consumed, or stolen. This may take the form of appropriate service and/or monetary replacement.
- Fines: Reasonable fines may be imposed.
- Community Service Requirements: For a student or organization to complete a specific supervised university and/or community service.
- Loss of Privileges: The student will be denied specified privileges for a designated period of time.
- Confiscation of Prohibited Property: Items whose presence is in violation of University policy will be confiscated and will generally become the property of the University. Prohibited items may be returned to the owner at the discretion of the
appropriate university administrator or designee. For more information see the Confiscation Policy on page 140 of the Student Handbook.

- Educational Sanctions: This includes required activities including, but not limited to, seeking counseling or substance abuse screening, writing a letter of apology, etc.
- Educational Program: Requirement to attend, present, and/or participate in a program related to the violation. It may also be a requirement to sponsor or assist with a program for others on campus to aid them in learning about a specific topic or issue related to the violation for which the student or organization was found responsible. Audience may be restricted.
- Restriction of Visitation Privileges: May be imposed on a resident or non-resident student. The parameters of the restriction will be specified.
- Housing Probation: Official notice that, should further violations of Residence Life or University policies occur during a specified probationary period, the student may immediately be removed from University housing. Regular probationary meetings may also be imposed.
- Housing Reassignment: Reassignment to another University housing facility. Residential Life personnel will decide on the reassignment details in collaboration with the director of student conduct or designee. When a student is reassigned within University housing, they are banned from the building or hall they were reassigned from for the rest of the academic year unless otherwise noted in their decision letter.
- Housing Suspension: Removal from University housing for a specified period of time after which the student is eligible to return. Conditions for re-admission to University housing may be specified. Under this sanction, a student is required to vacate University housing within 24 hours of notification of the action, though this deadline may be extended upon application to, and at the discretion of, the director of residence life. This sanction may be enforced with a trespass action if deemed necessary. Prior to reapplication for University housing, the student must gain permission from the director of residence life or designee. When a student is suspended from University housing, they are banned from all housing facilities until they have received permission to return to University housing.
- Housing Expulsion: The student’s privilege to live in, or visit, any University housing structure is revoked indefinitely. This sanction may be enforced with a trespass action if deemed necessary.
- University Probation: The student is put on official notice that, should further violations of University policies occur during a specified probationary period, the student may face more severe sanctions, including suspension or expulsion. Regular probationary meetings may also be imposed. A student on University probation is deemed “not in good standing” with the institution.
• **Suspension:** Separation from the University for a specified minimum period of time, after which the student is eligible to return. Eligibility may be contingent upon satisfaction of specific conditions noted at the time of suspension. The student is required to vacate the campus within 24 hours of notification of the action, though this deadline may be extended upon application to, and at the discretion of, the director of student conduct or designee. During the suspension period, the student is banned from university property, functions, events and activities without prior written approval from the director of student conduct or designee. This sanction may be enforced with a trespass action as necessary.

• **Expulsion:** Permanent separation from the University. The student is banned from university property and the student’s presence at any University-sponsored activity or event is prohibited. This action may be enforced with a trespass action as necessary.

• **Other Sanctions:** Additional or alternate sanctions may be created and designed as deemed appropriate to the offense with the approval of the director of student conduct or designee.

The following sanctions may be imposed upon groups or organizations found to have violated the Civil Rights Equity Policy:

• One or more of the sanctions listed above; and/or

• Deactivation, loss of recognition, and/or loss of all privileges (including status as a University registered group/organization), for a specified period of time.

**Withdrawal or Resignation While Charges Pending**

The University does not permit a student to withdraw if that student has an allegation pending for violation of the Civil Rights Equity Policy. Should a student decide to leave and/or not participate in the ERP, the process will nonetheless proceed in the student’s absence to a reasonable resolution and that student will not be permitted to return to Mount Union unless all sanctions have been satisfied. The student will not have access to an academic transcript until the allegations have been resolved.

**Appeals**

Both the reporting and responding party may request an appeal of the decision of the administrative hearing officer by filing a written request to the director of student conduct or designee subject to the procedures outlined below. All sanctions imposed by the original hearing body remain in effect, and both the reporting and responding party should be informed in a timely manner of the status of requests for appeal, the status of the appeal consideration, and the results of the appeal decision. Any party may appeal, but appeals are limited to the following grounds:
• A procedural error or omission occurred that significantly impacted the outcome of the hearing (e.g. substantiated bias, material deviation from established procedures, etc.).
• To consider new evidence, unknown or unavailable during the original hearing or investigation, that could substantially impact the original finding or sanction. A summary of this new evidence, why it was not available at the time of the original hearing, and its potential impact must be included.
• The sanctions imposed are excessive and/or fall outside the range of sanctions the University has designated for this offense and the cumulative record of the responding party.

Appeals must be filed from the student’s Mount Union email with the director of student conduct or designee (via studentconduct@mountunion.edu) on the appeal form (obtained on the Student Conduct website or from the director of student conduct) within three (3) business days of the notice of the outcome to the hearing, barring exigent circumstances. Any exceptions are made at the discretion of the Title IX co-coordinator.

The Appeal Panel will be made up of the vice president for student affairs/dean of students, a student member of the student conduct board, and a faculty member of the student conduct board. This Panel will be appointed by the Title IX co-coordinator. In situations where it is not possible for a panel to be convened, such as when class is not in session, appeals will be heard by the vice president for student affairs/dean of students.

The Appeal Panel will review the appeal request(s). The original finding and sanction/responsive actions will stand if the appeal is not timely or is not based on the grounds listed above, and such a decision is final. The party requesting appeal must show that the grounds for an appeal request have been met, and the other party or parties may show the grounds have not been met, or that additional grounds are met. The original finding and sanction are presumed to have been decided reasonably and appropriately.

When any party requests an appeal, the Title IX co-coordinator will share the appeal request with the other party(ies), who may file a response within three (3) days and/or bring their own appeal on separate grounds within the original timeframe. If new grounds are raised, the original appealing party will be permitted to submit a written response to these new grounds within three (3) days. Any response or appeal request will be shared with each party.

Where the Appeal Panel finds that at least one of the grounds is met by at least one party, additional principles governing the hearing of appeals will include the following:

• Decisions by the Appeal Panel are to be deferential to the original decision, making changes to the finding only where there is clear error and to the sanction/responsive action only if there is a compelling justification to do so.
Appeals are not intended to be full re-hearings (de novo) of the allegation. In most cases, appeals are confined to a review of the written documentation or record of the original hearing, and pertinent documentation regarding the grounds for appeal. An appeal is not an opportunity for appeal panelists to substitute their judgment for that of the original hearing panel merely because they disagree with its finding and/or sanctions.

Appeals granted based on new evidence should normally be remanded to the original administrative hearing officer or investigators for reconsideration. Other appeals may be remanded at the discretion of the Title IX co-coordinator or, in limited circumstances, heard by the three-member Appeal Panel.

Sanctions imposed as the result of the Formal or Informal Resolution processes are implemented immediately unless the Title IX co-coordinator or designee stays their implementation in extraordinary circumstances, pending the outcome of the appeal.

- For students: Graduation, study abroad, internships/externships, etc. do NOT in and of themselves constitute exigent circumstances, and students may not be able to participate in those activities during their appeal.

The Title IX co-coordinator will confer with the Appeal Panel, incorporate the results of any remanded grounds, and render a written decision on the appeal to all parties within three (3) days from hearing of the appeal or remand.

All parties should be informed of whether the grounds for an appeal are accepted and the results of the appeal decision or remand.

Once an appeal is decided, the outcome is final: further appeals are not permitted, even if a decision or sanction is changed on remand (except in the case of a new hearing).

All parties will be informed in writing within three (3) days of the outcome of the Appeal Panel, without significant time delay between notifications, and in accordance with the standards for notice of outcome as defined above.

In rare cases where a procedural or substantive error cannot be cured by the original administrative hearing officer (as in cases of bias), the Appeal Panel may recommend a new hearing with a new administrative hearing officer. The results of a remand to an administrative hearing officer cannot be appealed. The results of a new hearing can be appealed, once, on any of the three applicable grounds for appeals.

In cases where the appeal results in reinstatement to the University or resumption of privileges, all reasonable attempts will be made to restore the responding party to their prior status, recognizing that some opportunities lost may be irreparable in the short term.
Long-Term Remedies/Actions

Following the conclusion of the Equity Resolution Process and in addition to any sanctions implemented, the Title IX co-coordinator may utilize long-term remedies or actions to stop the harassment or discrimination, remedy its effects and prevent their reoccurrence. These remedies/actions may include, but are not limited to:

- Referral to counseling and health services
- Education to the community
- Permanently altering the housing situation of the responding party (or the reporting party, if desired)
- Providing campus escorts
- Climate surveys
- Policy modification
- Providing transportation accommodations
- Implementing long-term contact limitations between the parties
- Offering adjustments to academic deadlines, course schedules, etc.

At the discretion of the Title IX co-coordinator, long-term remedies may also be provided even when the responding party is found not responsible.

The institution will maintain as confidential any long-term remedies/actions or protective measures, provided confidentiality does not impair the institution’s ability to provide the actions or protective measures.

Failure to Complete Sanctions/Comply with Interim and Long-term Remedies/Responsive Actions

All responding parties are expected to comply with conduct sanctions, responsive actions and corrective actions within the timeframe specified. Failure to abide by these conduct sanctions, responsive actions and corrective actions by the date specified, whether by refusal, neglect, or any other reason, may result in additional sanctions/responsive/corrective actions and/or suspension, expulsion and/or termination from the University. Sanction completion will be determined by the director of student conduct. A suspension will only be lifted when compliance is achieved to the satisfaction of the director of student conduct.

Records

In implementing this policy, records of all allegations, investigations, resolutions, and hearings will be kept by the director of student conduct indefinitely in the student conduct database.
Statement of the Rights of the Parties

Statement of the Reporting Party’s rights:

- The right to investigation and appropriate resolution of all credible allegations of sexual misconduct or discrimination made in good faith to University officials;
- The right to be informed in advance of any public release of information regarding the incident;
- The right not to have any personally identifiable information released to the public, without their consent;
- The right to be treated with respect by University officials;
- The right to have University policies and procedures followed without material deviation;
- The right not to be pressured to mediate or otherwise informally resolve any reported misconduct involving violence, including sexual violence;
- The right not to be discouraged by University officials from reporting sexual misconduct or discrimination to both on-campus and off-campus authorities;
- The right to be informed by University officials of options to notify proper law enforcement authorities, including on-campus and local police, and the option to be assisted by campus authorities in notifying such authorities, if the reporting party so chooses. This also includes the right not to be pressured to report, however, State Law requires university officials to notify the police if they have knowledge of a felony;
- The right to have reports of sexual misconduct responded to promptly and with sensitivity by campus safety and security and other campus officials;
- The right to be notified of available counseling, mental health, victim advocacy, health, legal assistance, student financial aid, visa and immigration assistance, or other student services, both on campus and in the community;
- The right to a campus no contact order (or a trespass order through the local authorities against a student or a non-affiliated third party) when someone has engaged in or threatens to engage in stalking, threatening, harassing, or other improper behavior that presents a danger to the welfare of the reporting party or others;
- The right to notification of and options for, and available assistance in, changing academic and living situations after an alleged sexual misconduct incident, if so requested by the reporting party and if such changes are reasonably available (no formal report, or investigation, campus or criminal, need occur before this option is available). Accommodations may include:
  - Change of an on-campus student’s housing to a different on-campus location;
  - Assistance from University support staff in completing the relocation;
  - Transportation accommodations;
  - Arranging to dissolve a housing contract and pro-rating a refund;
  - Exam (paper, assignment) rescheduling;
• Taking an incomplete in a class;
• Transferring class sections;
• Temporary withdrawal;
• Alternative course completion options;

• The right to have the University maintain such accommodations for as long as is necessary, and for protective measures to remain confidential, provided confidentiality does not impair the institution’s ability to provide the accommodations or protective measures;
• The right to be fully informed of campus policies and procedures as well as the nature and extent of all alleged violations contained within the report;
• The right to ask the investigators to identify and question relevant witnesses, including expert witnesses provided by the reporting party;
• The right to review all documentary evidence available regarding the report, subject to the privacy limitations imposed by state and federal law, at least 48 hours prior to the hearing;
• The right to be informed of the names of all witnesses who will be called to give testimony, at least two (2) days prior to the hearing, except in cases where a witness’s identity will not be revealed to the responding party for compelling safety reasons (this does not include the name of the reporting party, which will always be revealed);
• The right not to have irrelevant prior sexual history admitted as evidence;
• The right to regular updates on the status of the investigation and/or resolution;
• The right to have reports heard by administrative hearing officers who have received at least eight hours of annual sexual misconduct training;
• The right to preservation of privacy, to the extent possible and permitted by law;
• The right to meetings, interviews, and/or hearings that are closed to the public;
• The right to petition that any University representative in the process be recused on the basis of demonstrated bias and/or conflict of interest;
• The right to bring a victim advocate or advisor of the reporting party’s choosing to all phases of the investigation and resolution proceeding;
• The right to provide evidence by means other than being in the same room with the responding party;
• The right to be present for all testimony given and evidence presented during any resolution-related hearing;
• The right to submit an impact statement, in person or in writing, to the administrative hearing officer following determination of responsibility, but prior to sanctioning;
• The right to be promptly informed of the outcome and sanction of the resolution process in writing, without undue delay between the notifications to the parties;
• The right to be informed in writing of when a decision by the University is considered final, any changes to the sanction to occur before the decision is finalized, to be informed of the right to appeal the finding and sanction of the resolution process, and
the procedures for doing so in accordance with the standards for appeal established by the University.

Statement of the Responding Party’s rights:

- The right to investigation and appropriate resolution of all credible reports of sexual misconduct and/or discrimination made in good faith to University administrators;
- The right to be informed in advance, when possible, of any public release of information regarding the report;
- The right to be treated with respect by University officials;
- The right to have University policies and procedures followed without material deviation;
- The right to be informed of, and have access to, campus resources for medical, health, counseling, and advisory services;
- The right to timely written notice of all alleged violations, including the nature of the violation(s), the applicable policies, procedures, and possible sanctions;
- The right to a hearing on the report, including timely notice of the hearing date, and adequate time for preparation;
- The right to review all documentary evidence available regarding the report, subject to the privacy limitations imposed by state and federal law, at least two (2) days prior to the hearing;
- The right to be informed of the names of all witnesses who will be called to give testimony, at least two (2) days prior to the hearing, except in cases where a witness’s identity will not be revealed to the responding party for compelling safety reasons (this does not include the name of the reporting party, which will always be revealed);
- The right not to have irrelevant prior sexual history admitted as evidence in a campus resolution process;
- The right to have reports heard by administrative hearing officers who have received at least 8 hours of annual training;
- The right to petition that any University representative be recused from the resolution process on the basis of demonstrated bias and/or conflict of interest;
- The right to a panel that is not single-sex in its composition, if a panel is used;
- The right to meetings, interviews, and hearings that are closed to the public;
- The right to have an advisor of their choice to accompany and assist in the campus resolution process;
- The right to a fundamentally fair resolution, as defined in these procedures;
- The right to submit an impact statement, in person or in writing, to the administrative hearing officer following any determination of responsibility, but prior to sanctioning;
- The right to a decision based solely on evidence presented during the resolution process. Such evidence shall be credible, relevant, based in fact, and without prejudice;
• The right to be promptly informed of the outcome and sanction of the resolution process in writing, without undue delay between the notifications to the parties;
• The right to be informed in writing of when a decision of the University is considered final, any changes to the sanction to occur before the decision is finalized, to be informed of the right to appeal the finding and/or the sanction of the resolution process, and the procedures for doing so in accordance with the standards for appeal established by the University.

Disabilities Accommodation in the Equity Resolution Process

Mount Union is committed to providing qualified students with disabilities with reasonable accommodations and support needed to ensure equal access to the Equity Resolution Process at the University. Anyone needing such accommodations or support should contact the director of accessibility services, who will review the request and, in consultation with the person requesting the accommodation, and the Title IX co-coordinator, determine which accommodations are appropriate and necessary for full participation.

Revision

These policies and procedures will be reviewed and updated annually by the Title IX co-coordinator or designee. The University reserves the right to make changes to this document as necessary and once those changes are posted online, they are in effect. The Title IX co-coordinator may make minor modifications to procedure that do not materially jeopardize the fairness owed to any party, such as to accommodate summer schedules, etc. The Title IX co-coordinator may also vary procedures materially with notice (on the institutional web site, with appropriate date of effect identified) upon determining that changes to law or regulation require policy or procedural alterations not reflected in this policy and procedure. Procedures in effect at the time of the resolution will apply to resolution of incidents, regardless of when the incident occurred. Policy in effect at the time of the offense will apply even if the policy is changed subsequently but prior to resolution, unless the parties consent to be bound by the current policy. If government regulations change in a way that impacts this document, this document will be construed to comply with government regulations in their most recent form.

This document does not create legally enforceable protections beyond the protection of state and federal laws which frame such codes generally.

This policy and procedure was implemented on August 21, 2017.
Creation, Retention, and Storage of Records Related to Alleged Violations of the Civil Rights Equity Policy

Policy Scope

This policy covers records maintained in any medium that are created pursuant to the College’s Civil Rights Equity Policy and/or the regular business of the University’s Title IX co-coordinators. All such records are considered private by the Office of Student Affairs, in accordance with FERPA and the directive from the Department of Education to maintain the confidentiality of records related to Title IX. These records may be shared internally with those who have a legitimate educational or administrative need-to-know, and will be shared with the parties to an investigation under the Civil Rights Equity Policy per the terms of this policy, applicable state and/or federal law, including FERPA, and/or Clery/VAWA §304. The Office of Student Affairs controls the dissemination and sharing of any records under its control.

Types of Records Covered Under this Policy

Records Pertaining to the Grievance-Resolution Process. These records include, but are not limited to:

- Documentation of notice to the institution including incident reports;
- Anonymous reports;
- Any documentation supporting the preliminary inquiry;
- Investigation-related evidence (e.g., physical and documentary evidence collected and interview transcripts);
- Documentation related to the grievance-resolution process;
- The final investigative report (including findings and the basis for those findings);
- Remedy-related documentation;
- Resource and accommodation-related documentation;
- Appeal-related documentation;
- Any other records typically maintained by the University as the investigation file.

Specific examples of records pertaining to the resolution process include, but are not limited to: anonymous reports; intake documentation; incident reports; the written grievance; the names of the reporting party (if available), the responding party, any witnesses; any relevant statements or other evidence obtained; interview notes or transcripts; timelines, flowcharts and other forms used in the investigation process; witness lists, correspondence, telephone logs, evidence logs and other documents related to the processing of an investigation; correspondence relating to the substance of the investigation; actions taken on behalf of the reporting party; actions taken to restrict the responding party; any interim measures taken for the parties; correspondence with the
parties; medical, mental health, and forensic record evidence obtained during the course of the investigation; police reports; expert sources used in consideration of the evidence; documentation of outcome and rationale; correspondence and documentation of the appeal process; documentation of any sanctions resulting from the resolution process; and documentation of any reported retaliatory behavior, as well as all action taken to address these reports.

**Drafts and Working Files**

Drafts and “working files” are not considered records that must be maintained by the University, and these are typically destroyed during the course of an investigation or at its conclusion. They are preliminary versions of records and other documents that do not state a final position on the subject matter reviewed or are not considered to be in final form by their creator and/or the Title IX co-ordinator. An example is a draft of a preliminary investigative report submitted to the Title IX co-ordinator for review prior to finalization. An example of a “working file” would be the investigator notes made during one interview with topics the investigator wants to revisit in subsequent interviews. Sole possession records maintained as such in accordance with FERPA are also included in this category.

**Attorney Work-Product**

Communications from the Office of Student Affairs or its designees with the University’s legal counsel may be work product protected by attorney-client confidentiality. These communications are not considered records to be maintained by the Office of Student Conduct unless the Title IX co-ordinator, in consultation with legal counsel as necessary, determines that these communications should be included as records.

**Record Storage**

Records may be created and maintained in different media formats; this policy applies to all records, irrespective of format. All records created pursuant to the Civil Rights Equity Policy, as defined above, must be stored in the conduct database. The complete file must be transferred to the Title IX co-coordinator within fourteen (14) days of resolution of the grievance (including any appeal), if the file is not maintained within the student conduct database already. Security protocols must be in place to preserve the integrity and privacy of any parts of any record that is maintained in an investigator’s office during the pendency of an investigation.

The Title IX co-coordinator will store all records created pursuant to the Civil Rights Equity Policy, regardless of the identities of the parties.

Any extra copies of the records (both digital and paper) must be destroyed.
A copy of records showing compliance with Clery Act requirements by Title IX personnel will be maintained along with the case file in the student conduct database and in a separate aggregate annual Clery Act composite file, as well.

**Record Retention**

All records created and maintained pursuant to the Sexual Misconduct Policy must be retained indefinitely by the Title IX Office (in database, digital, and/or paper form) unless destruction or expungement is authorized by the Title IX Coordinator, who may act under their own discretion, or in accordance with a duly executed and binding settlement of claim, and/or by court order.

**Record Access**

Access to records created pursuant to the Civil Rights Equity Policy or housed in the student conduct database is strictly limited to the Title IX coordinators and any individual the coordinators authorize in writing, at their discretion or via permission levels within the database. Those who are granted broad access to the records of the Title IX coordinators are expected to only access records pertinent to their scope or work or specific assignment. Anyone who accesses such records without proper authorization may be subject to an investigation and possible discipline/sanction. The discipline/sanction for unauthorized access of records covered by this policy will be at the discretion of the appropriate disciplinary authority, consistent with other relevant college policies and procedures.

**Record Security:**

The Title IX coordinators are expected to maintain appropriate security practices for all records, including password protection, lock and key, and other barriers to access as appropriate. Record security should include protection from flood, fire, and other potential emergencies. Clothing, forensic, and other physical evidence should be stored with campus safety and security. All physical evidence will be maintained in a facility that is reasonably protected from flood and fire. A catalogue of all physical evidence will be retained with the case file.

**Information Supplementing the University Civil Rights Equity Policy**

In addition to the information provided in the University Civil Rights Equity Policy, students should know that rape is a crime that can be reported to civil authorities. Rape is often thought of as a violent attack on a woman by a stranger who uses a weapon to threaten his victim, but this description does not apply to the majority of rapes that take place in the United States. “Victims of rape and sexual assault report that in nearly 3 out of 4 incidents, the offender was not a stranger...two thirds of the victims 18 to 29 years old had a prior relationship with the rapist” (2016, THE NCHERM GROUP, LLC/ATIXA). Therefore,
University students are more likely to be victimized by someone they know, and perhaps trust, than by someone who is a stranger. People of any gender can be victims. Non-consensual intercourse by a person one knows is often referred to as date rape or acquaintance rape, both of which are as serious an offense as stranger rape.

**Resources for Victims of Sexual Harassment and Assault**

**University Campus Resources**
- **Campus Safety and Security**
  Open 24 hours at 405 W Simpson St.
  Contact them at (330) 428-1344 (or by dialing “SAFE” from any campus phone)
- **Counseling Services**
  Located in the Professional Building at the Alliance Community Hospital.
  Contact them during normal business hours at (330) 823-2886. A Counselor on Duty can be reached by Campus Safety and Security at any time.
- **Student Health Services**
  Located in the Professional Building at the Alliance Community Hospital.
  Contact them during normal business hours at (330) 596-7995.
- **Director of student conduct**
  Located in the Student Affairs Office in HPPC.
  Contact them during normal business hours at (330) 823-7288.
- **University Title IX co-coordinator**
  Located in the Student Affairs Office in HPPC.
  Contact them during normal business hours at (330) 823-2496.

**Community Resources**
- **Alliance Area Rape Crisis Hotline** - (330) 821-RAPE (7273)
- **Alliance Area Domestic Violence Shelter (24-Hour Hotline)** – (330) 823-7223
- **COMPASS Rape Crisis Services of Stark County (24-Hour Hotline)** – (330) 452-1111
- **Conquest Services of Stark County** – 1207 W. State Street, Suite M, Alliance – (330) 821-7478
- **Domestic Violence Project (24-Hour Hotline)** - (330) 453-SAFE (7233)

**Frequently Asked Questions**

The following are some of the most commonly asked questions regarding the University’s Civil Rights Equity Policy and procedures.

**Does a complaint remain confidential?**
Reports made to counselors, health service providers, and clergy will be kept confidential. All other reports are considered private. The privacy of all parties to a complaint of sexual misconduct will be maintained, except insofar as it interferes with the University’s obligation to fully investigate allegations of sexual misconduct. Where information is
shared, it will still be tightly controlled on a need-to-know basis. Dissemination of information and/or written materials to persons not involved in the complaint procedure is not permitted.

In all complaints of sexual misconduct, the reporting party will be informed of the outcome. In some instances, the administration also may choose to make a brief announcement of the nature of the violation and the action taken, to the community, though personally identifying information about the reporting party will not be shared. Certain University administrators are informed privately (e.g., the president of the University, director of student conduct, Title IX coordinator, director of campus safety and security, etc.) of the outcome and any change to a student’s status, as necessary. The University must statistically report the occurrence on campus of any of seven major violent crimes, including certain sex offenses, and hate crimes in an annual report of campus crime statistics. This statistical report does not include personally identifiable information.

**Will my parents/guardians be told?**
No, not unless you tell them. Whether you are the reporting party or the responding party, the University’s primary relationship is to the student and not to the parent/guardian. However, in the event of major medical, conduct action, or academic jeopardy, students are strongly encouraged to inform their parents. University officials may directly inform parents when requested to do so by a student, or in a life-threatening situation, in the case that the student is a minor, or if the student has signed a FERPA Waiver which allows such communication.

**Will I have to confront the alleged perpetrator?**
Yes, if you file a formal complaint, but not directly. Sexual misconduct is a serious offense and the responding party has the right to question the reporting party; however, the University does provide options for allowing questioning without direct contact, including conference phones, Skype, using a room divider or using separate hearing rooms.

**Do I have to name the alleged perpetrator?**
Yes, if you want formal conduct action to be taken against the alleged perpetrator. No, if you do not feel comfortable sharing further information. One should consult the complete privacy policy described above to better understand the University’s legal obligations regarding information that is shared with various University officials.

**What should I do if I am accused of sexual misconduct?**
First, do not contact the responding party. You may immediately want to contact someone who can act as your advisor; anyone may serve as your advisor. You may also contact the director of student conduct, who can explain the University’s procedures for dealing with
sexual misconduct complaints. You may also want to talk to a confidential counselor in Counseling Services.

**What should I do about legal advice?**

Victims of criminal sexual assault need not retain a private attorney to seek prosecution because legal issues will be handled through a representative from the District Attorney’s office. You may want to retain an attorney if you are the responding party. Victims may also want to retain an attorney if you are considering civil action against the alleged perpetrator. Both the reporting and responding party can use an attorney as their advisor during the campus’ investigative and hearing processes.

**How can the University help to remedy the effects of discrimination?**

If you want to move, or have the responding party moved, you may request a room change. Room changes under these circumstances are considered emergencies. It is the University’s policy that in emergency room changes, the student is moved to the first available, suitable room. Other accommodations available to you might include:

1. Assistance from University support staff in completing the relocation;
2. Arranging to dissolve a housing contract and pro-rating a refund;
3. Exam, paper, or assignment rescheduling;
4. Taking an incomplete in a class;
5. Transferring class sections;
6. Temporary withdrawal; and/or
7. Alternative course completion options;
8. A no-contact order;
9. Assistance in obtaining or enforcing a court ordered restriction;
10. Counseling assistance;
11. Escorts or other campus safety protections.

**What should I do to preserve evidence of a sexual assault?**

Physical information of a sexual assault must be collected within about 120 hours of the assault for it to be useful in a criminal prosecution. If you believe you have been a victim of a sexual assault, you should go to a hospital Emergency Room before washing yourself or your clothing. A sexual assault nurse examiner (SANE) is on call at either Aultman Hospital or Mercy Medical Center in Canton and will counsel you. If you go to the hospital, local police will be called but you are not obligated to talk to the police or to prosecute. The exam will help to keep that option open for you should you decide later to exercise it.

The hospital staff will collect information, check for injuries, and address the possibility of exposure to sexually transmitted infections. If you have changed clothing since the assault, bring the clothing you had on at the time of the assault with you to the hospital in a clean,
sanitary container such as a clean paper grocery bag or wrapped in a clean sheet. (Plastic containers do not breathe and may render forensic information useless.) If you have not changed clothes, bring a change of clothes with you to the hospital, if possible, as they will likely keep the clothes you are wearing as evidence. You can take a support person with you to the hospital, and they can accompany you through the exam, if you want. Do not disturb the crime scene—leave all sheets, towels, etc. that may bear information for the police to collect.

**Will either party’s prior use of drugs and/or alcohol be considered when reporting sexual misconduct?**

No, not unless there is a compelling reason to believe that prior use or abuse is relevant to the present complaint.

**Will a student be sanctioned when reporting an act of sexual misconduct if the student has illegally used drugs or alcohol?**

No. The University offers amnesty in such situations. The seriousness of sexual misconduct is a major concern and the University does not want any of the circumstances (e.g., drug or alcohol use) to inhibit the reporting of sexual misconduct. (See “Amnesty” policy in Section 8(C) of the Code of Student Conduct.)

**What should I do if I am uncertain about what happened?**

If you believe that you have experienced non-consensual sexual contact, but are unsure of whether it was a violation of the University’s Sexual Misconduct Policy, you should contact the Title IX coordinator and/or director of student conduct. The University also provides counselors who can help you to define and clarify the event(s), and advise you of your options.

**Risk Reduction Tips**

Tips like these tend to make victims feel blamed if a sexual assault occurs. It is never the victim’s fault, and these tips are offered in the hope that recognizing patterns can help men and women to reduce the risk of victimization. That said, only a rapist or an empowered bystander can intervene to prevent a rape or assault. Generally, an assault by a known offender will follow a four-step pattern:

1. An individual’s personal space is violated in some way. For example, the perpetrator may touch the victim in a way that does not feel comfortable.
2. If the victim does not express discomfort, the perpetrator may begin to view the victim as an easy target because they are not acting assertively.
3. The perpetrator may take the victim to a location that is secluded and where the victim is vulnerable.
4. The victim feels trapped or unable to be assertive and is raped or assaulted.
Decisive action early in an encounter may be the key to avoiding rape. An individual who can combine assertiveness and self-defense skills, who is self-confident and definite in their interactions with others, is less likely to become a victim of rape. If the individual can assertively defend their rights initially, they have a better chance of avoiding being raped than does a person who resorts to techniques such as pleading or trying to talk the perpetrator out of it. If you find yourself in an uncomfortable sexual situation, these suggestions may help you to reduce your risk:

1. Make your limits known before things go too far.
2. Give clear messages. Say “yes” when you mean yes and “no” when you mean no. Leave no room for misinterpretation. Tell a sexual aggressor “NO” clearly and loudly, like you mean it.
3. Try to extricate yourself from the physical presence of a sexual aggressor.
4. Grab someone nearby and ask for help.
5. Be responsible for your alcohol intake/drug use and realize that alcohol/drugs lower your sexual inhibitions and may make you more vulnerable to someone who views a drunk or high person as a sexual opportunity.
6. Watch out for your friends and ask that they watch out for you. A real friend will get in your face if you are about to make a mistake. Respect them if they do.
7. Be aware of any nonverbal messages you may be sending that conflict with what you are saying. Notice your tone of voice, gestures, and eye contact.
8. Be forceful and firm when necessary. Don’t be concerned with being polite. Your passivity may be interpreted as permission or approval for this behavior.
9. Do not acquiesce to something you do not want just to avoid unpleasantness. Do not allow “politeness” to trap you in a dangerous situation. This is not the time to be concerned about hurt feelings.
10. Trust your feelings or instincts. If a situation does not feel comfortable to you or you feel anxious about the way the person you are with is acting, you need to respond. Leave immediately if necessary.

If you find yourself in the position of being the initiator of sexual behavior, you owe sexual respect to your potential partner. These suggestions may help you to reduce your risk for being accused of sexual misconduct:

1. Do not make assumptions about:
   - Consent;
   - Someone’s sexual availability;
   - Whether a person is attracted to you;
   - How far you can go; or
   - Whether a person is physically and mentally able to consent to you.
2. Clearly communicate your intentions to your sexual partner and give them a chance to clearly relate their intentions to you.
3. Mixed messages from your partner should be a clear indication that you should step back, defuse the sexual tension, and communicate better. Perhaps you are misreading your partner. Perhaps your partner has not figured out how far they want to go with you yet. You need to respect the timeline with which your partner is comfortable.

4. Do not take advantage of someone’s drunkenness or drugged state, even if they did it to themselves.

5. Realize that your potential partner could be intimidated by you, or fearful. You may have a power advantage simply because of your gender or size. Do not abuse that power.

6. Understand that consent to some forms of sexual behavior does not necessarily imply consent to other forms of sexual behavior.

7. On this campus, silence and passivity cannot be interpreted as an indication of consent. Read your potential partner carefully, paying attention to verbal and non-verbal communication and body language.

8. Do not force someone to have sex with you, or have sex with a partner who has not clearly consented to you by words or actions unmistakable in their meaning.

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Confiscation Policy

If prohibited items are found in a student’s possession on campus, these items will be confiscated by a University staff member. A list of items prohibited in the residence halls can be found in the Residence Life Rights and Responsibilities section the Student Handbook. In addition to having the item(s) confiscated, students in possession of prohibited items will be referred to the Office of Student Conduct for adjudication.

Items confiscated from students will be returned as follows:

- **Alcoholic beverages, containers, and paraphernalia (kegs, taps, beer balls, beer funnels, or bongs)** – Unless these items are necessary for the conduct process, they will be disposed of immediately. If they are retained pending a conduct hearing, they will be disposed of when the hearing process has been completed. These items will not be returned to the student.

- **Drugs, drug paraphernalia, and items addressed in the Weapons portion of the Code of Student Conduct** – These items will typically be turned over to the Alliance Police Department. Exceptions to this policy will be made only after consultation with the Alliance Police Department and upon completion of the conduct hearing process. These items will not be returned to the student.
• **Animals** – Animals that are not permitted will be removed and turned over to the Stark County Humane Society or other appropriate animal rescue organization if an alternate home is not available within 24 hours.

• **Other prohibited items (appliances, candles, etc.)** – These items will be stored in a secured location. At the end of each semester, residents may make arrangements with the appropriate residence hall director to retrieve confiscated items. Students will have one week after the end of the spring semester to claim their items. After that time, the University will dispose of all remaining confiscated items.

**Drone Policy**

The operation of an unmanned aircraft system (UAS), also called a drone, is regulated by the Federal Aviation Administration (FAA). UAS are currently permitted to be used on campus as long as the individual using it follows FAA guidelines, state, and federal laws regarding use, safety and privacy. The University of Mount Union reserves the right to rescind the permission to use an UAS on campus if it is determined that the planned operation is not in the community’s best interest. The University also reserves the right to immediately order the cessation of any operation which is deemed to create a hazard or interference with any campus equipment or activity. This policy is to preserve the security and privacy of members of the University community. While UAS are not prohibited on campus, the operation of drones within the residence halls is not allowed and would be considered a violation of the rules regarding the residence halls.

**Educational Records Policy**

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

**Definitions**

Mount Union uses the following definitions in this policy:

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

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

1. Personal records kept by a University staff member if the record is not revealed to others and is kept in the sole possession of the staff member;
2. Student employment records that relate exclusively to the student in the capacity of an employee;
3. Records maintained separately from educational records solely for law enforcement agencies of the same jurisdiction;

4. Counseling records maintained by the University chaplain or the University counselor;

5. Medical records maintained by the University solely for treatment and made available only to those persons providing treatment; and


**Rights Under FERPA**

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

1. Inspect and review the student’s education records;

2. Request that the student’s educational records be amended to ensure the records are not inaccurate, misleading, or otherwise in violation of a student’s privacy or other rights;

3. Consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent;

4. File a complaint with the U.S. Department of Education concerning the failure of the University to comply with the requirements of FERPA; and

5. Obtain a copy of the University’s student records policy from the Office of the University Registration.

**Procedure to Inspect Educational Records**

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

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

1. Admissions and academic records in the Office of the University Registrar;

2. Financial aid records in the Office of Student Financial Services;

3. Financial records in the Office of Business Affairs;

4. Progress and advising records in the departmental offices and faculty offices;

5. Learning disability records in the Office of Student Affairs;

6. Counseling records in the Office of the Chaplain, the Office of Counseling Services and the Office of Alcohol, Drug, and Wellness Education;

7. Academic dishonesty records in the Office of Academic Affairs; and

8. Disciplinary and student conduct records in the Office of Student Affairs.
Right of the University to Refuse Access

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

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

Right to Challenge Information in Records

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

Procedures for Hearings to Challenge Records

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

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

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

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

Disclosure of Education Records

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

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

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

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

**Directory Information**

Disclosure of directory information normally may be made without the student’s consent. Directory information includes the student’s name; school and permanent addresses; school, permanent and cellular telephone numbers; school mailbox address; school e-mail address; date and place of birth; majors and minors; dates of attendance; enrollment status; class level; degree(s) received and dates of conferral; honors and awards earned; previous institutions attended; weight and height of athletes; participation in officially recognized activities and sports; and photograph.

A student who wishes to have all directory information withheld must submit an “Authorization to Withhold Directory Information” form to the Office of the University 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 Office of the University Registrar in writing to have the request removed. Moreover, this request does not restrict the release of this information to individuals and agencies listed in “Disclosure of Educational Records” above.

**Emotional Support Animal Policy**

The University of Mount Union recognizes the importance of Emotional Support Animals, as defined by the Fair Housing Act, that provide physical and/or emotional support to individuals with disabilities. Mount Union is committed to allowing students with disabilities an accommodation of an Emotional Support Animal, as necessary to provide individuals with disabilities an opportunity to use and enjoy University housing. This policy explains the specific requirements applicable to a student’s use of an Emotional Support Animal in University housing. Mount Union reserves the right to amend this policy as circumstances require. This policy applies solely to Emotional Support Animals which may be necessary in University housing. It does not apply to Service Animals as defined by the ADAAA.

Although it is the policy of the University that students are generally prohibited from having animals in University housing, Mount Union will consider a request by a student with a disability for reasonable accommodation to allow an Emotional Support Animal that is necessary because of a disability and reasonable. However, no Emotional Support Animal may be kept in University housing at any time prior to the student receiving approval as a reasonable accommodation pursuant to this policy.
Definitions

**DISABILITY** is defined as a physical or mental impairment that substantially limits one or more of a person’s major life activities, including, but not limited to, caring for oneself, performing manual tasks, walking, seeing, hearing, breathing, working, or learning.

**EMOTIONAL SUPPORT ANIMALS** are a category of animals that may provide necessary emotional support to an individual with a mental or psychiatric disability that alleviates one or more identified symptoms of an individual’s disability; but which are not considered Service Animals under the ADAAA or University of Mount Union’s Service Animal Policy. Dogs are commonly used as Emotional Support Animals, but any animal may serve a person with a disability as an Emotional Support Animal.

**OWNER** is the individual or student who has requested the accommodation and has received approval to bring an Emotional Support Animal into University housing.

**PET** is an animal kept for ordinary use and companionship unrelated to a disability and is not considered a Service Animal or an Emotional Support Animal. Pets are not covered by this policy and are not allowed in University buildings, classrooms, residential facilities, meeting rooms, dining areas, recreational facilities, activities, meetings, and events.

**SERVICE ANIMAL**, as defined in accordance with the Americans with Disabilities Act as Amended (ADAAA), is a dog or, in some cases, a miniature horse, that is individually trained to do work or perform specific tasks for the benefit of the person with a disability. The work or task the service animal performs must be directly related to the individual’s disability, including, by way of example, assisting individuals who are blind or have low vision with navigating and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, pulling a wheelchair, retrieving items such as medicine or the telephone, and providing physical support and assistance with balance and stability to the individuals with mobility disabilities.

Procedures for Requesting Emotional Support Animals in University Housing

A student seeking to keep an Emotional Support Animal in University housing must make a formal request to Student Accessibility Services. To do so, the student must submit a Housing Accommodation Request Form and Housing Documentation Form by the deadline established by Residence Life prior to housing selection.

The documentation from a licensed mental health provider must include (1) verification of the student’s diagnosis, including severity of condition, and impact on major life activities; (2) statement on how the animal serves as an accommodation for the documented disability; and, (3) statement on how the need for the Emotional Support Animal relates to
the ability of the student to use and gain benefit from University housing. The documentation should be a comprehensive reflection of the student’s current level of functioning, must be dated within the last 12 months, and include the date of initial appointment with the mental health professional as well as the date of the most recent visit. The documentation should substantiate that the need for an Emotional Support Animal is part of a comprehensive treatment plan and indicate any wraparound services the student is currently receiving. All information must be submitted on the Disability Documentation Form or official letterhead of the licensed mental health professional.

In general, the University of Mount Union Counseling Services will not conduct the necessary assessment to verify if a student would benefit from an Emotional Support Animal. If a student is interested in seeking an evaluation for an Emotional Support Animal, it is recommended the student contact their health insurance provider for a list of eligible mental health professionals who may offer this type of evaluation.

It is the student’s responsibility to make the request for housing accommodations and submit required paperwork in a timely manner. The student making the request for an Emotional Support Animal should initiate the process as soon as practicably possible before moving into University housing. If the request for accommodation is made fewer than 30 days before the individual intends to move into University housing, University of Mount Union cannot guarantee that it will be able to meet the student’s request for an Emotional Support Animal during the first semester or term of occupancy. Consideration of applications made fewer than 30 days prior to term will apply only to situations with extenuating circumstances. Housing accommodations are determined on a case-by-case basis and must be requested on an annual basis.

The Emotional Support Animal may not be in residence prior to approval. Students and their roommates who have an unapproved animal in University housing will be asked to remove the animal immediately and will be referred to Student Conduct.

Criteria for Determining if Presence of the Emotional Support Animal is Reasonable

For all requests for Emotional Support Animals, Student Accessibility Services shall consult with Residence Life in deciding on a case-by-case basis of whether the presence of an Emotional Support Animal is reasonable. A request for an Emotional Support Animal is unreasonable if the presence of the animal: poses a direct threat to the health and safety of others or would cause substantial property damage to the property of others, including University property.
The University of Mount Union may consider the following factors, among others, as evidence in determining whether the presence of an Emotional Support Animal is reasonable or in the making of housing assignments for students with disabilities.

a. The size of the animal in relation to the available assigned housing space;
b. The animal’s presence would force another individual from assigned housing (severe allergies);
c. The animal’s presence otherwise violates another individual’s right to enjoy peace and quiet;
d. The animal is not housebroken or is unable to live with others in a reasonable manner;
e. The animal’s vaccinations and license are not up-to-date;
f. The animal is not permitted under local and state ordinances;
g. The animal poses or has posed in the past a direct threat to the individual or others such as aggressive behaviors towards or injuring the individual or others; or
h. The animal causes or has caused excessive damage to housing beyond reasonable wear and tear.

Access to University Facilities by Emotional Support Animals

An Emotional Support Animal must be contained within the assigned individual’s University housing assignment (e.g. residence room, suite, apartment, townhouse) except to the extent the Owner is taking the animal out for natural relief. When an Emotional Support Animal is outside the individual’s University housing assignment, it must be in an animal carrier or controlled by a leash or harness. Emotional Support Animals are not allowed in any University facilities other than the assigned individual’s University housing assignment (e.g. residence halls, apartments, townhouses, etc.).

Dominion and Control

The Emotional Support Animal must be properly housed and restrained or otherwise under the dominion or control of the owner at all times. No owner shall permit the animal to go loose or run at large. If an animal is found running at large, the animal is subject to capture and confinement and immediate removal from University housing.

Individual’s Responsibilities for Emotional Support Animals

If the University approves an owner’s request for an accommodation of an Emotional Support Animal, the owner is solely responsible for the custody and care of the Emotional Support Animal and must meet the following requirements:

1. The owner must abide by current city, county, and state ordinances, laws, and/or regulations pertaining to licensing, vaccination, and other requirements for animals. It is the owner’s responsibility to know and understand these ordinances, laws, and regulations. The University has the right to require documentation of
compliance with such ordinances, laws, and/or regulations, which may include a vaccination certificate. The University reserves the right to request documentation showing that the animal has been licensed.

2. The owner is required to clean up after and properly dispose of the animal’s waste in a safe and sanitary manner and, when provided, must use a designated animal relief area.

3. The owner is required to ensure the animal is well cared for at all times. Any evidence of mistreatment or abuse may result in immediate removal of the Emotional Support Animal and/or a conduct referral for the owner.

4. The University of Mount Union will not ask for or require an individual with a disability to pay a fee or surcharge for an approved Emotional Support Animal.

5. An individual with a disability may be charged for any damage caused by their Emotional Support Animal beyond reasonable wear and tear to the same extent that it charges other individuals for damages beyond reasonable wear and tear. This would include but is not limited to replacement of carpet or furniture that has been soiled or chewed by an animal. The owner’s living accommodations may also be inspected for fleas, ticks, or other pests as part of the University’s standard or routine inspections. If fleas, ticks, or other pests are detected through inspection, the residence will be treated using approved fumigation methods by a University-approved pest control service. The owner will be billed for the expense of any pest treatment above and beyond standard pest management. The University shall have the right to bill the owner’s account for unmet obligations under this provision.

6. The owner must fully cooperate with University personnel with regard to meeting the terms of this policy and developing procedures for care of the animal (e.g., cleaning the animal, feeding/watering the animal, designating an outdoor relief area, disposing of feces, proper disposal of deceased animals, etc.).

7. Emotional Support Animals may not be left unattended overnight in University housing or to be cared for by any individual other than the owner. If the owner is to be absent from their residence hall overnight or longer, the animals must accompany the owner. The owner is responsible for ensuring that the Emotional Support Animal is contained, as appropriate, when the owner is not present while attending classes or other activities. The Emotional Support Animal may not be left in the student’s residence during breaks between semesters.

8. The owner agrees to abide by all equally applicable residential policies that are unrelated to the owner’s disability such as assuring that the animal does not unduly interfere with the routine activities of the residence or cause difficulties for individuals who reside there.

9. The Emotional Support Animal is allowed in University housing only as long as it is necessary because of the owner’s disability. The owner must notify Student Accessibility Services in writing if the Emotional Support Animal is no longer
needed or is no longer in residence. To replace an Emotional Support Animal, the new animal must be necessary because of the owner’s disability and the owner must follow procedures in this policy when requesting a different animal.

10. University of Mount Union shall not be required to provide care or food for an Emotional Support Animal including, but not limited to, removing the animal during emergency evacuation for events such as a fire alarm. Emergency personnel will determine whether to remove the animal and may not be held responsible for the care, damage to, or loss of the animal.

11. The student is responsible for identifying an Emergency Contact for the Emotional Support Animal and providing residence life staff current contact information for that Emergency Contact. It is preferred that the Emergency Contact not reside in University housing or be a student at the University.

12. The individual must provide written consent for Student Accessibility Services to disclose information regarding the request for and presence of the Emotional Support Animal to those individuals who may be impacted by the presence of the animal including, but not limited to, Residence Life staff and potential and/or actual roommate(s)/neighbor(s), Campus Safety and Security, and Physical Plant, and other University personnel, as necessary. Such information shall be limited to the information related to the animal being an approved Emotional Support Animal and shall not include information related to the owner’s disability.

13. The individual must provide a current photo of the Emotional Support Animal to Student Accessibility Services along with the Emotional Support Animal Registration Form. (Available in the Office of Student Accessibility Services).

Removal of Emotional Support Animal

The University may require the owner to remove the Emotional Support Animal from University housing if:

1. The animal poses a direct threat to the health or safety of others or causes substantial damage to University property or the property of others;
2. The animal’s presence results in a fundamental alteration of University housing policies;
3. The owner does not comply with the owner’s Responsibilities set forth above; or
4. The animal or its presence creates an unmanageable disturbance or interference with the University community, including excessive barking.

The University will base such determinations upon the consideration of the behavior of the particular animal at issue, and not on speculation or fear about the harm or damage an animal may cause. Any removal of the animal will be done in consultation with the director of student accessibility services and the director of residence life and may be appealed to the vice president for student affairs/dean of students.
Should the Emotional Support Animal be removed from the premises for any reason, the owner is expected to fulfill his/her housing obligations for the remainder of the housing contract. The owner will be responsible for any fees associated with removal of the animal.

Non-retaliation Provision

University of Mount Union will not retaliate against any person because that individual has requested or received a reasonable accommodation in University housing, including a request for an Emotional Support Animal.

Approved Accommodations

Student Accessibility Services and Residence Life will review the owner’s request, information gathered in the interview, documentation, and applicable forms to determine if the request is reasonable and the documentation supports the request.

If Student Accessibility Services and Residence Life determine the request for an Emotional Support Animal accommodation is approved:

1. The owner will be advised in writing of the approval of an Emotional Support Animal.
2. The owner will meet with Residence Life to review the housing options.
3. The owner will complete the Emotional Support Animal Registration Form and submit to Student Accessibility Services along with copies of appropriate vaccination documentation and current veterinary health certificate and a current photo of the animal.
4. Where applicable, the owner’s roommates will meet individually with Residence Life and will review the Emotional Support Animal Policy and complete the Emotional Support Animal Roommate Agreement.

Approved Animal and Housing

If Student Accessibility Services and Residence Life determine requested Emotional Support Animal accommodation is necessary and reasonable:

1. The resident director where the owner/Emotional Support Animal will reside will be notified of the accommodation.
2. Residence life staff, campus safety and security and physical plant staff and other university personnel will be notified of the presence of the Emotional Support Animal as an accommodation.
3. Neighbors, where applicable in residence halls, will be notified of the presence of the Emotional Support Animal.
4. Should changes in housing assignments for the owner or roommates be required, Residence Life will meet with the individuals to discuss room change options.
Denial of Accommodation/Appeal

1. If Student Accessibility Services and Residence Life determine the request for an Emotional Support Animal is denied, Student Accessibility Services will contact the student and Residence Life in writing with reasons for the denial.
2. If the Owner is unwilling to accept the denial, they may use the University Grievance Procedure to appeal the decision.
3. All appeals are reviewed by the University of Mount Union’s vice president for student affairs/dean of students. If the appeal is denied, the University shall provide written notification of the denial to the student and a written explanation of the reason for denial.

Formal and Informal Student Complaint Procedures Policy

Informal Complaint Procedures

It is the wish of the University to provide an education and services of high quality to its students and to provide fairness and equity in the application of policies and procedures. When a student has a complaint, resolution should be sought through informal communication with the appropriate instructor, university dean, staff member or representative, who may be able to help rectify or clarify the situation before a formal written complaint is initiated.

Formal Complaint Procedures

Please note: This Student Complaint Policy does not supersede specific policies and procedures for non-disciplinary academic matters or student conduct matters as described in Handbooks and Catalogues. This process is not intended for grievances regarding sex or gender conduct or violence described in Handbooks and Catalogues. A student who files a student complaint in error will be redirected to those who are better prepared to respond.

Lodging a Formal Student Complaint: A student who wishes to lodge a formal complaint with the University must complete and submit the formal complaint form to the appropriate Vice President. (See Administrative Levels for Student Complaints, below.) A complaint form is available in the Office of Academic Affairs and the Office of Student Affairs, as well as online in iRaider under the “Policies” tab.

Administrative Complaint Acknowledgement: Formal student complaints will be forwarded to the director or staff person most immediately responsible for the area to which the complaint pertains. The director or staff person will send a written acknowledgement to the student within five (5) working days of receiving the complaint indicating that (1) the formal complaint has been received, (2) the nature of the complaint, and (3) the student will receive a written response after deliberation within ten (10) working
days. Copies of the written student complaint and the acknowledgement letter will be sent to the vice president for that area.

**Administrative Deliberation and Response:** If the director or staff person to whom the complaint is forwarded determines that the nature of the complaint is beyond his or her area of supervision or expertise, the next level administrator in the area should be consulted and may be requested to respond to the student. Administrative disposition of the complaint will generally consist of investigation into the source of the complaint, previous efforts to resolve the issue, and any contingencies that will aid in deliberation and disposition of the problem. A copy of the deliberation process will be sent to the appropriate vice president. All formal student complaints will be forwarded upon resolution to the President’s Office by each vice president where a log will be kept.

**Student Appeal Process:** Upon receiving a deliberation response to the written complaint, the student has the right to appeal to successive levels of administrators within the area. This appeal must be made in writing within five (5) days of receiving the response. In each case the student will receive an acknowledgement of the complaint within five (5) working days and a deliberation response within ten (10) working days from the date of the acknowledgement letter.

**Administrative Levels for Student Complaints:** The appropriate vice president for student complaints will be as follows:

- Vice president for academic affairs and dean of the university (Beeghly Hall) - academic, athletics, assessment, accreditation, institutional research, library, and registrar issues
- Vice president for student affairs and dean of students (HPCC) - alcohol/drug issues, international student services, residence life, security, spiritual life, student activities, student conduct, student organizations, and student services
- Vice president for business affairs (Beeghly Hall) - food services, bookstore, human resources, facilities, student payroll, student accounts, and information technology
- Vice president for enrollment services (Gartner Welcome Center) - admission, international admission, work-study including student employment, and financial aid
- Vice president for marketing (Beeghly Hall) - media issues, publications, public relations, social media, and website
- Vice president for university advancement (Beeghly Hall) - alumni, call center, university events, fundraising

The decision of the vice president regarding a formal student complaint will be final.
Free Speech Policy

The University of Mount Union supports every individual's right to freedom of expression consistent with the forum (area of campus) in which the expression is made. Mount Union also recognizes the importance of fostering a culture of tolerance and civility that is a cornerstone for the accomplishment of its educational goals.

Within the classroom, visual and/or aural demonstrations, depictions, or conduct that may be offensive to an individual will not be restricted when there is a legitimate pedagogical context, such as material having an appropriate connection to course subject matter. Similarly, campus discourse on topics of political, artistic, or social issues that are conducted consistent with the nature of the forum and reasonable institutional limitations (registration to use space, time, place, and manner regulations, etc.) that are clear and unambiguous will be supported.

Expression that is severe, persistent, and objectively offensive, that is directed toward an individual based upon that individual’s protected status (e.g., 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) and has the effect of limiting or denying educational or employment access, benefits or opportunities is not a protected form of speech or expression, and can form the basis of a violation of the campus harassment, bullying or discrimination policies. Other limitations on free speech include: endangering someone or threatening them; inciting violence; using “fighting words” directed at an individual or group that provokes violence; defamation; obscenity; and expression that has a discriminatory effect such that it limits or denies someone’s educational or employment access, benefits, and/or opportunities.

Association Policy

Students have the right to exercise their religious convictions and associate with religious, political, or other organizations of their choice provided they do so in a manner that respects the rights of other members of the community and complies with the Code of Student of Conduct. Student organizations have the right to affiliate members who subscribe to organizational tenets, beliefs, and/or principles as long as all recognized organizations also abide by the University’s Non-Discrimination Policy.

Gambling Policy

Students are expected to abide by federal laws and the laws of Ohio prohibiting illegal gambling, including online gaming. Gambling for money or other things of value on campus or at University-sponsored activities is prohibited except as permitted by law. Such prohibited activity includes, but is not limited to: betting on, wagering on, or selling pools on any University athletic event; possessing on one’s person or premises (e.g., room, residence unit, car) any card, book, or other
device for registering bets; knowingly permitting the use of one’s premises or one’s phone or other electronic communications device for illegal gambling; knowingly receiving or delivering a letter, package or parcel related to illegal gambling; offering, soliciting, or accepting a bribe to influence the outcome of an athletic event; and involvement in bookmaking or wagering pools with respect to athletic events.

Guest Speakers Policy

It is the policy of the campus to foster a spirit of free inquiry and to encourage the timely discussion of the broad range of issues that concern our community, provided that the views expressed are stated openly and are subject to critical evaluation.

Student Organization Responsibilities

A registered student organization, may invite guest speakers to the campus, subject to the following provisions:

1. Sponsorship must be by a registered student organization.
2. Proper arrangements for the use of university facilities must be made, consistent with institutional policy.
3. It must be clear that the student organization, not the University, is extending the invitation and that any views the speaker may express are their own and not those of the University.
4. The student organization must take whatever steps are necessary to ensure that the meeting is conducted in an orderly manner. This may necessitate consultation with the Office of Campus Safety and Security and/or hiring of outside security.
5. The student organization must comply with any and all conditions for the orderly and scholarly conduct of the meeting.

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

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

**Inclement Weather Policy**

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

- The vice president for marketing will notify the University’s Information line at (330) 829-2806.
- The vice president for student affairs will notify the Office of Campus Safety and Security.
- The vice president for marketing will make every effort to notify local television and radio stations by 7 a.m. on the day of the closing.
- The vice president of marketing will send a message to the campus community via the emergency alert system.

**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 Charles A. Stuppy, interim director of human resources, Beeghly Hall, (330) 829-6560, stuppyca@mountunion.edu.

**Statement Regarding Acts of Intolerance and Harassment**

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

It is imperative that campus community members report acts of intolerance. If these acts go unreported, then the opportunity for assistance and education is lost. Silence perpetuates the idea that there are no problems stemming from intolerant behavior at Mount Union. Any incident of discrimination or harassment that 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 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.

**Parking Policies**

All drivers will be assigned a particular parking area based upon their status (residential, graduate, commuter, faculty/staff). Faculty and staff spaces are reserved from 10 p.m. on Sunday until 6 p.m. on Friday. 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 Office of Campus Safety and Security. Mount Union assumes no responsibility or liability for a motor vehicle or its contents while parked or operated on the property of the University.

**Registration**

1. All student, faculty, and staff vehicles at the University of Mount Union must be registered and identified with a parking permit obtained from the Office of Campus Safety and Security. There is no fee for registering vehicles. Vehicle registration forms are available at the Office of Campus Safety and Security lobby or on iRaider under Forms→Vehicles→MyParking. 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 student status (resident, graduate, or commuter). If student status changes at any point during the academic year, the student is responsible for contacting the Office of Campus Safety and Security to obtain a new parking permit.
3. Student parking registrations remain in place unless the student changes status 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 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 Office of Campus Safety and Security.
4. Theft, vandalism, or trading of permits is strictly prohibited and will result in referral to the Office of Student Conduct for adjudication.
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**

<table>
<thead>
<tr>
<th>First ticket</th>
<th>$50</th>
</tr>
</thead>
<tbody>
<tr>
<td>Second ticket</td>
<td>$100 and the vehicle will be immobilized ($50 for towing service to remove)</td>
</tr>
<tr>
<td>Third ticket</td>
<td>$200 and the vehicle will be towed and the parking permit is revoked (charges from towing service may vary)</td>
</tr>
</tbody>
</table>

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 a referral to the Office of Student Conduct for adjudication.

Ticket fines will be billed to the student 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 an area for which you are not designated
- unregistered vehicle
- parking in yellow-painted areas
- blocking driveway or access
- parking on a sidewalk or grass
- parking in a handicap space without appropriate permit
- parking in a visitor’s space

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→Vehicles. They are also available in the Office of Campus Safety and Security lobby. Appeals filed after seven (7) calendar days will not be accepted, and the fine must be paid at the Office of Business Affairs.

Visitors

Visitor parking is available at designated areas across 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 their vehicle may be towed immediately.

Special Passes

Temporary parking passes are available upon request from the director of campus safety and 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.

**Posting**

The University supports the freedom to publicize activities and distribute materials by internal or external entities relating to functions on- and off-campus that benefit the University community and are consistent with the University’s values.

**General Posting Policy**

Approval must be obtained prior to making use of the residence halls or campus facilities for the sale, promotion, posting, or distribution of any type of material. All material must have a sponsor responsible for the material stated directly on each piece and adhere to all policies that apply. All printed materials posted or distributed on campus by students and guests must receive approval from the director of student involvement & leadership or designee. Printed materials include flyers, posters, banners, announcements and advertisements. Bring one sample to the Office of Student Affairs for marked approval and make copies from that sample. Allow 24 hours turnaround time for approval. Review and approval of postings will be based on the time, place, and manner of posting, not the posting’s content.

**Additional Approvals**

The director of career development must also approve announcements advertising employment opportunities for students.

The promoting group must obtain permission of the appropriate department to post on bulletin boards in Academic/Administrative areas for non-departmental ads.

**Literature Distribution**

Literature distribution must be supervised by a student member of the sponsoring registered student organization. Non-students may not distribute literature on campus without specific approval of the associate dean of students.

Each sponsoring organization will be held responsible for the conduct of the distribution activity, including the behavior of any non-student participant.

On Campus: The distribution must be made only in designated areas. Using non-courteous sound and/or harassing people to facilitate the distribution of literature is not permitted.
Off Campus: Posting or distribution of materials at an off-campus location requires permission of the proprietor.

**Posting Guidelines**
A maximum of 50 posters, 150 flyers or announcements, and up to four banners are permitted per event, excluding advertisements for residence halls. Requests for more advertisements can be made to the director of student involvement & leadership.

Masking tape or push pins (in bulletin boards only) are suitable for posting. Persons posting are responsible for providing all materials and any physical damage done by the posting.

Materials may remain posted for a maximum of 30 days or until the day after the announced event, whichever is sooner. The sponsoring group is responsible for removal. Groups may be fined if materials are not removed the day after an event.

Absolutely no printed materials may be placed on automobiles parked on University property.

**Posting Violations**
- Posting materials without proper approval(s).
- Posters that do not comply with the alcohol policy.
- Use of two-sided, electrical or duct tape.
- Covering another announcement or impairing an individual’s line of sight.
- Posting on glass doors or windows.
- Posting on painted, or varnished surfaces.
- Distribution on cars parked on campus.

Failure to adhere to this policy may result in losing the privilege to distribute or post printed materials on campus for a period of time to be specified by the director of the office of student involvement & leadership.

**Residence Life Policies and Procedures**

**Room Assignment and Change Policies**

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

1. Live with parent/guardian: Students who are living exclusively in the permanent, primary residence of parent(s)/guardian(s) within 45 driving miles of Mount Union.
2. Lived on campus for four semesters but lack the requisite 60 hours for junior standing.
3. Married, divorced, widowed, or custodial parent (documentation required)
4. Will be 22 years of age or older, prior to the first day of classes for that academic term
5. Possession of a baccalaureate degree from an accredited four-year college or university (documentation required)
6. Served and honorably discharged from the Armed Forces (documentation required)
7. Extraordinary medical, mental/emotional, or financial hardship (explanation required)

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

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

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

In addition, all students living in campus housing (with the exception of the townhouses and apartments) are required to be on the full-service meal plans (please see the meal plans section under Business Affairs).

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

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

**Overbooking and Temporary Assignments**

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

**Administrative Room Reassignments or Removals**

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

**Room Change Policy and Procedures**

Once a student has been assigned to a room, the student may not move to another room in any residential facility without first meeting with their resident director, completing a room change request form, and receiving approval from the Office of Residence Life. The Room Change Request form is available in MyHousing. Filling out this online request will prompt an email from reslife@mountunion.edu telling students how to proceed and describing the current open spaces in the various housing options. There is a “room freeze”
during the first two weeks of each semester during which room changes are not permitted. Approval for room changes requires the signatures of both current and prospective roommates, as well as residence hall staff in the current and prospective housing.

All changes must be properly approved by the Office of Residence Life prior to any move taking place. Once a move has been approved, the student will have three days (72 hours) to meet with a residence hall staff member to complete the Room Condition Report of their old room and new room, move into their new room, and return the key to their old room to the Office of Residence Life in the HPCC. Failure to complete a Room Condition Report of the old and new room will result in the student being assessed a charge of $25 for improper check-out. Failure to return the key to the student’s old room will result in the student being assessed a charge of $60 to cover the cost of changing the locks on the student’s former room. Any student making an unauthorized move at any time during the semester will be required to move back to their original room assignment and face disciplinary action.

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

**Room Consolidation Policy**

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

Students living in the townhouses and apartments will be asked to consolidate should spaces become available in their units. If there are students on a waiting list to get into the apartments or townhouses, the office will work to fill those vacancies. The Office of Residence Life reserves the right to move any student on the waiting list for the townhouses and apartments into a vacant space within a unit. Apartment and townhouse residents will first be asked to choose a student off the waiting list, however, should no one be chosen to move into the vacancy, the Office of Residence Life will choose for the unit and fill the open space. The Office of Residence Life may also ask residents in the apartments or townhouses to move to another unit to consolidate. Should three spaces become available in one unit of an apartment or townhouse the only remaining resident will be asked to move to another unit. They cannot bring in three other students to that unit. Students living in the apartments or townhouses on campus may be offered the opportunity to buy out a room in their unit if no other student is available to move into that space. Apartment and townhouse residents can only buy out a room in their unit if
there are no students on a waiting list for the units. All students must be eligible to live in the apartments or townhouses in order to be on the waiting list. Eligibility is based on junior status of four full semesters (either at the University of Mount Union or at another accredited institution – documentation required), minimum of 60 earned credit hours or 22 years of age or older.

**Check-In/Check-Out and Room Condition Report Procedures**

**Traditional Housing and Campus Houses**

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

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

The Mount Union Physical Plant or a designated contractor will make all repairs. Students should not attempt to repair broken items as those attempts often result in further damage. If an individual fails to complete a proper check-out with a residence life staff member, they will be assessed a $25 improper check-out fee and may forfeit their right to appeal assessed damage charges. Failure to return any house or hall keys at the time of check-out will result in a minimum $60 per key charge. Entrance keys to campus houses and apartments will be assessed at a higher rate.

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

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

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

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

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

Apartment/Townhouses

Upon checking into a room and unit in the apartments and townhouses, all residents of the room and unit must review and sign a Facility Condition Form (FCF) for their room and unit verifying that the information on the FCF regarding the condition of their room, unit,
and its furnishings at the time of check-in is accurate. The FCF is a very important document for both the students and the Office of Residence Life. It is a record of the inventory and condition of the room and unit. It is each resident's responsibility to make sure their FCF is accurate at the time they check-in with their residence life staff member. A residence life staff member will meet with each unit (all four residents must be present for check-in meeting) within the first two weeks of fall semester to discuss the FCF and pre-existing damages in the unit upon move-in. If pre-existing damages are not noted on the FCF at check-in, the occupant will not be able to dispute the charges for that damage at the end of the year. After any discrepancies are noted and the FCF is signed by both the occupants and a residence life staff member, it will be kept on file in the Office of Residence Life until check-out.

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

If an individual fails to complete a proper check-out with a residence life staff member, they will be assessed a $25 improper check-out fee and may forfeit their right to appeal assessed damage charges. Keys must be returned in drop boxes. Failure to return keys at the time of check-out will result in a minimum $60 per key charge. Entrance keys to townhouses and apartments will be assessed at a higher rate.

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

Residents will be charged whenever their use of tape, adhesive holders, nails, thumb tacks, decals, glow-in-the-dark solutions, etc. causes damage to walls, ceilings, floors, windows, and other surfaces in student rooms and common areas in the units. In addition, if a room or unit is not returned to its original clean condition, an excessive cleaning fee of no less than $25 will be assessed. In the apartments and townhouses, students may be charged
an additional $25 for excessive cleaning required in each of the bathrooms, kitchen, living room, closets, stairway, entryway and laundry facilities.

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

When residents of the apartments and townhouses are preparing for leaving their unit, they need to meet with a Residence Life staff member designated for their area prior to checking-out. This “pre-departure meeting” will occur at the end of spring semester will all four residents present. During this meeting, the Residence Life staff member will discuss the Facility Condition Form addressing the condition of the unit at check-in and comparing it to the condition of the unit at that time. The Residence Life staff member will also discuss proper check-out procedures and other important closing information. If a student is leaving mid-semester or mid-year from an apartment or townhouse unit, it is their responsibility for contacting the Residence Life staff member in their area to set up a “pre-departure meeting” separately prior to their departure.

Students are required to leave the apartments and townhouses by the Sunday after finals in the spring semester. If a resident is leaving at the end of fall semester and not returning, they should be checked out by the Sunday after finals have been completed in December. Students wishing to remain in their unit beyond this time period must obtain written permission from the Office of Residence Life by the deadline indicated in the Campus Villages Closing Memo that is sent to each resident prior to the end of the spring semester. Substantial reason must be given for an extension to be granted. All students must leave their unit by the announced closing time. Students who do not leave by the announced closing time will be billed an improper check-out fee of $25 and may be billed at the weekly summer housing rate if the unauthorized stay exceeds two days.

When residents of the apartments and townhouses are checking-out, a Residence Life staff member will not be available to meet with them. They will be required to complete the following steps:

1. Ensure their room, bathroom, kitchen, living room, and any other room that was lived in are empty of belongings.
2. Take any trash to the trash room or dumpster located in the designated areas.
3. Turn out all lights in unit. Do not leave any lights on.
4. Lock and close the entrance door.
5. Call (330) 829-8935 and leave a voicemail with their full name, unit address, room number, date, and time of check-out and a number where they can be reached should the office need to reach them. 
(example: My name is Jane Doe. I am checking out of 1401 S. Union, Unit A, Room 1. It is May 05, 2018 around 3 p.m. You can reach me at (555)555-5555).

6. Place keys in a drop box.

Apartments and townhouses do not officially close during fall break, Thanksgiving break, winter break, or spring break; however, there is no food service available during those periods if residents have purchased a meal plan or block plan. Notification of closing dates and times, as well as when the units will reopen, will be communicated to all residents in the Campus Villages Closing Memo that will be distributed to all students at least one week prior to the start of final exams. Only residents granted permission by the Office of Residence Life will be permitted to remain in the apartments and townhouses during summer break. Students who are given permission will be required to sign a summer break housing contract and will be required to pay for summer break housing. If students wish to remain in the apartments and townhouses during summer break, they will need to apply through the Office of Residence Life by the designated date. (See Summer Housing Policy.)

**Damage Assessment Policy**

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

**Individual Damage Charges**

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

Common Area Damage Charges

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

Personal Property

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

Lost Keys and Lockouts

Lost keys should be reported to the Office of Residence Life as soon as possible and arrangements will be made to issue a temporary key or have the lock changed on the student’s room door depending on the situation. A student may get a temporary key from the Physical Plant Key Room. They have three days (or 72 hours) to find their lost keys. If the key(s) is not found in those three days the lock will be re-cored and the student will be charged a $60 re-core charge. This charge will not be removed if the student finds the key after the three days or the re-core has already been completed. Entrance keys to campus houses and apartments will be assessed at a higher rate.

Lost ID cards should be replaced as soon as possible at the Office of Campus Card and Facility Scheduling. The charge to replace a lost ID card is $25. There is a variable fee for broken/damaged cards. Replacement for the first broken/damaged card is $5, the second card is $10, and the third card is $15. Replacement of broken/damaged cards requires that the recognizable pieces be presented to the Office of Campus Card and Facility Scheduling. If the pieces are not recognizable, a $25 fee will be charged for the replacement. In order to protect personal funds and maintain residence hall security,
students should deactivate their cards online at [www.mountunion.edu/manage-your-card](http://www.mountunion.edu/manage-your-card) in the event the Office of Campus Card and Facility Scheduling is closed when the ID card is discovered to be missing.

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

**Lofting Policy**

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

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

It is the goal of Mount Union to complete room set-up requests on-campus before the arrival of students in the fall semester. All beds will be in the lofted position upon arrival to campus unless otherwise requested by the residents of the room. Bed Configuration requests are made through the MyHousing software. New Students will make that request as they complete the New Student Housing application and returning students make their requests during the Room Lottery Registration process. Students who choose to bunk or loft their beds in their residence hall/house rooms must follow the Mount Union Lofting Policy.

**General Lofting Guidelines**

- Furnishings provided in each room must remain in the room. No existing University furniture may be stored outside of the assigned room and may not be removed from the University premises. Occupants will be responsible for complete replacement costs of items missing from their rooms at check-out. Furniture found abandoned in hallways, basements, lounges, etc. will be removed and full replacement costs will be charged to students at check-out.
• Due to varied ceiling heights, campus house ceilings may not allow for the proper installation of a standard loft. In this case, please contact the Office of Residence Life to discuss lofting options.
• Lofts must be positioned in a manner that will not hamper proper exit from the room. Due to fire regulations, lofts may not obstruct access to any room window, heating unit, or doors. Two feet of clearance/access is preferred between loft and window. Room entry doors must be able to swing fully open.
• In order to loft beds in Elliott, Miller, Hoiles-Peterson, McCready, King, McMaster Halls, as well as all of the apartments/townhouses, students must contact the Mount Union Physical Plant and submit a work order.
• In Bica Ross, Cunningham, Ketcham, Shields Halls, and the campus houses, students are permitted to loft their own beds. Students are responsible for structurally safe lofts. Regardless how a loft is assembled, students are fully responsible for any injury that occurs as a result of lofting their beds.

**Rock Painting Policy**

Painting the rock (located outside of the HPCC), is limited to the rock only. The painting of trees, grass, buildings, sidewalks, etc. is a violation of the damage to property policy found in the Code of Student Conduct and subjects the painter and/or their organization to restitution for any damages. A 24-hour courtesy rule is requested to allow for adequate time to share the rock painting before re-painting occurs. All policies regarding harassment, discrimination, etc. should be followed when painting the rock. Any violation the these policies will result in the rock being repainted and be an exception to the 24-hour courtesy rule.

**Sales and Solicitation**

Mount Union believes that its students while on University property, should be free from attempts to solicit the sale or distribution of products or other materials to them, and that they should not be repeatedly approached for donations to charitable causes.

Likewise, the University does not wish to have its supplies or services used for unrelated commercial activities or for fund-raising efforts it has not specifically approved. On the other hand, since the University is a large organization and open to the public, solicitations for charity, and the offering of goods or other materials for sale to our students may be acceptable at proper times and places. In an effort to balance these interests, the University has established the following guidelines.
Policy

For University Students

1. No individual student of the University may engage in the organized sale of products or services at the University except through the means open to other vendors and as approved by the appropriate vice president. University stationery, campus mail, or other University materials or supplies may not be used to promote the sale of such products or services. Only the approved general announcement bulletin boards or the University Enouncement process may be used for advertising such products or services.

2. All students must receive approval from the appropriate vice president and the vice president for University Advancement to solicit donations for a charitable cause or distribute products or materials to other students, faculty, or staff members at the University. Unless specifically approved, no University materials, funds, or services may be used to accomplish such solicitations and/or distributions.

By Registered Student or University-Sponsored Organizations

1. University-sponsored organizations and registered student organizations that have active status with the University may solicit donations or conduct sales or raffles to support their operations or to make donations to charitable causes, provided that the solicitation, sale, or raffle is conducted in accordance with all other University policies.

Solicitation of Area Businesses

1. Advertisements and Event Sponsorships
   A request of a local business to purchase an advertisement in a campus or campus-related publication or to sponsor an event is not considered the same as an outright request for funding. The Office of Marketing should clear all requests for advertisements.

2. Outright gift
   A request of a local business to make an outright gift of cash to a campus organization should be cleared by the Office of University Advancement. Many local businesses support the University’s Annual Fund and some also provide other forms of support. Regardless, the Office of University Advancement maintains responsibility for overseeing the overall charitable relationship between the University and local businesses.

Conclusion

Any approval of solicitations and/or distributions referred to in this policy may be conditioned by limitations on the time, place, and manner of such solicitations, sales promotions, and distributions. The University reserves the right to deny any and all solicitations, sales promotions or distributions on the campus and to remove advertisements, notices, or other signs if they are deemed to be inappropriate or offensive.
Exceptions to any portion of this policy must be approved by the vice president for business affairs, the vice president for student affairs, or director of human resources, or their designee, as appropriate.

**Service Animals**

The Americans with Disabilities Act As Amended (ADAAA, 2008) defines Service Animals as “dogs that are individually trained to do work or perform tasks for people with disabilities.” Examples of such work or tasks include guiding people who are blind, alerting people who are deaf, pulling a wheelchair, calming a person with Post Traumatic Stress Disorder (PTSD) during an anxiety attack, or performing other duties. If a dog 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. Species of animals other than dogs, whether wild or domestic, trained or untrained, are not Service Animals. Service Animals are working animals, not pets.

The University of Mount Union, under the Americans with Disabilities Act (ADA) and the ADA Amendments Act of 2008 (ADAAA) allows Service Animals accompanying persons with disabilities to be on the campus. A Service Animal must be permitted to accompany a person with a disability everywhere on campus except in situations where safety may be compromised or where the Service Animal may interfere with the fundamental nature of the activities being conducted. Allergies or fear of dogs does not limit access of a Service Animal to facilities.

A Service Animal can be any breed or size of dogs. It might wear specialized equipment, such as a backpack, harness, or special collar or leash, but this is not a legal requirement. Federal law pertaining to Service Animals (ADAAA) overrides any conflicting regulations in the Ohio Revised Code.

The person a Service Animal assists is referred to as a Partner. The Partner’s disability may not be visible. If an individual is not sure whether a dog is a pet or a Service Animal, they may ask two questions: (1) is the dog a Service Animal required because of a disability, and (2) what work or task has the dog been trained to perform. Others, including faculty and staff, cannot ask about the Partner’s disability, require medical documentation, require a special identification card or training documentation for the dog, or ask that the dog demonstrate its ability to perform the work or task.

Non-residential students, faculty, staff, or visitors on campus with Service Animals are not required to register the animal on campus.

Students who require a Service Animal on-campus are requested, but not required, to self-identify as a person with a disability to the Office of Student Accessibility Services (SAS) as soon as possible.
after deciding to enroll at the University. This will allow the SAS and the student to initiate a conversation about the Service Animal and other accommodations.

The following are requirements of Service Animals and their partners:

1. The Service Animal cannot pose a direct threat to the health and safety of persons on the University campus.
2. Local ordinances regarding animals apply to Service Animals, including requirements for immunization, licensing, noise, restraint, at-large animals, and dangerous animals. Dogs must wear a license tag and a current rabies vaccination tag.
3. The partner must be in full control of the Service Animal at all times. Service Animals must be harnessed, leashed, or tethered, unless these devices interfere with the Service Animal’s work or the partner’s disability prevents using these devices. In that case, the partner must maintain control of the Service Animal through voice, signal, or other effective controls.
4. The partner is responsible for cleaning up the dog’s waste. The partner should always carry equipment and bags sufficient to clean up and properly dispose of the dog’s waste. Partners who are not physically able to pick up and dispose of waste are responsible for making all necessary arrangements for assistance. The University is not responsible for these services.
5. In keeping with appropriate University policies and procedures, the partner may be charged for damage caused by the partner or the Service Animal.

Faculty, staff, and students should follow these guidelines for partners and Service Animals:

1. Allow a Service Animal to accompany the partner at all times and everywhere on campus, except where Service Animals are specifically prohibited. The courts have upheld the rights of service animal partners to take Service Animals into food service locations.
2. Speak to the Partner first. The Service Animal and partner are a service team. Remember the Service Animal is working, and the partner’s life could depend on the Service Animal staying focused on the job.
3. Treat the partner with respect and sensitivity. Assume the service team can handle themselves. Do not ask personal questions about the partner’s disability or the Service Animal.
4. Do not pet a Service Animal without asking the partner first.
5. Do not assume a sleeping Service Animal is off duty.
6. Do not deliberately startle a Service Animal.
7. Do not feed a Service Animal. Food is the ultimate distraction for a working Service Animal.
8. Do not separate or attempt to separate a partner from his or her Service Animal.
9. In case of an emergency, every effort should be made to keep the Service Animal with its partner.
10. Keep your distance from a Service Animal if you happen to have a dog with you when you encounter the service team.
11. Inform the partner if a Service Animal approaches you to sniff or nudge, as this is not appropriate working behavior.

**Service Animals in University Housing**

Students with disabilities who require a Service Animal on campus and plan to live in University housing are requested to self-identify to the director of student accessibility services (SAS), as soon as possible after deciding to enroll at the University. Providing as much advance notice as possible prior to the desired move-in date assures that the University can best accommodate the student and the Service Animal in the residential setting.

Prior to moving into University housing, the student with a Service Animal is required to meet with the SAS director and will be provided information on expectations for the Service Animal and student partner.

The University of Mount Union will not limit room assignments for individuals with Service Animals to any particular building or buildings because the individual needs a Service Animal or because of disability.

Questions or concerns pertaining to Service Animals should be directed to the Office of Student Accessibility Services at studentaccessibility@mountunion.edu.

**Sex/Gender Discrimination Statement**

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 our Civil Rights Equity 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 – even those that occur at off-campus locations or out of the country. 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) 823-2496
E-mail: gaffnemi@mountunion.edu

Charles Stumpy, interim director of human resources & Title IX co-coordinator
Beeghly Hall, Office of Human Resources
Phone: (330) 829-6560
E-mail: stuppyca@mountunion.edu

Inquires may 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
Web: http://www.ed.gov/ocr

The University will make a good faith effort to successfully complete the grievance process for complaints of sex discrimination over a period of 60 days or less. The reporting 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 reporting party. 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.

Additionally, for study abroad students, please remember, laws may vary from country to country (and Title IX is a US law), so legal options available to you may vary as well. However, the Title IX coordinator is always available to you whether here or abroad to provide you with assistance and resources should you need them.

To read more about Title IX of the Education Amendments of 1972, please visit:
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 their recovery after experiencing any type 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 experienced sexual misconduct understand their options. The sexual misconduct responder will not make decisions for the person, but will provide them with the knowledge they need to make decisions. The responder who is contacted either goes to the person who calls or makes arrangements to meet them. The responder assists the person as they address 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://www.mountunion.edu/sexual-misconduct-responder-list](http://www.mountunion.edu/sexual-misconduct-responder-list)

Why should someone who has experienced sexual misconduct/violence call a Sexual Misconduct Responder?

By contacting a responder, the person can gain valuable assistance and information to help them make the many decisions ahead. They will also have someone to support them during this challenging time. The responder will provide written materials to the student that explains their 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, the sexual misconduct responder 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 Title IX coordinator in 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, they will need to tell the police this directly. The student should be aware that they will not be able to control the progress or outcome of a legal investigation, but that their wishes will be given serious consideration.
What if someone who has experienced 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 experienced 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 they call a Rape Crisis Hotline. Workers at such a hotline can answer their 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 experienced 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 them, but because they have been hurt. Having someone who can listen and help the student sort through their feelings is an important step toward regaining control of their 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 the student and help in the process of emotional healing. If long-term counseling is needed they will help the student get additional assistance.

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

Contact Information for the counseling resources described above are:
Alliance Area Rape Crisis Hotline - (330) 821-RAPE (7273)
Alliance Area Domestic Violence Shelter (24-Hour Hotline) – (330) 823-7223
COMPASS Rape Crisis Services of Stark County (24-Hour Hotline) – (330) 452-1111
CommQuest Services of Stark County – 1207 W. State Street, Suite M, Alliance – (330) 821-8407
Domestic Violence Project (24-Hour Hotline) - (330) 453-SAFE (7233)

UMU Office of Counseling Services - (330) 823-2886
UMU Office of Alcohol, Drug & Wellness Education – (330) 829-6660
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 they are 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 they 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 they are 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 their 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 6th Street SW, Canton, OH 44710 – (330) 363-6203
- HAVEN at 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 City Health Department - 537 E. Market - (330) 821-7373
- Planned Parenthood of Greater Ohio, Canton Health Center - 2663 Cleveland Ave. NW, - (330) 456-7191
- University of Mount Union Health Center - (330) 596-7995

Should someone who has been sexually violated report the assault?

Mount Union encourages those that have experienced 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 themselves 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, they have the opportunity to make their wishes regarding prosecution known.

In order to report to the police, the student can call the police department and an officer will meet them to take a statement. If the student would rather not have the officer come to them, the student 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 they 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 Safety and Security – 405 W Simpson Street – (330) 428-1344**

If someone experienced an act of sexual misconduct by a Mount Union student, on or off campus, the accused student may be charged under the Mount Union Code of Student Conduct. Details of this process can be discussed with the director of student conduct, the vice president for student affairs/dean of students, or associate dean of students/Title IX co-coordinator. 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 conduct process 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 conduct process. Additionally, remedial and supportive actions can be provided regardless of whether the student chooses to pursue conduct action. For more information regarding campus policies and protocols, go to [http://www.mountunion.edu/title-ix](http://www.mountunion.edu/title-ix) or for assistance contact one of the following:

**Director of Student Conduct, Patience Bartunek – (330) 823-7288**

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

**Associate Dean of Students & Title IX Co-Coordinator, Michelle Gaffney - (330) 823-2496**

Mount Union Sexual Misconduct Responders

Faculty and staff are asked each year if they would like to volunteer to serve in this role. Those that volunteer for the upcoming year are required to attend an annual training to be on the list as an active responder. Therefore, that list changes from year to year based on who has volunteered and been able to complete the required training. For a current list of responders and their contact information, go on-line to iRaider at: [http://www.mountunion.edu/sexual-misconduct-responder-list](http://www.mountunion.edu/sexual-misconduct-responder-list).
During the academic year, a student may be treated at the Student Health Center operated by Alliance Community Hospital or, if appropriate, in the Department of Human Performance and Sport Management. Other students may receive counselling by the Office of Counseling Services or the Office of Alcohol, Drug and Wellness Education. On occasion, a student may also 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 University, 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 and Alliance Community Hospital protect the privacy of student health information. The two main laws governing the confidentiality of student health information are the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and the Family Educational Rights and privacy Act (FERPA).

**HIPAA**

Hospitals, and private physicians must comply with HIPAA, 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 University if the University is treating the student at issue.

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 their parents. That decision is strictly between the student and physician in private practice and said physician in private practice is not connected with the University of Mount Union.
**FERPA**

The 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. Records that are created when the student receives treatment at the Department of Human Performance and Sport Management, Office of Counseling Services, or Office of Alcohol, Drug, and Wellness Education are considered “Treatment Records,” which are protected by FERPA. The Department of Human Performance and Sport Management, Office of Counseling Services, and the Office of Alcohol, Drug and Wellness Education may disclose needed treatment records to appropriate medical or health professionals involved in treating the student without requiring the student to sign a FERPA Release form.

If the student wishes to allow another party to examine, inspect, know the content, or receive a copy of, their records as maintained by the Department of Human Performance and Sport 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 as regarding healthcare, please call the director of human resources at (330) 829-6560.

**Student Organization Policies**

**Advertising on Campus**

General guidelines for publicity and distribution of flyers, leaflets, and similar materials:

1. Common bulletin board space is available in variety of locations across campus. Please contact the Office of Student Involvement & Leadership for a list of appropriate posting locations.
2. Be sure to remove all publicity materials after advertised event. Do not cover materials for events other than the student organization. Please be sure to clean up and dispose of handouts left on tables throughout the campus once the advertised event has passed.
3. Do not tape any advertisements on any walls or windows in any buildings. Only use pushpins on the bulletin board spaces.
4. Paint may only be used on the rock in the quad. Do not paint the sidewalk or grass area. Please clean up and dispose of paint cans properly.
5. Chalk may be used on sidewalks only provided the area is accessible to rain. Do not chalk on building walls, steps, or under overhangs.
6. Items should not be placed on or in fire escapes, fire extinguishers, fire alarms, smoke detectors, exit signs, entrance/exit doors, trees, vehicles, or any painted surfaces.
Reserve bulletin board space in the Hoover-Price Campus Center

1. All recognized student organizations may request assignable bulletin board space, each semester. Space is allotted on a first come, first serve basis, and is allocated on an academic-year basis. Please email bulletin board request to the director of student involvement & leadership. If space is granted, a board is selected at the discretion of the Office of Student Involvement & Leadership.

2. Bulletin boards must be routinely updated with information, and information displayed must relate to the mission of the student organization. Any use other than for the purposes can result in revocation of bulletin board.

Publicity placed in student mailboxes

1. The Office of Student Involvement & Leadership must approve all requests to distribute materials through student mailboxes by student organizations.

2. In order to distribute publicity in student mailboxes, the student organization should email a copy of publicity to the director of student involvement & leadership.

3. When distributing items through campus mail, all items, when taken to the mail room, must be in mailbox order or it will be returned to the student group.

4. All mailed items include the organization’s name, student’s name and a campus mailbox number. Unless it is going to every student, then it just needs the organization’s name.

5. Inform the Mail Room of student organization’s bulk mailing by calling (330) 829-6654. Student organizations must provide the Mail Room a minimum of five (5) days’ notice of upcoming on-campus bulk mailing.

6. Provide the Mail Room with the following details:
   a. How many items are to be put in campus mail boxes, for example: every campus mailbox, a specific campus organization, a special event, or fund raiser mailing
   b. Date student organization is are delivering this mailer to the Mail Room
   c. Date mail should go into mailboxes

Table Tents

1. Table Tents may be utilized by all student organizations to publicize a student organization event, activity, or University related information.

2. Table Tents must be approved by the director of student involvement & leadership.

3. Please obtain the permission of the director of AVI in order to place table tents in Kresge Court Dining Hall and the B & B Café.
**Club Sports**

A Club Sports Team is an organization formed by individuals who are motivated by a common interest and desire to participate in a competitive sports activity. This program emphasizes student leadership and direction as opportunities for learning through participation. Each team is responsible for the motivation, administration, support, and regeneration of their club. Club Sports should promote sportsmanship, competition, and recreational fun.

A Club Sports Team requesting recognition must follow the same procedures as other student organizations, as well as must meet with the director of recreation to ensure that the following criteria are met:

- Availability of facilities for practice and competition
- Availability of competition within a reasonable geographic range
- Availability of an advisor and coaching/instruction
- An up-to-date membership roster; updated at the start of each season and as new members join the club. Team members must appear on the roster to be eligible for participation in Club Sports Team activities.

**Advisors**

Club Sports Teams must have a full-time member of the faculty, staff, or administration serve as their campus advisor. This individual may also serve as the “coach” of the club sport. Campus advisors are limited to instructing in practice and competition, with advisement of club sport’s team management, including travel.

**Health and Safety Issues**

It will be the responsibility of each Club Sports Team to secure and maintain a first aid kit, which is stocked as recommended by the Department of Athletic Training.

Club Sport Teams are required to have complete approved liability waiver forms, emergency contact cards, and proof of insurance forms for all participants prior to any activity on file with the Office of Student Affairs or designated office.

**Intramural Participation of Club Sports Athletes**

Members of the Club Sports Teams are eligible to participate in intramural competition on the following basis:

1. An intramural team is not permitted to have more than three (3) club players on their roster who are members of a University of Mount Union Club Sports Team in that sport when the intramural activity requires seven (7) or more participants to play the activity.

2. An intramural team is not allowed to have more than two (2) players on their roster who is a member of a University of Mount Union Club Sports team in that sport or
counterpart when the intramural activity requires six (6) or less participants to play the activity.

3. A period of ten (10) calendar days will be allowed for interested students, faculty, and staff to tryout on a club sports team. After this period has elapsed, for intramural eligibility purposes, a participant is considered an official member of that team.

4. Any participant who pays dues, regularly practices with, or competes in a team competition is considered an official club sports team member, for intramural eligibility purposes. Participants who do not pay dues or compete in a team competition are subject to the tryout period rules. For Club Sports eligibility purposes, participants must have all individual participation forms on file in the Club Sports Office (informed consent form, medical information form, proof of medical insurance form, and a physical form for contact sports).

5. A club sports team member for the fall semester will be considered a club sports team member for that entire academic year (e.g., a volleyball club team member during the fall is still considered a club sports team member for intramural volleyball in the spring).

**Member Eligibility Guidelines**

Membership status is determined by each club team’s constitution; however, the University has set the following guidelines:

1. All current-semester enrolled students (full, part-time, and graduate) and full-time faculty and staff of the University of Mount Union are permitted to participate on Club Sports Teams.

2. Dependents, spouses, and significant others of students, staff, and faculty are not permitted to participate on Club Sports Teams.

3. Students who withdraw from the University of Mount Union during an academic semester are not permitted to continue participation in any Club Sports Team, beginning the date of terminated enrollment.

4. Alumni of the University who are not currently enrolled in any classes at Mount Union are not permitted to participate in any Club Sports Team activities.

5. Current members of a University athletic team are ineligible and not permitted to participate on a Club Sports Team in the sport for which they compete at the NCAA Division III intercollegiate level. Current members are determined by who is listed on the active roster for each individual athletic team at Mount Union, and Club Sport Team presidents are responsible for checking the eligibility of players.
Travel

Each Club Sports Team is responsible for making its own travel arrangements, including transportation, lodging, and meals for any off-campus activities. Travel for Club Sports Teams activities may NOT be scheduled during Final Exam periods. Club Sports Teams are required to follow the Student Travel Policy.

Establishing, Reestablishing, and Recognizing Student Organizations & Student-Led Philanthropic Projects

Each Club Sports Team is responsible for making its own travel arrangements, including transportation, lodging, and meals for any off-campus activities. Travel for Club Sports Teams activities may NOT be scheduled during Final Exam periods. Club Sports Teams are required to follow the Student Travel Policy.

Student Organizations Standards

1. A full-time member of the faculty, staff, or administration must serve as the student organization’s campus advisor.
2. The organization must demonstrate the ability to be a viable, functioning organization by having at least five (5) students interested in actively supporting the purpose and goals of the organization.
3. The purpose, goals, and mission of the organization must be defined and support the educational mission of the University. These items must be articulated in the student organization’s constitution.
4. The purpose, goals, and mission of the organization may not discriminate 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 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. Organizations that have selective membership must meet with the Office of Student Involvement & Leadership to clarify membership requirements.
5. The purpose, goals, and mission of the organization may not duplicate the efforts of a pre-existing student organization at the University.
6. The organization must not promote the disregard of any policies or procedures of the University and all local, state, and federal laws.
7. The organization assumes responsibility for all debts and obligations to the University incurred by the organization.

8. Recognized student organizations and student-led philanthropy projects are required to register with the Office of Student Involvement & Leadership electronically at the start of each semester.

9. Recognized student organizations are required to have a current constitution or operating document on file at all times with the Office of Student Involvement & Leadership. Constitutions or operating documents are to be submitted by email to the director.

**Recognition Process for Student Organizations & Student-Led Philanthropy Projects**

1. The interested individual or group of individuals meets with the director of student involvement & leadership to discuss their idea for a student organization.

2. The interested group of students submits the Application for Student Organization or Student-Led Philanthropy Project and a draft of a student organization constitution to the director of student involvement & leadership. All documents are submitted to the director by email.

3. The director of student involvement & leadership reviews the documents with the Committee on Student Organizations, chaired by the Student Senate parliamentarian.

4. The Committee on Student Organizations reviews the finalized constitution at their next meeting.

5. The Committee on Student Organizations, after reviewing the constitution or purpose, will then vote on said organization. The director of student involvement & leadership provides notification of the outcome of the vote to the interested individual(s) in writing.
   - An affirmative vote approves the student organization or student-led philanthropy project.
   - A negative vote sends the constitution back to the interested individual(s) for changes. If a negative vote is the result, the interested individual(s) may resubmit a revised copy of their constitution for the next scheduled Committee on Student Organizations meeting for consideration.
   - The interested individual(s) may ask questions of the Committee on Student Organizations for clarification in order to revise their documents.

6. When an affirmative vote of the Committee on Student Organizations is the result, the student organization or student-led philanthropy project will then complete an the online student organization registration document and submit it to the Office of Student Involvement & Leadership.
Reserving Campus Facilities

Student organizations must abide by the following policies and procedures for reserving space on campus:

1. University departments, divisions of the University, University-affiliated groups, and recognized and registered student organizations are granted use of facilities for educational, cultural, developmental, and social programs and activities within the guidelines of this policy. Departments and divisions of the University shall have priority in the use of University facilities. Recognized and registered student organizations and student-led philanthropy projects and University-affiliated groups shall have priority in use over non-University organizations.

2. Recognized and registered student organizations and student-led philanthropy projects must use the Student Organization Calendar Submission Form to register for space.

3. Any special arrangements regarding room set up or audio-visual equipment should be indicated on the Student Organization Calendar Submission Form.

4. The Office of Student Involvement & Leadership reviews all requests for facilities and will report all requests to the Office of Campus Card and Facility Scheduling.

5. The Office of Campus Card and Facility Scheduling will determine if the facilities request can be honored based on the criteria and priorities for facility usage. The Office of Campus Card and Facility Scheduling will then notify the student organization directly about the facilities registration.

6. Room reservations should be made at least 48 hours in advance of the event. Should a change in facility be necessary, or there is a need to reserve additional space, visit the calendar page of the Mount Union website, or call (330) 823-2881.

7. The reserved facility is available to the student organization or student-led philanthropy only during the times scheduled. If additional time is necessary for set up before and clean up afterward, please be sure to schedule extra time on the Student Organization Calendar Submission Form.

8. Room cancellations should be made with the Office of campus card services and facility scheduling at least two (2) days in advance of the meeting.

9. Reserved facilities must be cleaned of all trash at the close of the event. This involves using the trash bags in the room(s) and ensuring all garbage can be readily disposed of by the housekeeping staff.

10. All participants at events must adhere to the Tobacco Free Policy.

11. All furniture that are moved must be returned to their original position at the end of the meeting. No furniture may be moved into the hallways.

12. The individual who registers for the facility on behalf of the student organization or student-led philanthropy project will be held responsible for all activities and any individuals in the facility.
13. Costs and damages incurred because of the use of a facility shall be assumed by the student organization or student-led philanthropic project. In some cases, as a condition of use, the student organization may be required to provide satisfactory assurance of financial responsibility to the University (i.e., proof of insurance).

14. Any misconduct or misuse of the facility by any one will result in loss of privileges for use of University facilities and restoration cost, if necessary. It is suggested that all individuals involved in the event be made aware of the regulations concerning the use of on campus facilities and spaces. Complaints from housekeeper or office personnel concerning any individual not complying with these rules may result in disciplinary action, including the inability to use campus facilities.

Adherence to these regulations will make the process of room scheduling run smoother for everyone concerned. If you have any questions, call the manager of campus card services and facility scheduling at (330) 823-2881.

Screening a Film on Campus

Any screening of a movie outside the privacy of one’s own home setting is “public performance.” Therefore, screening or showing a movie on campus, in a classroom, or in a larger venue (e.g., Brush Theatre, or on the Quad) requires a license. This is regardless if any admission cost is charged or not. Movies rented from the local video store, purchased at a retailer, available from an online streaming service are not permitted to be shown in a public performance without a license. To show a film at Mount Union, the organization will need to obtain such a license.

If the film is of an academic, educational, or documentary nature consider asking for assistance through our library system, and/or related faculty members. If the student organization wants to show a “feature film,” please contact the Office of Student Involvement & Leadership staff, as they will work with the student organization to set up the event.

If you have additional questions, contact the professional staff in the Office of Student Involvement & Leadership.

T-shirt Design Policies

Student organizations may sell or give away products such as t-shirts or other items for any events, however the director of student involvement & leadership must approve all product designs before items are ordered or sold. All designs must meet the standards set by Mount Union policies, including but not limited to those concerning alcohol and
harassment. In addition, all designs must adhere to copyright, trademark, and/or fair use laws, as well as, any national/international headquarters guidelines (if applicable).

Use of the University of Mount Union Name and Trademarks

The Mount Union Identity Program provides a link between the public’s image of Mount Union and the reality of the institution’s impact on the community – both on campus and in Alliance as a whole – and promotes Mount Union’s mission, vision and strategic plan through cohesiveness and consistency among Mount Union’s marketing efforts.

The Office of Marketing requires that an approved logo be used on all print, video, and electronic materials representing the University. The name or logo should also appear on promotional materials for events and efforts sponsored by the University. This will ensure that the image of Mount Union remains consistent and cohesive throughout various messaging efforts viewed by a potential stakeholder.

Student organizations may use the University of Mount Union name, logo, and insignia as outlined in the style guidelines published and maintained by the Office of Marketing. Violations of this policy may result in the removal of recognized student organization status. The Mount Union name and logo may not be altered in any way and may not be used without expressed consent of the Office of Marketing.

Logos must be reproduced from approved files obtained from the Office of Marketing. Please contact the Office of Marketing with any questions at (330) 823-6094, or marketing@mountunion.edu.

Student Right to Know and Campus Security Act of 1990

The Student Right to Know and Campus Security Act of 1990 (now known as the Clery Act) is a federal mandate which requires that all current students and employees be provided with information on policies and procedures involving campus security, the reporting of criminal action or other emergencies, and the enforcement authority of security personnel. This information must also include descriptions of programs for students and employees about campus security and crime prevention, as well as statistics on the occurrence of specific crimes. Notification of the
annual security report is made by the University’s director of student conduct and the full report is posted on the University website annually, by the first of October at http://www.mountunion.edu/annual-security-and-fire-safety-report. Hard copies are available from the director of student conduct upon request.

**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 and brought to the institution’s attention. University policies applicable to social media use include, but are not limited to, the following:

1. **Code of Student Conduct** - The Code of Student Conduct outlines prohibited conduct, which includes behavior that occurs within the framework of social media. The prohibited conduct stated in the Code of Student Conduct that is most closely related to the use of social media includes *Bullying and Cyberbullying*, *Harassment*, and *Misuse of Technology*. The [Code of Student Conduct](http://www.mountunion.edu/annual-security-and-fire-safety-report).


3. **Federal, State, and Local Laws** - Students are required to adhere to all federal, state, and local laws.

**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.

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 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.
• 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 conduct 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 to civil and criminal liabilities. Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act 9 Title 17 of the United States Code. These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than $750 and not more than $30,000 per work infringed. For “willful” infringement, a court may award up to $150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense. For more information visit the Web site of the U.S. Copyright Office at www.copyright.gov, especially their FAQ’s at 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 conduct 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 student. Consent is given when an individual register for classes. Any 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 federal or state law or of Mount Union 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 conduct authority for misconduct or misuse by members of the Mount Union community rests with the appropriate authorities outlined in the Student Handbook.

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 student who abuses the privilege of University facilitated access to the Internet and e-mail may be subject to conduct action up to and including termination or expulsion. If necessary, the University also reserves the right to advise appropriate legal officials of any violations and institute legal proceedings against violators of this policy. Any policy violations should be reported to helpdesk@mountunion.edu. Acts of retaliation for reporting instances of misuse are prohibited, both by the University and under state and federal law. Reports of misuse cannot be made anonymously, due to the ability of the system to track the originator of any electronic communications.

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

Technology User Code of Conduct

The following Code of Conduct is intended to instruct technology users in acceptable behavior regarding their use of Mount Union technological resources. This document is not intended to be exhaustive 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 conduct 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 their account, they should change the password and report the intrusion to the Office of Information Technology. Users are required to change their password every 90 days.

2. Users may not intentionally seek information about, browse or obtain copies of, or modify files or passwords belonging to other people, whether at Mount Union or elsewhere, unless specifically authorized to do so by those individuals. Also, users may not attempt to intercept, capture, alter, or interfere in any way with information on campus or global network paths.

3. Users must not attempt to decrypt or translate encrypted material or obtain system privileges to which they are not entitled. Attempts to do any of the above will be considered serious violations.

4. If users encounter or observe a gap in system or network security, they must report the gap to the Office of Information Technology. Users must refrain from exploiting any such gaps in security.

5. Users must refrain from any action that interferes with the supervisory or accounting functions of the system or that is likely to have such effects.

6. Users must be sensitive to the public nature of shared facilities and take care not to display sounds or messages that could create an atmosphere of discomfort or harassment for others.

7. Users must avoid tying up computing resources for game playing or other trivial applications, sending frivolous or excessive mail or messages locally or over an affiliated network, or printing excessive copies of documents, files, images, or data. Users should be sensitive to special needs for software and services available in only one location and cede place to those whose work requires the special items.

8. Users may not prevent others from using shared resources by running unattended processes or placing signs on devices to “reserve” them without authorization.

9. Users may not copy, cross-assemble, or reverse-compile any software or data that the University has obtained under a contract or license that prohibits such actions. If it is unclear if it is permissible to take such actions, users should assume that they may not do so.

10. Software may not be copied or used illegally. Website materials must be cited appropriately, and permission obtained for the publishing, performing, or distribution of copyrighted material.

11. Messages, sentiments, and declarations sent as electronic mail or sent as electronic postings must meet the same standards for distribution or display as if they were tangible documents or instruments. Users are free to publish their opinions, but they must be clearly and accurately identified as coming from the particular user or, if a user is acting as the authorized agent of a group recognized by the University, as coming
from the group they are 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, as well as to the University administration for conducting official University business. Academic use is determined to be any legitimate use of the network for the purpose of assisting in the conduct of the University’s academic mission. The official conduct of University business is limited to efforts on behalf of the management and administration of the University. The network provides access to the Internet from all offices, residence hall rooms, and computer labs, in addition to public access stations in the library. Students living in on campus housing are accorded the privilege of using the network for personal use, as long as such use is in keeping with all applicable policies of the University and state and federal laws and is not excessive (resulting in diminished service to fellow students).

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

Servers

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

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

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

Accounts

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

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

The following are categories of authorized users:

• Current faculty and staff of the University
• 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:

• Volunteer staff of the University
• Student employees
• Current students on transfer
• 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 Office of Information Technology 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 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). 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 conduct 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 conduct action.

Web Pages

The Mount Union websites 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 conduct action. Personal web pages are only supported by academic departments part of academic work. In the case of copyrighted material, the representative is responsible for obtaining the necessary permission for posting such material. All material must be suitable for viewing and/or reading by individuals of all ages and conform to copyright laws. These are not limitations of free speech but represent the policies of this Institution.

University of Mount Union Social Media

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

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.

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

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

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

**Security**

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

**Archiving and Retention**

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

Students are eligible for e-mail privileges as long as the student is officially registered at Mount Union.

Hardware and Software Support Policy

Personally-Owned Computers on Campus

Hardware

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.

Data Security

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

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

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

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

Policy Updates and Reviews

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

Indemnification of Mount Union

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

Tobacco Free Policy

The Tobacco-Free Policy applies to all University of Mount Union facilities, property, sponsored events, and vehicles, owned or leased, regardless of location. Smoking and the use of tobacco products shall not be permitted in any enclosed place, including, but not limited to, all offices, classrooms, hallways, waiting rooms, restrooms, meeting rooms, community areas, performance venues and private residential space within University of Mount Union housing. Smoking and the use of tobacco products shall also be prohibited outdoors on all University of Mount Union campus property, including, but not limited to, parking lots, paths, fields, sports/recreational areas, and stadiums, as well as in all personal vehicles while on campus. This policy applies to all students, faculty, staff, and other persons on campus, regardless of the purpose for their visit.
In further recognition of the incompatibility of the University of Mount Union's educational mission and the promotion of tobacco products:

No tobacco-related advertising or sponsorship shall be permitted on the University of Mount Union property, at University of Mount Union-sponsored events, or in publications produced by the University of Mount Union, with the exception of advertising in a newspaper or magazine that is not produced by the University of Mount Union and which is lawfully sold, bought, or distributed on University of Mount Union property. For the purposes of this policy, tobacco-related applies to the use of a tobacco brand or corporate name, trademark, logo, symbol, or motto, selling message, recognizable pattern or colors, or any other product identical to, similar to, or identifiable with, those used for any brand of tobacco products or company which manufactures tobacco products.

No tobacco products or paraphernalia shall be sold or distributed as samples on university grounds, either in vending machines, the Hoover-Price Campus Center, or any other area on campus.

For assistance or resources in regards to cessation, student can contact the Office of Alcohol, Drug, and Wellness Education http://www.mountunion.edu/alcohol-drug-wellness-education.

**Withdrawal Process and Refund Policy**

A student who wants to withdraw after classes have started for the semester initiates the process with the Office of Student Affairs to indicate that they are withdrawing. The official date of withdrawal is the date the student contacted the Office of Student Affairs or the student’s last date of attendance at a documented academically related activity. This policy applies to students who withdraw from all of their classes for the semester or are suspended. Students who participate in activities on campus prior to the first day of classes and then submit written notice of withdrawal prior to the first day of classes shall be assessed an early withdrawal fee of $150.

The charges for tuition, fees, room, and meal plan are based on a weekly schedule listed in the University Catalogue. The student who withdraws after those dates will be charged for the whole semester and will be eligible for financial aid based on the semester costs. 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.
**Handbook Statement**

Mount Union students are responsible for knowing the information, policies and procedures as outlined in this handbook. Mount Union reserves the right to make changes to this document as necessary and once those changes are posted online, they are in effect. Changes to the handbook, except those made at the start of the academic year will be announced to the community through their Mount Union email. Students are encouraged to check online [http://www.mountunion.edu/student-handbook-1801](http://www.mountunion.edu/student-handbook-1801) for the updated versions of all policies and procedures.