

A photograph of four students in a campus setting. Two female students are seated at a purple table, looking at a laptop. One is wearing a black vest over a grey long-sleeved shirt, and the other is wearing a blue sweater. A large clear cup with orange juice sits on the table. In the background, two male students are walking; one is wearing a purple 'UNIVERSITY OF MOUNT UNION' sweatshirt and the other is wearing a white and grey hoodie. The scene is outdoors with trees and a building in the background.

HANDBOOK OF
STUDENT POLICIES

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Accessibility Statement: The University of Mount Union is committed to creating a learning environment that meets the needs of its diverse student body. Fonts, font sizes and contrast of text and page color of this handbook have been considered to allow for greater accessibility. This handbook is available in hard copy and various modified formats upon request. Individuals with accessibility needs should reach out to StudentAccessibility@mountunion.edu for assistance in accessing the information in this handbook.

If you need, or are aware of someone who needs, additional assistance in accessing this handbook, please reach out to the Office of Student Accessibility Services. You can find more information about the Office of Student Accessibility Services, including contact information [here](#).

Handbook of Student Policies

The following policies, as well as those on the University policies webpage and the [Policy for Equal Opportunity, Harassment, and Nondiscrimination for all Faculty, Students, Employees, and Third-parties](#), accompany the Community Standards Manual. All Mount Union students are expected to abide by these policies.

Acts of Intolerance and Harassment

Principles Against Intolerance

The University of Mount Union's mission and values support diversity and civility. Discrimination has no place in the Mount Union community.

In a community of learners, teachers, and knowledge-seekers, Mount Union is best served when its leaders and community members challenge speech and action reflecting bias, stereotypes, and/or intolerance.

The mission of the University of Mount Union is to prepare students for fulfilling lives, meaningful work, and responsible citizenship. Mount Union, therefore, strives to foster an environment in which all are included, all have equal opportunity to learn and explore, where differences and commonalities are celebrated, and we are committed to free and uninhibited debate and deliberation. However, the University may restrict expression that violates law, that falsely defames a specific individual, that constitutes a threat or harassment, that unjustifiably invades substantial privacy or confidentiality interests, or that is otherwise directly incompatible with the functioning or success of the University. Debate or deliberation may not be suppressed because the ideas put forth are thought by some members of the University to be offensive, unwise, or immoral. Acts of hatred and other intolerant conduct and acts of discrimination that demean our differences are antithetical to the values of Mount Union and serve to undermine its purpose.

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. Prohibited discrimination arising from historical biases, stereotypes, and prejudices endangers the University from meeting its mission. This mission is met when members of the University community collaborate to foster a learning environment where all members of the community are welcomed and confident of their physical and emotional safety.

Each member of the University community is entitled to speak, to be heard, and to engage, based on their views; unburdened by historical biases, stereotypes, and prejudice. Mount Union fully respects and supports the freedom of all members of the University community to discuss any problems, issues or concerns, and has a responsibility to promote a lively and fearless freedom of debate and deliberation, and protect that freedom when others attempt to restrict it.

Intellectual and creative expression that is only intended for shock value or to be provocative and challenging may have a place in our community. Nevertheless, mutual respect and civility within debate and dialogue more positively advances the mission of Mount Union, each of us as learners and teachers, and as a democratic society.

Harassment, threats, assaults, vandalism, and destruction of property, as defined by University policy, will not be tolerated at Mount Union and will be subject to discipline. Where investigation establishes that such unlawful conduct was targeted at an individual or individuals based on discrimination prohibited by University policy, the appropriate University administrators should consider discipline that includes enhanced sanctions to appropriately reflect the foundation for such conduct. In addition to discipline, and consistent with the University's mission to educate members of our community, University administrators should use all available tools, to address such unlawful conduct, to foster learning and mutual respect.

*This statement was modeled after the University of California Regents Policy: Principles Against Intolerance Statement.

Resolution Process

4 Steps from Reporting to Resolution

- **Report the Issue.** Fill out the [Bias Concern/Acts of Intolerance \(AOI\) Form](#) if one wants to report an incident. This can be done anonymously.
- **Curated Response.** A Student Affairs or Human Resources staff member will review the report and analyze it to give a personalized response and options for next steps depending on circumstances and the reporter's wishes. If clear inappropriate behavior is reported, the University has an obligation to act, whether or not the reporting party wants action taken. The reporter will be given the option for next steps, depending on circumstances.
- **Initial Meeting.** Often an initial meeting with Student Affairs or Human Resources staff and/or campus partners will be scheduled with the informing party.
- **Path to Resolution.** The Student Affairs or Human Resources member managing AOI will work with campus partners and students to help bring resolution to a report. Information is shared with the person who was documented for the concern, if applicable and if the informing party so chooses.
 - If the person who was documented for the concern does not want to participate in this voluntary process, the team of staff members will work with the informing party to develop a resolution that allows them to feel heard and supported.
 - If the incident rises to the level of community harm, the resolution will involve support to the community.

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 misuse 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 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/or are placed on university probation. See the Code of Student Conduct for more information.

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 drugs on their person at the time they are encountered.

Safe Harbor

The University has a Safe Harbor option 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. Please see the [Code of Student Conduct Section C](#) for more information.

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 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 Educational Consequences

1. An individual involved in a violation of alcohol or other drug related policies will be referred for conduct action and may receive any of the educational consequences outlined in the student conduct process. Please see [Section 8:N](#) in the Conduct Process for a full list of educational consequences.
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.

State and Federal Laws Pertaining to Alcohol and Other Drugs

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

A person who furnishes alcohol to an underage person is guilty of a first-degree misdemeanor. The maximum penalty associated with this offense is six months imprisonment and/or a \$1,000 fine. Therefore, a social host risks being fined and imprisoned. It is a minor misdemeanor to possess an open alcoholic container in public. A first conviction for driving under the influence of alcohol or drugs has a penalty of up to \$1,075 fine, forfeiture of driving privileges for six months, and 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. For more information see the Ohio Revised Code 2925.141.

The exact legal wording can be found in the Ohio Revised Code, Sections 4301.63.2, 4301.63.3, 4301.63.4, 4301.69: 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

Alcohol

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

Possible long-term effects: Bleeding from the intestinal tract, damage to nerves and the brain, psychotic behavior, loss of memory and coordination, damage to the liver often resulting in cirrhosis impotence, severe inflammation of the pancreas, and damage to the bone marrow, heart, testes, ovaries, and muscles.

Cannabis (Marijuana, Hashish)

The use of marijuana may impair or reduce short-term memory and comprehension, alter sense of time, and reduce coordination and energy level. Users often have a lowered immune system and an increased risk of lung cancer. The active ingredient in marijuana, THC, is stored in the fatty tissues of the brain and reproductive system for a minimum of 28 – 30 days.

Possible long-term effects: Regular use can lead to physical dependence and withdrawal following discontinuation, as well as mental addiction or dependence.

Hallucinogens (Lysergic acid /LSD, mescaline, and psilocybin/mushrooms)

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

Possible long-term effects: Respiratory depression, coma, convulsions, seizures, flashbacks, and death.

Cocaine/Crack

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

Possible long-term effects: Agitation, hostility, panic, aggression, and suicidal or homicidal tendencies. Paranoia, sometimes accompanied by both auditory and visual hallucinations.

Amphetamines (Speed, Methamphetamine, and some diet pills)

Amphetamine use can cause a rapid or irregular heartbeat, tremors, and loss of coordination, reduced appetite, irritability, panic and paranoia. Heavy users are prone to violence, and psychotic behavior.

Possible long-term effects: Agitation, hostility, panic, aggression, and suicidal or homicidal tendencies. Paranoia, sometimes accompanied by both auditory and visual hallucinations.

Opiates (Codeine, Heroin, Morphine, and other opioid pain relievers)

Opiate use can cause the body to have diminished pain reactions, drowsiness, respiratory depression and arrest, nausea, confusion, constipation, and possibly coma or death.

Possible long-term effects: Restlessness, irritability, loss of appetite, nausea, tremors, drug craving, severe depression, vomiting, blood pressure, and chills alternating with increased heart rate, and flushing and excessive sweating.

MDMA (Ecstasy)

Short term use of MDMA can cause increased tactile sensitivity, enhanced self-confidence, energy bursts feelings of peacefulness, acceptance and closeness with others, loss of inhibition, confusion, hallucinations, muscle tension, increased heart rate, increased blood pressure, increased body

temperature, dehydration, involuntary teeth clenching, nausea, blurred vision, rapid eye movement, faintness, chills and sweating, impaired memory, and learning. While long-term use of MDMA can lead to depression, sleep problems, liver & kidney damage drug cravings, severe anxiety, paranoia, permanently impaired memory, and ability to learn.

Possible long-term effects: Agitation, hostility, panic, aggression, and suicidal or homicidal tendencies. Paranoia, sometimes accompanied by both auditory and visual hallucinations.

Anabolic Steroids

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

Possible long-term effects: High cholesterol levels, which may increase the risk of coronary artery disease, strokes, and heart attacks.

The information above should not be used as a substitute for talking with a professional in the field of alcohol and drugs or for consulting a medical professional. Individual differences often influence the body's reaction to a drug and should always be considered. Although every effort is made to keep the information on these pages current, new findings are made frequently, so checking the latest research is recommended. The legal information provided is of a general nature and should not be used in place of speaking with an attorney if the case warrants.

*Resources in this section were compiled by Kelleen Weber, Director, Alcohol, Drug, and Wellness Education Source: Drugs of Abuse: A DEA resource guide 2020 edition.

Alcohol and Other Drug Treatment Options and Referrals

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., Alliance, Ohio
(330) 829-6660 adwe@mountunion.edu

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.

Treatment

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
colemanservices.org/

CommQuest

Main Office: 625 Cleveland Ave NW, Canton, OH 44702, (330) 445-2677
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
commquest.org

Child and Adolescent Behavioral Health

405 S. Linden Ave., Alliance, Ohio 44601, (330) 454-7917

childandadolescent.org

Stark County TASC (Only for those with current legal involvement)

624 N. Market St. Canton, OH 44702, (330) 479-1912

starktasc.org

Summit Psychological Associates

832 McKinley Ave NW, Canton, OH 44703, 330-493-2554

summit-psychological.org

Glenbeigh

Intensive outpatient services and support for loved ones.

4661 Belpar St. NW, Canton, OH 44718, (330) 492-2600

glenbeigh.com/canton

Phoenix Rising Behavioral Health & Recovery of Alliance

Education, counseling, psychiatry and support for children, adolescents, and adults.

1844 W. State St., Alliance, OH 44601, (330) 493-4553

phoenixrisingbhr.org

CommQuest Detox

Sub-acute detoxification refers to detoxification services provided with twenty-four-hour medical monitoring.

1680 Nave Rd. SE, Massillon, Ohio 44646, (330) 455-0374

commquest.org/withdrawal-management

Support Groups

Alcoholics Anonymous Intergroup Office

4306 Avondale Ln NW, Canton, OH 44708

(330) 491-1989 (24/7)

cantonaa.com/

Al-Anon, Ala-Teen

Meeting Information: 1-888-4AL-ANON (1-888-425-2666)

al-anon.alateen.org

Narcotics Anonymous for Northeast Ohio

Ohio Regional Help line, (800) 587-4232

naohio.org/

Cocaine Anonymous

Hotline (330) 327-4090

ca.org/

Dual Recovery Anonymous

draonline.org

Foundations, A Place for Education & Recovery

Peer Recovery support

116 Cleveland Avenue N.W. Suite 200, Canton, OH 44702

330-454-2888

[Foundations Brochure](#)

Gam-Anon

Hotline (800) 522-4700

gam-anon.org/

Gamblers Anonymous

gamblersanonymous.org/

Sex Addicts Anonymous

saa-recovery.org/

Crisis Numbers

If you or someone you know are in crisis, please immediately contact:

- 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 National Suicide and Crisis Lifeline at 988
- Call the Domestic Violence Help Line anytime at (330) 453-SAFE (7233) or the National Domestic Violence Hotline (800) 799-7233
- Trevor Lifeline for LGBTQ youth 866-488-7386
- Trans Lifeline at 877-565-8860
- Homeless Hotline at 330-452-4363 for all Stark County homeless housing requests
- Military & Veterans Crisis Line 988, press 1 anytime
- Military & Veterans Crisis Text Line 838255

Animals on Campus Policy

The University of Mount Union (UMU), realizing both its responsibility to provide safe and clean premises for students, faculty, staff, volunteers, and guests as well as the affection and connection that community members can have with animals or pets, has established this policy and its guidelines for the presence of animals on UMU Campus and properties.

In locations where UMU owns and/or controls the grounds and facilities, leashed or caged animals are permitted to be present outside of buildings, on university grounds, apart from any athletic competition or practice fields, for short periods of time as they are passing through or in the area for other reasons. Recreational walking or transporting an animal through university-owned property will not be restricted on public access sidewalks, streets, green spaces, etc. All animals must be leashed or caged/controlled unless there is an exception made for a service animal through the Office of Student Accessibility Services or Human Resources. The companion of any animal on campus is responsible for cleaning up after any waste an animal leaves behind.

Animals are not permitted inside any University buildings, or any other indoor spaces owned and/or controlled by UMU, with the following exceptions:

Animal Types

Emotional Support Animals (ESA)

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 ADA or UMU's Service Animal Policy. Any animal may serve a person with a disability as an Emotional Support Animal, but a dog, cat, small bird, rabbit, hamster, gerbil, other rodent, fish, turtle, or other small, domesticated animal (that is traditionally kept in the home for pleasure rather than for commercial purposes) are identified by HUD as most reasonable for confined residential spaces. See below for complete details.

Service Animals

A service animal is defined as dogs or miniature horses, when reasonable, that are individually trained to do work or perform tasks for people with disabilities. Such animals, as defined here and being consistent with UMU's service animal policies as well as the Americans with Disabilities Act, are permitted in UMU facilities. Please also note that service animals are not pets, and other than the person for whom the service animal works, UMU community members should not touch or interact with a service animal. See below for complete details.

Service Animals in Training

A service animal in training is a dog or miniature horse that is being trained to do work or perform tasks for people with disabilities. Such animals, as defined here and being consistent with UMU's service animal policies as well as the Americans with Disabilities Act, are permitted in UMU facilities.

Program or Therapy Animal

A program or therapy animal can be any type of animal (typically a dog) that has been screened to behave appropriately when interacting with people in places where animals are traditionally not allowed (such as University facilities) and are participating in a university service program (such as Destress Fest, or Therapy Dogs during finals). These are typically approved for standalone events and not for ongoing programming and must be approved when reserving space for the event through the facility scheduling process.

Pets in Residence Halls or other university-owned housing

Fish in aquariums (10 gallons or less) are allowed to reside in university-owned housing.

Residence Life Staff Member Exceptions

Professional Residence Life staff members that are required to reside on campus as part of their employment can have a small pet with the approval of the Director of Residence Life.

Faculty or Staff member pets

Pets may visit a faculty or staff member in their workspace for no more than 10 minutes in any given 24-hour period.

Instructional Use of Animals

Faculty who desire to utilize animals for instructional purposes as they relate to course materials should seek the expressed permission of the Institutional Research Board or its designated committee in advance of an individual instance or the start of a course where such use will occur at various points throughout the curriculum. Frequency should be minimal, and care should be given in relation to those colleagues and students who may have fears or allergies relative to the animal.

Owner Responsibilities and Removal of Animals

For purposes of this policy, the owner is the individual or student who has requested the accommodation and has received approval to bring the animal to campus. UMU is not responsible for the custody or care of a service animal, service animal in training, emotional support animal, program or therapy Animal, or any pet residing on or visiting campus or any other UMU facility. Handlers/Companions, which are defined as the individual who has brought the animal to campus, or to whom a reasonable person would assume the animal accompanies, must:

- Be in control of their animal at all times, e.g. not allow the animal to run at large, bark, growl, snap, lunge, or bite.

- Animals must be controlled by a leash or harness or kept in a carrier or appropriate habitat with the following exceptions:
 - When it is an emotional support animal, and the owner is present in its residence
 - If an individual's disability precludes the use of a restraint
 - If a service animal needs to be off leash to do its job
- Clean up after and properly dispose of animal waste in a safe and sanitary manner. Dog bags are available in various green spaces on campus.
- Be responsible for the cost of any damages caused by the animal.
- Ensure that all animals are fully vaccinated and be able to provide proof of vaccination upon request.
- Ensure that all animals are treated with preventative care for any bug, such as fleas. If an infestation occurs in a space that has been occupied by an animal, the handler/companion will be responsible for the cost of extermination.
- Follow city, county, and state ordinances/laws or regulations pertaining to licensing, vaccination, and other requirements for animals.

Handlers/companions may be required to follow additional requirements in particular settings, e.g., residence halls, classrooms, or the work environment.

University staff may ask that animals be removed from campus under the following circumstances:

- The animal is in a building and does not meet the exceptions above.
- The animal poses a direct threat to the health or safety of others or causes substantial property damage.
- The animal, its behavior, or its presence creates an unmanageable disturbance or interference with the University community.
- The animal's presence results in a fundamental alteration of a university program.
- A handler/companion does not comply with the responsibilities listed above.

Depending on the circumstances, an animal may be excluded from campus on a permanent basis. For service animals, unless there is a threat to health or safety, University staff should provide the individual an opportunity to bring the animals under control. If a handler/companion refuses to remove an animal from a university building or authorized event, University staff may request assistance from the individual(s) in charge of the event or Campus Safety and Security (330-428-1344).

Handlers/companions are responsible for adhering to the above policies. Any student handler/companion that potentially violates the above listed guidelines and responsibilities will be referred to the Office of Student Conduct & Community Standards (330-823-7288). Any faculty/staff handler/companion that potentially violates the above listed guidelines and responsibilities will be referred to the Office of Human Resources (330-829-6560).

If there is an issue concerning safety due to an animal, contact Campus Safety and Security (330-428-1344).

Specific Policies regarding Emotional Support Animals and Service Animals

This policy governs the rights and responsibilities of students and the University as they pertain to Emotional Support Animals ("ESA") in campus residential housing. The policy defines differences between an ESA and service animal, establishes procedures for requesting an ESA, lists criteria that may be used to decide upon an ESA request, outlines an Owner's responsibilities for care and

maintenance of an ESA, and summarizes the University's standards for approval and continued allowance of ESAs.

Emotional Support Animals - Policy Details for Students

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 ADA.

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, mental or medical condition or 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 ADA or UMU's Service Animal Policy. Any animal may be requested by a student with a disability to serve as an Emotional Support Animal, but a dog, cat, small bird, rabbit, hamster, gerbil, other rodent, fish, turtle, or other small, domesticated animal (that is traditionally kept in the home for pleasure rather than for commercial purposes) are identified as most reasonable for residential spaces. Exotic animals, animals that are considered dangerous, and/or animals that violate city ordinance will not be accepted as Emotional Support Animals.

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 (ADA), 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-Owned Student 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 an online Housing Accommodation Request Form (available at www.mountunion.edu/accessibility-request). Student Accessibility Services will then provide the student with an ESA Medical Documentation Form, which must also be completed by an appropriately licensed medical professional. It should be noted that medical professionals often take several days to weeks to complete and return their documentation to the University.

The documentation from a licensed medical professional 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 Medical Documentation form or official letterhead of the licensed medical professional.

University of Mount Union Counseling Services may conduct the necessary assessment to verify if a student would benefit from an Emotional Support Animal. Such an assessment will be made at the discretion of the Director of Counseling Services and may take into account factors such as the treating relationship of the student and the Counseling Services Office. If a student is interested in seeking an evaluation for an Emotional Support Animal, it is recommended the student contact either their treating medical professional, University Counseling Services, or their health insurance provider for a list of eligible medical professionals who may offer this type of evaluation. In general, certificates or letters provided by for-profit websites or medical professionals will not be acceptable forms of documentation, especially when there exists a short history of a treating relationship with the student.

It is the student's responsibility to make the request for housing accommodations and submit required paperwork in a timely manner. The student is subject to the interactive process in determining if the requested animal is an appropriate accommodation for the student's documented disability. The student making the request for an Emotional Support Animal should initiate the process as soon as practicably possible. Priority deadlines for submitting requests are July 1 for any requests for any upcoming Fall semester and December 1 for any upcoming Spring semester. Students may also make a request for an Emotional Support Animal at any point during their term of occupancy. 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 prior to the start of the term of occupancy. Similarly, requests made during the term of occupancy may take significant time before an approval decision can be reached due to the time required for the Medical Documentation to be returned. Housing accommodations are determined on a case-by-case basis and must be requested on an annual basis. Requests submitted after the priority deadlines of July 1 for Fall semesters and December 1 for Spring semester may be held until the following semester.

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. The student must also acquire the signature approval of any applicable roommate(s) prior to the move-in of the animal and fill out a registration form for the animal and a photo. Students and their roommates are encouraged to display fire safety and awareness stickers to residence space windows and/or doorways upon request.

The University may also require a vaccination record and/or statement of health from a veterinarian before the animal is permitted in University housing. This may vary by species and may be required to be submitted or re-submitted at any point during the term of occupancy as conditions may require.

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: (1) imposes an undue financial and/or administrative burden; (2) fundamentally alters University housing policies; and/or (3) 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 is too large for 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 an individual's right to peace and quiet enjoyment, including roommates and neighbors;
- d. The animal is too young to be, or is not yet, housebroken or is unable to live with others in a reasonable manner;
- a. While each request is considered on a case-by-case basis general age requirements for dogs and cats specifically are typically dogs that are 1 year or older and cats that are 6 months or older.
- e. The animal's vaccinations and license are not up to date;
- f. The animal does not pose any health risks from zoonotic diseases or safety concerns regarding containment that cannot be sufficiently mitigated for inclusion in the communal living setting;
- g. The animal is not permitted under local and state ordinances;
- h. The animal poses or has posed in the past a direct threat to the individual or others such as aggressive behavior towards or injuring the individual or others;
- i. The animal causes or has caused excessive damage to housing beyond reasonable wear and tear; or
- j. The animal is not the first Emotional Support Animal requested by the Owner. Generally, students may only request to have one Emotional Support Animal on campus.

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 complete the Emotional Support Animal Registration Form and submit to Student Accessibility Services along with any required copies of appropriate vaccination documentation and/or current veterinary health statement and a current photo of the animal.
3. Where applicable, the Owner's roommate(s) will be required to complete an Emotional Support Animal Roommate Agreement.
4. The Owner will be given any applicable fire and safety stickers to display on residential windows and/or doorways in consultation with Student Accessibility Services.

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 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, may 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

If Student Accessibility Services and Residence Life determine the request for an Emotional Support Animal is denied,

1. 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 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.

Conflicting Disabilities

If a third-party requests that an Emotional Support Animal be removed due to a medical condition, such as a respiratory disease, asthma, or severe allergy, that is affected by the Emotional Support Animal, the University will engage in an individualized assessment of the situation and consider the needs of all parties in meeting its obligation to provide reasonable accommodations. The third party making such a request may be required to provide medical documentation that will allow determination to be made as to whether the conflicting condition is a disability or only an impairment and if there is a need to provide accommodation for the third party.

Access to University Facilities by Emotional Support Animals

An Emotional Support Animal must be contained within the assigned individual University housing (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 University housing, 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 (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. If the student is not present in the residential room, the animal must be in a cage/crate. 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. Emotional Support Animals may not be left overnight in housing without the presence of the owner.

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. In order to ensure proper cleanup, ALL of the Emotional Support Animal's waste (e.g. urine, excrement, fur, litter, cage shavings, etc.) should be disposed of in a tightly sealed bag before placed into trash receptacles. No loose animal waste may be placed in trash receptacles. The Owner is required to comply with all University Housing policies regarding waste removal and odor within their residential space.
3. The Owner is required to ensure the animal is well cared for at all times. Any evidence of mistreatment, abuse, or poor health may result in immediate removal of the Emotional Support Animal and/or discipline 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. The Owner is financially responsible for the Approved Animal, including for any bodily injury or property damage caused by the Approved Animal.
6. The Owner may be charged for any damage caused by their Emotional Support Animal beyond reasonable wear and tear to the same extent that The University charges other individuals for damages beyond reasonable wear and tear. This may include the cost of commercial carpet cleaning services to mitigate lingering animal odor in the residence. Any such damages will be assessed after the Owner and Emotional Support Animal vacate housing. The University shall have the right to bill the Owner's account for unmet obligations under this provision.
7. An Emotional Support Animal must be clean and well groomed, and measures should be taken at all times for flea and odor control (if applicable to the species). 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.

8. 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.).
9. 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.
10. 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.
11. 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.
12. The Owner 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.
13. The Owner provides herein 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 Security, and Physical Plant, and other University personnel. 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.
14. The Owner must provide a current photo of the Emotional Support Animal to Student Accessibility Services along with the Emotional Support Animal Registration Form.

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 but not limited to, excessive barking, disturbing and noticeable smells, general cleanliness concerns, etc.

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 Dean of Students.

Should the Emotional Support Animal be removed from the premises for any reason, the Owner is expected to fulfill their housing obligations for the remainder of the housing contract. The Owner will be responsible for any fees associated with removal of the animal.

Disclaimers

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.

Hold Harmless Provision

From time to time, the University may use pesticides, pest control devices, de-icing materials, cleaning supplies, and other materials for the maintenance and operation of University housing, sidewalks, roadways, or outdoor areas. The University is not responsible for any harm to Emotional Support Animals or Service Animals caused by such materials.

Service Animals - Policy Details for Faculty, Staff and Students

The Americans with Disabilities Act as Amended (ADAAA, 2008) defines Service Animals as “dogs or miniature horses 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 or miniature horse 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 or miniature horses, 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 or miniature horse. 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 or miniature horse is a pet or a Service Animal, they may ask two questions: (1) is the dog or miniature horse a Service Animal required because of a disability, and (2) what work or task the dog or miniature horse has been trained to perform. Individuals, 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 miniature horse, or ask that the dog or miniature horse 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 animal's waste. The partner should always carry equipment and bags sufficient to clean up and properly dispose of the animal'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 their 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 or other animal 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 Student 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.

Expectations for the Campus Community Regarding Service and/or Emotional Support Animals

Members of the University community are required to abide by the following practices:

1. While a Service Animal is allowed to accompany its owner at all times and in all places on campus, except where specifically prohibited, Emotional Support Animals must remain in the assigned residential space.
2. Do not touch or pet a Service or Emotional Support Animal unless invited to do so.
3. Do not feed a Service or Emotional Support Animal.
4. Do not deliberately startle a Service or Emotional Support Animal.
5. Do not inquire for details about a person's disabilities or ask a person with a qualifying disability to demonstrate the work or task performed by their Service Animal.

Policy Questions

Questions or concerns pertaining to Emotional Support or Service Animals for students should be directed to the Office of Student Accessibility Services at studentaccessibility@mountunion.edu.

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.

Clery Act - 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 mountunion.edu/consumer-information. Hard copies are available from the director of student conduct upon request.

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, etc.)** – 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.

Educational Records Policy

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

Definitions

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

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

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

- personal records kept by a University staff member if the record is not revealed to others and is kept in the sole possession of the staff member;
- student employment records that relate exclusively to the student in the capacity of an employee;
- records maintained separately from educational records solely for law enforcement agencies of the same jurisdiction;
- counseling records maintained by the University chaplain or the University counselor;

- medical records maintained by the University solely for treatment and made available only to those persons providing treatment; and
- Office of Alumni Activities records.

Rights Under FERPA

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

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

Procedure to Inspect Education Records

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

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

Student records are maintained in the following offices:

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

Right of the University to Refuse Access

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

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

Right to Challenge Information in Records

Students have the right to challenge the content of their education records if they consider the information contained therein to be inaccurate, misleading or inappropriate. This includes an

opportunity to amend the records or insert written explanations by the student into such records. The student may not initiate a FERPA challenge of a grade awarded unless it was inaccurately recorded; in such cases the correct grade will be recorded.

Procedures for Hearings to Challenge Records

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

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

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

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

Disclosure of Education Records

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

to school officials, including teachers, who have a legitimate educational interest in the record;

- to officials of another school in which the student seeks or intends to enroll;
- to federal, state and local agencies and authorities as provided under law;
- to the parents of an eligible student if the student is claimed as a dependent for income tax purposes;
- accrediting organizations;
- to comply with a judicial order or lawfully issued subpoena;
- emergencies affecting the health or safety of the student or other persons; and
- as otherwise permitted by FERPA.

Any student who wishes to authorize release of grades to one or both parents should complete a disclosure form in the Office of the University Registrar.

FERPA Annual Notice to Reflect Possible Federal and 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.

Disclosure of 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
- 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, height, and age of athletes
- participation in officially recognized activities and sports
- photograph.

A student who wishes to have all directory information withheld must submit an "Authorization to Withhold Directory Information" form to 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 University Registrar in writing to have the request removed. Because the University's computer system is unable to put a "hold" on selective directory information, all directory information will be placed on hold or all directory information except name and e-mail address will be placed on hold. Moreover, this request does not restrict the release of this information to individuals and agencies list in "Disclosure of Educational Records" above.

FERPA Release of Academic Information of Those Deceased

The protections offered by the Family Educational Rights and Privacy Act (FERPA; Buckley Amendment) generally cease upon the death of a student who was otherwise protected by the Act. The Office of the University Registrar will evaluate each request for the release of a transcript or other academic records of a deceased student on the individual merits of that request. The

University of Mount Union reserves the right to deny the request in whole or to release only part of the academic records that are requested. The decision will be based on what is deemed to be in the best interest of the University.

Minimum requirements for any release of academic information of a deceased student include: confirmation of the student's death proved to the satisfaction of the University and the Office of the University Registrar and a written request indicating what academic records are being requested, why they are being requested, and from whom it is being requested (news media, family, researcher, etc.). The requester assumes the burden of proof regarding who they are and what their interest is in the academic records of the deceased student. Requests for academic records using descriptions of 'all', 'entire', or other similar words or phrases will be interpreted as requests for the academic transcript. Charges such as official transcript request fees, diploma fees, shipping, and postage will apply per the Office of the University Registrar policies and procedures.

Gambling Policy

Students are expected to abide by federal laws and the laws of Ohio prohibiting illegal gambling, including online gaming ([ORC 2915](#)).

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; note, this includes betting on any Mount Union athletic team;
- participating in any wagering or pools (including office pools like March Madness or Super Bowl squares) on University property or using University IT networks.
- 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;
- involvement in bookmaking or wagering pools with respect to athletic events;
- participating in any real-money wagering, which is gambling for money or valuables in residence halls or on University property; and
- hosting any Casino or Poker night without prior approval from the Dean of Students Office or with anything other than "play" money if there is an entry fee. Note that these events cannot take place where any alcohol is served.

Student Athlete and Athletics Staff Prohibitions (NCAA Standards)

Division III student-athletes are prohibited from engaging in any sports wagering activity involving intercollegiate athletics, including soliciting, accepting, or providing information for bets on NCAA teams.

Core Prohibitions (Bylaw 10.3)

- **Soliciting or accepting bets:** You cannot solicit a bet on any intercollegiate team, accept a bet on any team representing your school, or solicit or accept a bet on any intercollegiate competition for any item of value (e.g., cash, merchandise, meals).
- **Providing information:** You cannot knowingly provide information relevant to an investigation of a possible violation of NCAA regulations to individuals involved in organized sports wagering.

- **Participation in gambling:** You cannot knowingly participate in any sports wagering activity that involves intercollegiate, amateur, or professional athletics competitions through a bookmaker, parlay card, or any other gambling method.

These rules apply to all sports and are part of the NCAA's amateurism and ethical conduct standards. For the most up-to-date and complete rules, consult the **NCAA Division III Manual**, the [NCAA Division III Compliance webpage](#), the [NCAA Don't Bet on It information](#), or the Mount Union's athletic compliance officer Suzy Venet-Pietz, as regulations can evolve during the academic year.

Recovery and Health Accommodations

If needed, students can request a medical leave of absence, or other accommodations, to focus on recovery from gambling, or other addictions. Those requests should be made through Student Accessibility Services and the Office of Alcohol, Drug, and Wellness Education.

Resources

Students who have concerns about their gambling habits, or another person's gambling habits can utilize the following resources.

On Campus

Office of Alcohol, Drug and Wellness Education
Student Affairs, University of Mount Union
Hoover-Price Campus Center, Office 95
(330) 829-6660
adwe@mountunion.edu

Community Resources

CommQuest Alliance
1207 West State St., Suite F&M
Alliance, Ohio 44601
(330) 821-8407
<https://www.commquest.org/>

Phoenix Rising Behavioral Health and Recovery Inc.
1844 W. State St.
Alliance, OH 44601
(330) 493-4553
<https://phoenixrisingbhr.org/>

The Ohio Gambling Telehealth Network (OGTN)

A system of counseling providers throughout Ohio available to those affected by problem gambling or gambling disorder. Clients who are uninsured will not be turned away from services due to inability to pay nor be expected to pay out of pocket for services or receive bills for services.

614-750-9877
<https://www.ohiogtn.org/>

Other Resources

Ohio Problem Gambling Helpline
Call: [1-800-589-9966](tel:1-800-589-9966)

24 Hour Confidential National Helpline
Call or Text: [1-800-522-4700](tel:1-800-522-4700)

Suicide & Crisis Lifeline
Call or text 988

[Time Out Ohio](#)

This program offers individuals the ability to ban themselves from Ohio's casinos, Ohio racinos and Ohio sports gaming for one year, five years or their lifetime.

[Gamblers Anonymous](#)

A fellowship of men and women who share their experience, strength and hope with each other that they may solve their common problem and help others to recover from a gambling problem.

<https://gamblersanonymous.org/>

[Gam-Anon](#)

A 12 Step self-help fellowship of men and women who have been affected by the gambling problem of a loved one.

[Pause Before You Play](#)

Pause Before You Play educates the public and grows awareness about gambling disorder, helps keep gambling and betting responsible and fun for those who engage in it, and connects people who need help with resources.

[Change the Game](#)

Change the Game was created to raise awareness of the sheer amount of gambling behaviors that our youth are being exposed to every single day.

[Problem Gambling Network of Ohio \(PGNO\)](#)

PGNO strives to generate awareness, promote education, and be an advocate for quality treatment of problem gamblers in the state of Ohio.

[National Council on Problem Gambling \(NCPG\)](#)

Our purpose is to serve as the national advocate for programs and services to assist problem gamblers and their families.

[Ohio for Responsible Gambling](#)

Initiatives aimed at promoting responsible gambling in Ohio.

*Resources in this section were compiled by Kelleen Weber, director, Alcohol, Drug, and Wellness Education

[Hazing Prevention Policy](#)

Hazing is not and will not be tolerated at the University of Mount Union. We are committed to making campus a safe a welcoming place for everyone, and as such, we strictly prohibit hazing in all its forms and as defined by the University Code of Student Conduct, [Ohio Revised Code 2903.31](#), and [Federal Public Law 118-173](#). Mount Union's hazing policy is outlined below.

Mount Union Hazing Policy

College student groups and individual students are prohibited from hazing in any form. This policy applies to behavior that occurs on or off campus and at University sponsored or approved activities as well as non-University activities.

- A. In accordance with Ohio's Colling's Law and the Stop Campus Hazing Act, *hazing* is defined as (1) doing, participating in, allowing, causing, coercing or forcing an individual to do or engage in any of the acts listed below, which causes or creates risk – beyond what is reasonably expected in the context of participation in the institution or organizations (such as physical preparation for athletic teams) – of causing physical or psychological harm, regardless of that individual's willingness to participate, (2) in the course of initiation into or affiliating with, maintaining or enhancing membership in, or reinstating affiliation with any student group.
- B. Acts indicated in A(1) include, but are not limited to:
 - a. whipping, beating, striking, electronic shocking, or placing a harmful substance on someone's body;
 - b. causing or coercing sleep deprivation, exposure to the elements, confinement in a small space, extreme calisthenics, or similar activities;
 - c. inducing another person to consume food, liquid, alcohol, drugs, or other substances;
 - d. causing or coercing another person to perform sexual acts;
 - e. engaging in any activity that places another person in a reasonable fear of bodily harm through the use of threatening words or conduct;
 - f. any act that includes violation of local, state, or federal law; and
 - g. any act that requires another person to perform a duty or task that involves a criminal violation of law.
- C. Student groups are defined as any group or organization in which two or more members are currently enrolled Mount Union students, whether or not the group is established or recognized by Mount Union. These groups include, but are not limited to, student organizations, clubs, and societies; varsity or junior varsity athletic teams; intramural and club sports teams; fraternity and sorority life organizations; band and other music groups or ensembles; or student government.
- D. For the purposes of this policy, hazing includes knowledge or observation of hazing activities by individuals in a position to intervene but who fail to intervene, including organization advisors, officers, and leaders, as well as any other Mount Union employee, who are aware of planned or previously occurring hazing activities and/or who condone and/or fail to prevent hazing from occurring, regardless of that participation.

If a member of the University community becomes aware of incidents of hazing or suspicious behavior, they should immediately contact the director of student conduct at (330) 823-8112 or file a [Hazing report](#) as outlined below.

Mount Union, in accordance with local, state, and federal law, will report, and provide investigation materials related to, any criminal hazing behavior to the appropriate law enforcement agency.

Federal and State Laws and Definitions

Hazing

Under Federal Public Law 118-173, also known as the Stop Campus Hazing Act, hazing is defined as any intentional, knowing, or reckless act committed by a person (whether individually or in concert with other persons) against another person or persons regardless of the willingness of such other person or persons to participate, that

1. Is committed in the course of an initiation into, an affiliation with, or the maintenance of membership in, a student organization, AND
2. Causes or creates a risk, above the reasonable risk encountered in the course of participation in the institution of higher education or the organization (such as the physical preparations necessary for participation in an athletic team), of physical or psychological injury, including
 - a. Whipping, beating, striking, electronic shocking, placing of a harmful substance on someone's body, or similar activity;
 - b. Causing, coercing, or otherwise inducing sleep deprivation, exposure to the elements, confinement in a small space, extreme calisthenics, or other similar activity;
 - c. Causing, coercing, or otherwise inducing another person to consume food, liquid, alcohol, drugs, or other substances;
 - d. Causing, coercing, or otherwise inducing another person to perform sexual acts;
 - e. Any activity that places another person in a reasonable fear of bodily harm through the use of threatening words or conduct;
 - f. Any activity against another person that includes a criminal violation of local, state, or federal law; and
 - g. Any activity that induces, causes, or requires another person to perform a duty or task that involves a violation of local, state, or federal criminal law.

Under State Law (Ohio revised code 2903.31), also known as Collin's Law, (A) hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization or any act to continue or reinstate member in or affiliation with any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person, including coercing another to consume alcohol or a drug of abuse, as defined in section 3179.11 of the Revised Code.

Collin's Law goes on to state that, (B.1) No person shall recklessly participate in the hazing of another, and (B.2) No administrator, employee, faculty member, teacher, consultant, alumnus, or volunteer of any organization, including any primary, secondary, or post-secondary school or any other educational institution, public or private, shall recklessly permit the hazing of any person associated with the organization. And that (C.1) No person shall recklessly participate in the hazing of another when the hazing includes coerced consumption of alcohol or drugs of abuse resulting in serious physical harm to the other person. Also, (C.2), no administrator, employee, faculty member, teacher, consultant, alumnus, or volunteer of any organization, including any primary, secondary, or post-secondary school or any other educational institution, public or private, shall recklessly permit the hazing of any person associated with the organization when the hazing include coerced consumption of alcohol or drugs of abuse resulting in serious physical harm to that person. Finally, (D), whoever violates this section is guilty of hazing. A violation of B.1 or B.2 of this section is a misdemeanor of the second degree. A violation of C.1 or C.2 of this section is a felony of the third degree.

Organization

The Stop Campus Hazing Act defines "student organization" as an organization at an institution of higher education (such as club, society, association, varsity or junior varsity athletic team, club sports team, fraternity, sorority, band, or student government) in which two or more of the members are students enrolled at the institution of higher education, whether or not the organization is established or recognized by the institution.

Ohio's Collin's Law defines "organization" as including a national or international organization with which a fraternity or sorority is affiliated.

Procedures

Reporting Hazing Incidents

Any person having knowledge of any activity or conduct that may constitute hazing can report their concerns to the Assistant Dean of Students by emailing studentconduct@mountunion.edu, calling 330-829-8112, or by submitting this online Hazing reporting form.

NOTE: All University employees are mandatory reporters for hazing incidents and *must* immediately report any knowledge of hazing-related activities.

Self-reporting of Incidents

Student organization/team members and officers/captains should immediately report any hazing incidents that occur within their group to the Assistant Dean of Students, providing a detailed description of the events that transpired, the names of any individuals involved, and a description of any actions taken by the organization.

Upon receiving the report, the Assistant Dean of Students will investigate as described in this regulation, and the organization president/captain and advisor/coach will be notified. The investigation and adjudication will proceed related to the regulation violations by the individual(s) implicated in the report, unless evidence discovered in the investigation proves the incident to have been sanctioned by the organization. If the incident appears to have been sanctioned by the organization, a follow-up investigation into the organization's role will be undertaken. If the student organization is affiliated with a national organization, that organization headquarters will be notified.

Investigation of Allegations and Charges

Upon receiving a report of alleged hazing, the Assistant Dean of Students/Designee will begin the investigation or assign the case to a compliance officer or other trained investigator. As part of the investigation, the university will:

- A. Make contact (if possible) with the individual(s) bringing forward the allegations of hazing;
- B. Make contact with the individual(s) alleged to have perpetrated the hazing. If the conduct is organizational in nature, the investigator will contact the advisor and president of the organization under investigation;
- C. Conduct interviews with all parties, including victims, the accused student(s), and any witnesses. The investigator may recommend interim action (as described in the [Code of Student Conduct](#)) to the Dean of Students at any point during the investigation.
- D. The investigator may, at their discretion, require students, or a select group of students (e.g., all new members) to participate in an investigatory meeting at a pre-determined time and location and may exercise discretion regarding the communication of students during the investigation process, including, but not limited to, restriction on the use of any electronic devices.
- E. The investigator may, at their discretion, encourage students to undergo a physical examination by a campus or other health provider, at no cost to that student, particularly when allegations of physical abuse is part of the hazing investigation. The results of these physical examinations will be protected by applicable health and educational records privacy laws. However, a summary of any physical signs of hazing will be provided to the investigator by the medical professional conducting the exam, with permission of the student involved.
- F. The investigator will provide a written report to the Assistant Dean of Students/Designee. Upon receipt of this report, the Assistant Dean will determine if charges are warranted. If so, the applicable individual student(s) or organization(s) will be charged.

Adjudication

Adjudication shall be conducted pursuant to the Code of Student Conduct or other specific language in University policy related to organizational misconduct.

Individual and Organizational Responsibility

The University will, on a case-by-case basis, determine whether any violation of this policy is individual or organization in nature. In determining whether a violation is organizational in nature, the University will consider the following:

- A. How many members were present when the alleged violation occurred or had specific knowledge of the alleged violation;
- B. What knowledge the appropriate organization officers and/or advisors had of the alleged violation;
- C. What action the appropriate organization officers and/or advisors took in addressing/preventing the alleged violation;
- D. Were organization members acting in concert or did the individual's membership in the organization serve as an impetus for the alleged violation;
- E. Did the violation arise out of an organization-sponsored, financed, or endorsed event; or
- F. Is there a pattern of individual violations that have occurred without proper action by the chapter.

Amnesty

Students who make a hazing report in good faith, or victims of hazing violations who participate in an investigation, will not be charged with other University policy violations brought to light in the course of the investigation or that arose out of, or were committed as a direct result of, the hazing incident(s) under investigation. The University will follow up with those students related to the issues as appropriate in a non-disciplinary setting.

Sanctions

Sanctions for violations of this policy/regulation will be administered by the Dean of Students.

- A. Groups and organizations subject to University jurisdiction and individual students found responsible for violations will be sanctioned in accordance with the Code of Student Conduct. Organizational violations may result in sanctions including, but not limited to, revocation of registration or recognition or denial of application for registration or recognition; or loss of University privileges such as the ability to host events, formally meet on campus, reserve campus facilities, or hold recruitment events.
- B. Sanctions imposed by the University will be in addition to any penalty imposed for violation of state law.
- C. For groups formally associated with the University (e.g., varsity and junior varsity athletic teams, performing arts groups, or other organizations supported by the University and not required to register as a student organization), sanctioning for violations shall be determined by the Dean of Students in conjunction with the Vice President of the administrative unit that sponsors or supports the group.

Retaliation

It is a violation of this policy and these procedures to retaliate or take adverse action toward any person for reporting an alleged violation of this policy or for cooperating with University investigation related to this policy. Retaliation includes, but is not limited to, verbal or implied threats, physical or psychological abuse, intimidation, harassment (verbal or written), isolation, any other action intended to create a hostile environment for the intended target of the retaliation, or any other action as outlined in the [Code of Student Conduct](#).

Reporting Form

Please complete the online [Hazing Incident Reporting form](#).

Stop Campus Hazing Act Transparency Report

As required by federal law, the Hazing Transparency Report will be published at least every six months, in June and December, and will detail incidents of hazing that have been found by the University to have occurred. The transparency report will include information regarding the specifics of the incident, the organization(s) involved, whether drugs or alcohol were involved, the date(s) of the incident(s), and any sanctions applied to the organization by the University.

These reports will contain information for the past five years. An update will be provided every six months, even if no incidents of hazing are found to have occurred during that time period.

Prevent Efforts & Training

As we strive to prevent incidents of hazing on campus, the Office of Student Accountability and Dean of Students Office will work, in concert with Athletics, the Performing Arts Department, Student Organizations, and the Office of New Student and Leadership programs, to develop and implement hazing prevention programs on campus.

Hazing prevention training will take place annually for all leaders and members of athletic teams, performing arts groups, and fraternity and sorority life organizations. Hazing prevention information will also be sent to all student organization leadership and advisors on a yearly basis. Mandatory training for all University employees, including full and part-time faculty, staff, and administration, as well as student staff who work in the residence halls or in new student programs, will take place on a yearly basis.

For new students, Mount Union will provide hazing prevention information as part of an upstanding training session during Orientation. We will also deploy an online hazing prevention module annually during Hazing Prevention month.

Hazing Prevention month will include several other events and activities aimed at hazing prevention for both specific student organizations and groups and the larger University community.

Resources

On-campus, students can get support from the Assistant Dean of Student (330-829-8112), Counseling Services, Alcohol, Drug, and Wellness Education, or the Office of the Chaplain.

Campus community members can also visit stophazing.org or the [hazing prevention network](#) for information on resources available related to the prevention of hazing.

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 Marci Craig, director of human resources, Beeghly Hall, (330) 829-6560, craigml@mountunion.edu.

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 or on its webpage. 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 a \$100 fee for any graduate or undergraduate student parking permit. Vehicle must be registered online through [My Parking](#). 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

First ticket	\$ 50
Second ticket	\$100 and the vehicle will be immobilized (\$50 for towing service to remove)

Third ticket	\$200 and the vehicle will be towed and the parking permit is revoked (charges from towing service may vary)
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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 through the Campus Safety and Security webpage. 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 (it increases with each violation) 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.

Additional Approvals

The director of career development or designee 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 or designee.

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 (not posted), and up to one banner is permitted per organization at any given time, excluding advertisements for residence halls.

Requests for more advertisements can be made to the director of student involvement & leadership or designee.

Masking tape or push pins (in bulletin boards only) are suitable for posting. Posting of print materials, other than by the University administration, is not permitted on glass windows or doors. You may get permission to paint the KHIC windows by contacting the Library Office prior to painting. 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.
- Posters that depict alcohol, drugs, or weapons and associated paraphernalia (not including academic or administrative office postings)

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 or designee.

Building Specific Posting Policies

- Chapel: All posting in the chapel must be approved and initialed by the University Chaplain prior to being posted. All posts will be removed the day after the event. Posting is typically done on the hallway bulletin boards (North, South, East) only, however, exceptions can exist when so approved by University Chaplain.
- Chapman Hall: Students may post on the bulletin board on the first floor of Chapman. General posting guidelines apply.
- Gartner Welcome Center: Students wishing to post any materials in the Welcome Center may drop them off at the front desk for posting consideration.
- Giese Center: Any materials outside of Theatre, Art, and Music activities would need to be turned into the Visual and Performing Arts Administrative Assistant in the Cope VPA office and then it will be decided on by the facilities manager, and the chair of the Visual and Performing Arts.
- HPCC: Any department, club, or organization affiliated with Mount Union may post materials in the Campus Center. All signs for clubs or organizations must have received prior approval per the Student Organization [Posting Policy](#). 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 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 Student Involvement & Leadership. 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.
- The Campus Center staff will remove all outdated signs and signs in violation of this policy.
- KHIC: To ensure that materials are posted appropriately, the following policies must be observed.
 - Any items in violation of the posting policy will be removed. Violations may be reported to the Office of Student Affairs.
 - Any department, club, or organization affiliated with Mount Union may post materials in KHIC
 - Materials must be consistent with university policies regarding sexist, racist, and other discriminatory behavior.
 - Materials that depict alcohol, drugs, or weapons and associated paraphernalia will not be permitted.
 - Signs/ flyers may only be posted on bulletin boards marked "General Posting". General posting bulletin boards are located throughout the building. Please see a staff member if you need help finding one.
 - Availability is on a first come, first served basis. Do not remove or cover other postings to make room for your own.
 - Posting of print materials, other than by the University administration, is not permitted on glass windows or doors, painted, varnished, or upholstered surfaces (walls, doors, benches, tables, chairs, etc.) in KHIC. Wall clocks, fire alarms, fire escapes, fire extinguishers, AED units, and electrical outlets are not to be covered.
 - Materials may be attached to bulletin boards with pushpins or thumb tacks only. No staples, tape or mounting putty will be permitted.
 - Signs with no event date will be marked by Library Staff and removed after one week.
 - Signs placed on bulletin boards must be no larger than 12 x 18.
 - All materials must have a sponsor responsible for the material stated directly on each piece.
 - Only designated KHIC staff will determine when and which materials may be removed.
- MAAC: To ensure that materials are posted appropriately, the following policies must be observed.

- Any items in violation of the posting policy will be removed. Violations may be reported to the Office of Student Affairs.
- Any department, club, or organization affiliated with Mount Union may post materials in the MAAC.
- Materials must be consistent with university policies regarding sexist, racist, and other discriminatory behavior.
- Materials that depict alcohol, drugs, or weapons and associated paraphernalia will not be permitted.
- Signs/ flyers may only be posted on bulletin boards marked “General Posting”. General posting bulletin boards are located throughout the building. Please see a staff member if you need help finding one.
- Availability is on a first come, first served basis. Do not remove or cover other postings to make room for your own.
- Posting of print materials, other than by the University administration, is not permitted on glass windows or doors, painted, varnished, or upholstered surfaces (walls, doors, benches, tables, chairs, etc.) in the MAAC. Wall clocks, fire alarms, fire escapes, fire extinguishers, AED units, and electrical outlets are not to be covered.
- Materials may be attached to bulletin boards with pushpins or thumb tacks only. No staples, tape or mounting putty will be permitted.
- Signs with no event date will be marked by the building coordinator and removed after one week.
- Signs placed on bulletin boards must be no larger than 12 x 18.
- All materials must have a sponsor responsible for the material stated directly on each piece.
- All materials will be removed at the end of the semester, except for materials posted by UMU Administration.
- Only designated MAAC staff will determine when and which materials may be removed.
- Regula Center (Van Den Eynden Hall): Once materials have been approved by the Office of Student Involvement & Leadership, students may post materials in the Regula Center.

Tolerton & Hood: Bulletin boards for student posting are located outside of T &H 200a and T&H 200b. General posting guidelines apply.

Residence Life Policies and Procedures

Room Assignment and Change Policies

All full-time students are required to live on campus for two years unless commuting from home or a University of Mount Union Petition for Off-Campus Residency is submitted via [MyHousing](#) 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 30 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 if the reason for the exemption exists. The University reserves the right to revoke the 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 the University Registrar 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 a 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 or year and be subject to conduct action. In addition, no refunds for rooms 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 (except for the townhouses and apartments) are required to be on the full-service meal plans (please see the Meal Plans section in the Student Handbook).

The Office of Residence Life assigns new students to rooms. Each new student should submit 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.

Every semester several 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.

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 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 themselves, to other residents, or to the facility.

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 a \$25 charge for improper check-out. Failure to return the key to the student’s old room will result in a \$60 charge 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.

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 space 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 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 a junior status of four full semesters (either at the University of Mount Union or at another

accredited institution – documentation required), a minimum of 60 earned credit hours, or 22 years of age or older.

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

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

Should a student complete a room change or move out of the residence halls at any point during the academic year, it is 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, with 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 the residents have checked out at the end of the 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 minimum of \$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.

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 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 with 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. Email reslife@mountunion.edu with their full name, unit address, room number, date, where they returned their key, and time of check-out and a number where they can be reached should the office need to reach them.
 - a. (Example: My name is Jane Doe. I am checking out of 1401 S. Union, Unit A, Room 1. It is May 05, 2022, around 3 p.m. and I'm leaving my key in the drop box at 1445 S Union, Unit I. - 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 [Housing for Official Breaks](#).)

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.

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.

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.

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 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 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 Camps and Conference or the Office of Residence Life in HPCC. 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 Camps and Conferences. 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 on the GET app under settings as soon as 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 must 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.

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. Most beds will be in traditional halls and Hoiles-Peterson the lofted position upon arrival to campus unless otherwise requested by the residents of the room. In Miller Hall doubles, one bed will be lofted and one bed will be on the ground. In Bica Ross and Shields students can loft their own beds. Bed Configuration requests are made through an online link provided along with the room assignment. Students who choose to bunk or loft their beds in their residence hall/house rooms must follow the Mount Union Lofting Policy.

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, Cunningham, Ketcham Halls, as well as all of the apartments/townhouses, and the campus houses, students must contact the Mount Union Physical Plant and submit a work order.

In Bica Ross and Shields Halls, 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 of 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 announcement process (UMU Today) 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

2. 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.

3. Outright gift

A request of a local business to make an outright gift of cash, merchandise, product or service 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.

Sex/Gender Discrimination Statement

The University of Mount Union is committed to creating an environment free of discrimination, 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) and the rule promulgated on May 19, 2020 by the U.S. Department of Education and entitled Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance. 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.

University of Mount Union's Equal Opportunity, Harassment, and Nondiscrimination for All Faculty, Student, Employees, and Third-Parties Policy and Procedures are available [here](#), and includes how to report or file a formal complaint of sex discrimination, harassment or misconduct (including sexual orientation, gender identity or expression), how the University will respond to reports and formal complaints and the University's grievance process and procedures. The University Title IX coordinator will be informed of, and oversee, all complaints of discrimination and any questions regarding the University's Title IX policies or procedures may be directed to them.

Any person may report or file a formal complaint of sex discrimination, harassment or misconduct at any time, including during non-business hours, by contacting a member of the Title IX team by telephone, email or U.S. mail utilizing the contact information listed below, or by utilizing the reporting function on the University's [Title IX webpage](#).

Mark Black
Chief Organizational Impact Officer and Senior Title IX Administrator
Beeghly Hall, Office of DEIB & Title IX
1972 Clark Ave. Alliance, Ohio 44601
(330) 829-4904
Blackma@mountunion.edu

Andrew Boothe

Associate Organizational Impact Officer and Title IX Coordinator
Beeghly Hall, Office of DEIB & Title IX
1972 Clark Ave. Alliance, Ohio 44601
(330) 823-6500
Bootheac@mountunion.edu

Jesse Douglas Cunion
Assistant Dean of Students, Director of Student Accountability and Restorative Practices, and
Deputy Title IX Coordinator
Hoover-Price Campus Center, Office of Student Affairs 1972 Clark Ave. Alliance, Ohio
44601
(330) 829-8112
cunionje@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: ed.gov/ocr

To read more about Title IX of the Education Amendments of 1972, please visit:
www2.ed.gov/about/offices/list/ocr/docs/tix_dis.html.

Non-Discrimination Regarding Disability

For questions and complaints involving discrimination on the basis of physical or mental disability, you should contact:

Marci Craig, director of human resources
Beeghly Hall, Office of Human Resources
1972 Clark Avenue, Alliance, OH 44601
Phone: (330) 829-6560
E-mail: craigml@mountunion.edu

Other Non-Discrimination Reporting Options

For questions and complaints involving all forms of discrimination you may contact either of the following:

Mark Black
Chief Organizational Impact Officer and Senior Title IX Administrator
Beeghly Hall, Office of DEIB & Title IX
1972 Clark Ave. Alliance, Ohio 44601
(330) 829-4904
Blackma@mountunion.edu

Andrew Boothe

Associate Organizational Impact Officer and Title IX Coordinator
Beeghly Hall, Office of DEIB & Title IX
1972 Clark Ave. Alliance, Ohio 44601
(330) 823-6500

Bootheac@mountunion.edu

Jesse Douglas Cunion

Assistant Dean of Students, Director of Student Accountability and Restorative Practices, and
Deputy Title IX Coordinator

Hoover-Price Campus Center, Office of Student Affairs

1972 Clark Ave. Alliance, Ohio 44601

(330) 829-8112

cunionje@mountunion.edu

You may also direct any discrimination questions and complaints to:

U.S. Department of Education, Office of Civil Rights

(800) 421-3481

ocr@ed.gov

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. Sexual misconduct could include verbal harassment, unwanted touching, stalking or other predatory behaviors, interpersonal violence, as well as non-consensual sex. If both individuals do not freely give consent to engage in specific sexual activities or if an individual 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 incapacitated due to being under the influence of alcohol or other drugs and therefore unable to give consent.

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 [here](#).

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. 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 their 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.

Additionally, the [Office of Alcohol, Drug & Wellness Education](#), which is another free and confidential resource for individual counseling, also provides an on-going support group for those individuals who have experienced any kind of trauma related to sexual misconduct.

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 Domestic Violence Shelter (24-Hour Hotline)	(330) 823-7223
COMPASS Rape Crisis Services of Stark County (24-Hr Hotline)	(330) 452-1111
CommQuest Services of Stark County	(330) 821-8407
1207 W. State Street, Suite M, Alliance	
Domestic Violence Project (24-Hr Hotline)	(330) 453-SAFE (7233)
Stark County Sexual Assault Hotline	(330) 452-1111
UMU Office of Counseling Services	(330) 823-2886

UMU Office of Alcohol, Drug & Wellness Education
UMU Office of the Chaplain

(330) 829-6660
(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 at a hospital emergency room. Currently, the only locations where that is possible are both in Canton; at either Aultman Hospital in Canton 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 their 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 they should not go to the hospital. However, evidence collection may not be as productive. If the person changed clothes, they 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; Planned Parenthood also conducts pregnancy tests. The cost of tests at these facilities is based on a sliding scale. Most college students can expect free or extremely reduced costs.,

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

Aultman Hospital

(330) 363-6203

2600 6th Street SW, Canton, OH 44710

HAVEN at Mercy Medical Center

(330) 489-1111 ext. 2170

1320 Mercy Drive, NW, Canton, OH 44708

Other Resources for medical care include:

Alliance City Health Department

(330) 821-7373

537 E. Market
Planned Parenthood of Greater Ohio, Canton Health Center (330) 456-7191
2663 Cleveland Ave. NW., Canton, OH
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 Title IX coordinator 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	911 or (330) 821-3131
470 E Market	
University of Mount Union Campus Safety and Security	(330) 428-1344
405 W Simpson Street	

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 accountability, the vice president for student affairs/dean of students, or Title IX 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 please click [here](#) or for assistance contact one of the following:

- Associate Organizational Impact Officer & Title IX Coordinator, Andrew Boothe (330) 823-6500
- Assistant Dean of Students & Deputy Title IX Coordinator, Jesse Douglas Cunion (330) 823-8112

Who are the Sexual Misconduct Responders and how do I contact one?

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. A current list of responders and their contact information can be found [here](#).

Student Health Care Privacy Statement

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. In those cases, 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 Aultman 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 Sports Management, Office of Counseling Services, or Office of Alcohol, Drug, and Wellness Education, then the student must first sign a FERPA Release Form.

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

Student Organization Policies

For a full list and updated list of Student Organization Policies, please contact the Office of Student Involvement and Leadership at (330) 823-2885 or leadership@mountunion.edu. Any alleged violation of the student organization policies will be referred to the Executive Director of Student Accountability, Safety, and Restorative Practices.

Establishment of a Student Organization

To ensure that student organizations or program is aligned with the University's mission, and in compliance with all federal, state, and University regulations, the University reserves the right to review and approve all proposed student organizations seeking University recognition.

Student Organizations Standards

1. A full-time member of the faculty, staff, or administration must serve as the student organization's campus advisor. An advisor must be maintained at all times to continually be recognized by the university.
2. The organization must demonstrate the ability to be a viable, functioning organization by having at least four (4) 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 are required to register with the Office of Student Involvement & Leadership electronically at the start of each semester and adhere to all annual requirements to continue being recognized by the University of Mount Union.
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.

Recognition Steps Include:

1. The interested group of students submits the Application for a New Student Organization and a draft of a student organization constitution to the director of student involvement & leadership. All documents are submitted to the director by email.
2. The director of student involvement & leadership reviews the documents in accordance with the policies and practices of the office.
3. The Student Senate Executive Board reviews the finalized constitution at their next meeting.

4. The Student Senate Executive Board, after reviewing the constitution, will then vote on said organization. The Office of Student Involvement & Leadership provides notification of the outcome of the vote to the interested individual(s) in writing.
 - a. If the vote is not passed, the organization may submit a revised copy of their constitution and may ask for feedback prior to resubmission.
5. When an affirmative vote of the Student Senate Executive Board 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.

* Should an inactive organization seek re-recognition, they must complete the steps as outlined above.

Maintaining a Student Organization

To remain a recognized student organization by the University, student organizations must:

1. Attend Student Senate meetings and ensure they are disseminating information received there to their respective student group(s)
2. Complete all required paperwork on time throughout the academic year. This includes but is not limited to student organization registration, updates to the constitution, rosters, leadership lists, etc.
3. Attend the annual student leader retreat
4. Have all members sign the anti-hazing declaration and complete annual hazing prevention training
5. Have a dedicated campus advisor as outlined in the registration process
6. The advisor must attend annual advisor training
7. Have four (4) student members by the date the annual student organization registration is due.

*Student organizations that do not meet any of the requirements for maintaining their organization status may submit an appeal to the Office of Student Involvement & Leadership outlining why they believe recognition should still be maintained along with a plan to resolve any missing requirements.

Campus Advisors

Student organizations provide a unique, rewarding opportunity for students to gain practical skills and enhance the out of classroom experience. As important additions to the organization, advisors guide student organization members by enhancing this experience, and effectively operating the organization. In addition, advisors often act as confidants in both individual and organizational-related matters, rendering knowledge about the organizations' history and tradition, and providing valuable context to the operations of student organizations.

Whether you volunteered or were assigned to this role, you will devote a significant portion of your time to making the students' experiences at Mount Union rewarding. This dedication rewards both the students and the organization.

Guidelines & Expectations for Advising Student Organizations

1. Advisors to student organizations must be full-time employees of the University of Mount Union. Adjunct instructors may serve as advisors, with the approval of the department chair.
2. Graduate assistants, Interns, and those considered "part-time" employees may only co-advise a student organization, with the assistance of a full-time employee.
3. Undergraduate students and graduate students may not advise student organizations.

4. Advisors must be aware of the code of conduct and community standards and if possessing any knowledge of any possible violations must report it to the Office of Student Accountability and the Office of Student Involvement & Leadership.
5. All advisors must review the campus advisor manual and attend the advisor training annually. For advisors that do not have access to the manual, please reach out to the Office of Student Involvement & Leadership at leadership@mountunion.edu for access.

Becoming a campus advisor is a simple process.

The first step is a genuine interest from both faculty, staff, and/or administrator and the student organization in having an advisor to help the group and the individual members. The second is a willingness to meet the articulated expectations. This relationship is twofold: organizations, after consultation with their members, extend a written invitation to the faculty, staff, and/or administrator, and the individual agrees to serve. This relationship may continue for more than the minimum time of one year, but such decision must be a mutual one.

Volunteer Policy

This policy addresses the engagement of volunteers for services of UMU. This will define the relationship, responsibilities, privileges, and the liability associated with volunteer services at Mount Union. This policy will assist with accepting volunteers. It will reduce risk and protect the interests of the University and its volunteers.

The University of Mount Union relies on volunteers to achieve our mission. The input and service of volunteers is viewed as a priceless resource. Volunteers are expected to abide by the University's policies and practices, and external laws and regulations that govern their actions. These may include but are not limited to those of ethical behavior, safety, confidentiality, and financial responsibility.

1. University departments may use volunteers to accomplish certain work as well as extend their budgets. The host department must contact the Office of Human Resources to properly authorize volunteer service(s) in accordance with all related guidance and procedures.
2. Qualifications, background, and suitability of the individual must be considered before offering an opportunity to a volunteer.
3. All volunteers must be 18 years or older.
4. Services not requiring a volunteer application and agreement, or policy acknowledgment forms may include:
 - Volunteer fundraising activities
 - Commencement volunteers
 - Move-in volunteers
 - Therapy animal owners/trainers
 - Public speakers
 - Reunion volunteers
 - Advisory boards
 - Other events, or occasions wherein minimal time is given by a volunteer (1 time/day) which may be approved at the discretion of the University (Office of Human Resources).
5. It is recommended that the host department offer a temporary name badge, with the University logo on it, for all volunteers to be easily identified while on campus.

Procedures

1. Volunteers must complete and sign the Volunteer Application & Agreement, and acknowledgement of policies. These forms are available from the Office of Human Resources

and must be completed annually to be considered for volunteer service. Supervisors of volunteers must review and sign the agreement form and forward the original to Human Resources. Each host department must maintain a log of all volunteers annually.

- Volunteer Application & Agreement
 - Acknowledgment of Policies: Title IX, Acts of Intolerance and Harassment, FERPA, Statement of Business Conduct and Ethics, Safety Policy, Confidentiality, Illegal Acts Disclosure, Technology Resources Acceptable Use, Tobacco-Free Campus, Drug-Free Workplace, Travel Policies (if applicable).
2. All volunteers are required to have a criminal background check every 3 years and/or a motor vehicle background check every year (if applicable) as determined by Human Resources, other than the event exemptions listed under policy details #4. Background checks will be paid by the host office/department that is using the volunteers.
 3. The host office/department would be responsible for the supervision of volunteers and responsible for referring or notifying Human Resources with concerns or violations of policy.

Constitutions

As a student organization at the University of Mount Union, each group is responsible for creating and keeping current a constitution and/or bylaws on file with the Office of Student Involvement & Leadership. The constitution and/or bylaws guide an organization in its operations and activities.

If the student organization is a chapter of a nationally or internationally recognized organization, these amendments are expected to appear in your organization's bylaws. Please submit a copy of both the national or international constitution and the local bylaws to the Office of the Student Involvement & Leadership.

The constitution contains the fundamental principles and structure of the organization. At the University of Mount Union, student organization constitutions are required to contain the following pieces:

- Name and purpose of the organization
- Statement of non-discrimination
- Anti-Hazing
- Membership information
- Officers, officer duties,
- Procedures for officer election and procedures for officer removal
- Meetings
- Advisor
- Amendments
- Ratification procedure
- University of Mount Union Rules & Regulations
- Student Involvement & Leadership Clause

The bylaws* outline the basic rules of procedure as to how the group's membership governs the organization. Bylaws* should include all the rules not already in the constitution that are of such importance they cannot change in any way, without previous notice.

Each student organization constitution must be carefully formulated, clearly worded, and kept up-to-date so that the needs of the organization are met. It is highly recommended that each member of an organization has a copy of the constitution and bylaws.

The Office of Student Involvement & Leadership requires an electronic copy of the constitution at the time the student organization registers for the semester. If there are any problems or concerns with your constitution, a member of the OSIL staff will contact you. Student organization constitutions should be updated at minimum, every year.

Guest Speaker 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 concerns our community, provided that the views expressed are stated openly and are subject to critical evaluation and do not promote the discrimination or cause harm to individuals in our community.

Student Organization Responsibilities

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

- Sponsorship must be by a registered student organization.
- Proper arrangements for the use of University facilities must be made consistent with institutional policy.
- It must be clear that the student organization, and not the University, is extending the invitation and that the views the speaker may express are their own and not those of the University of Mount Union.
- There must be a signed agreement between any outside speaker(s) and a student organization on file with the Office of Student Involvement & Leadership two weeks prior to the event date. Should the event be open to the campus, the speaker must also show proof of possessing personal liability insurance up to \$100,000.
- The student organization must take whatever steps are necessary to ensure that the meeting is conducted in an orderly manner and be in accordance with the rules and regulations outlined in the student handbook. This may necessitate consultation with the Office of Campus Security and/or hiring outside security.

Alcohol and Other Drug Policy for Student Organizations

The full Alcohol and Other Drug Policy for all students and Student Organizations can be found [here](#).

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 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 and Leadership and approval must be given by this office before the event can occur.
3. If an off-campus activity includes the sale of alcoholic beverages, organizations will be required to use a licensed third-party vendor to manage this sale.
4. Promotional materials (including, but not limited to, advertisements in any form, t-shirts, cups or any other item to be displayed, given away or sold before, during or after an event) shall not make any direct or implied reference to or depict in any manner alcoholic beverages, alcoholic beverage company logos or symbols, the consumption of alcoholic beverages, drugs or drug paraphernalia, or the use of illicit drugs.
5. No activity may be co-sponsored by a bar, liquor establishment, or other alcoholic beverage manufacturer or distributor. Advertisement for such establishments, manufacturers, or distributors may not occur at any activity.

6. No student organization shall allow alcoholic beverages or drugs to be present at its membership recruitment activities or initiation activities.
7. The officers of the student organization sponsoring the activity are responsible for enforcing the above guidelines and for the behavior of the active members, new members, and guests at their events.
8. Possession of items used to facilitate or simulate high-risk drinking and/or drug usage is not permitted at any event sponsored by a University of Mount Union Student organization. This includes but is not limited to drinking games, contests, etc.

Student Organization Fundraisers

Student organizations are permitted to sponsor fundraising activities. A student organization fundraiser is defined as any attempt by a recognized and registered student organization to raise money either in support of a program, event, or to benefit a charity. This includes funds or goods, either on or off-campus.

Fundraising activities may only benefit a student organization not any single individual's personal finances. Funds raised or goods collected by student organizations are to be used to expand or enhance the activities of those organizations (or charity beneficiary) and not to financially subsidize an individual's personal interests or needs. Funds raised by student organization must benefit, expand, or enhance the activities of the organization or their chosen beneficiary.

The Office of Student Involvement & Leadership must approve all fundraising activities sponsored by student organizations, a minimum of two (2) weeks in advance of the proposed start date. Fundraising activities are required to have published start and end dates, with a maximum of seven days. Exceptions to this length of time must be approved by the Office of Student Involvement & Leadership. Student organization fundraisers may not take place without prior approval from Student Involvement & Leadership.

There are three different types of fundraising activities: internal fundraisers, external fundraisers, and solicitations/donations/in-kind contributions.

Internal Fundraisers

Internal fundraisers are defined as events sponsored to raise money for internal organizational use (e.g., operating expenses, organizational activities, etc.) Fraternities and sororities are required to follow the additional guidelines outlined the Policy on Philanthropy and Fundraising Events in Fraternities and Sororities.

1. Contributions to internal fundraisers are not tax deductible. Student organizations may not rely on the university's tax-exempt status in organizing or operating such an event and shall in no way imply that the university is a sponsor of the event.
2. The net proceeds of the fundraiser are to be dedicated only to funding the organization's activities that align with the organization's stated purpose(s).
3. Raffles, lotteries, or sweepstakes may be held, so long as they are in accordance with state and local law. An event involving all three of the following: (1) an entry fee, (2) a prize, (3) chance/luck, may fall under the legal definition of gaming, which is regulated by state law. Please contact the Office of Student Involvement & Leadership to determine if a proposed event should be considered a "raffle" or illegal gambling.
4. Fundraisers that promote the use and/or sale of alcohol (e.g., happy hours) are not permitted and will not be approved.
5. Fundraisers involving credit cards (e.g., credit card applications) will not be approved.

6. All must be submitted to the Office of Student Involvement & Leadership for approval at least two weeks prior to the fundraising activity. Approval for submission should be sent as an email to the Director of Student Involvement & Leadership.

External Fundraisers

External fundraisers are defined as events sponsored to raise money or collect other goods for charitable, tax-exempt organizations external to the University.

The following policy allows recognized student organizations to use University facilities and sponsor events to raise money for another tax-exempt charitable, educational, or religious off-campus organizations as defined under the Internal Revenue Code Section 501(c) (3). Fraternities and sororities are required to follow the additional guidelines outlined the Policy on Philanthropy and Fundraising Events in Fraternities and Sororities.

1. The proposed recipient must be an IRS-recognized 501(c) (3) organization.
2. The funds devoted to such purposes are to be confined to the net amounts realized from voluntary contributions made to such activity and may not include any sums budgeted or allocated out of Student Senate allocations.
3. Contributions to external fundraisers must be made payable directly to the external charitable organization and charitable organization. Contributions may not be made payable to the University. The student organization and charitable organization shall in no way imply that the University is a sponsor of the event.
4. Raffles, lotteries, or sweepstakes may be held, so long as they are in accordance with state and local law. An event involving all three of the following: (1) an entry fee, (2) a prize, (3) chance/luck, may fall under the legal definition of gaming, which is regulated by state law. Please contact the Office of Student Engagement to determine if a proposed event should be considered a “raffle” or illegal gambling.
5. Fundraisers that promote the use and/or sale of alcohol (e.g., happy hours) are not permitted and will not be approved.
6. All must be submitted to the Office of Student Involvement & Leadership for approval at least two weeks prior to the fundraising activity. Approval for submission should be sent as an email to the Director of Student Involvement & Leadership.

Solicitations/Donations/In-Kind Contributions

These are defined as asking for funds or donations of goods or services for internal organizational use, activity, or in support of an approved internal or external fundraiser.

The following policy provides a means for recognized student organizations to occasionally solicit funds or contributions (in contrast with conducting a fundraising activity or event) from students, faculty, staff, alumni, individuals who are not alumni, parents, corporations, and/or foundations, for the student organization’s internal use directly related to its stated purposes, for an approved campus event, or in support of an approved internal or external fundraiser.

In addition to the guidelines delineated in this policy for Internal Fundraisers, requests for solicitation of monies by recognized student organizations may be considered for approval by the Office of Student Involvement & Leadership, provided they meet at least the following requirements:

1. The net proceeds of the fundraiser are to be dedicated only to funding the organizations activities that align with the organization's stated purpose(s), or for a previously approved campus project.
2. No solicitations will be made or given for the benefit of another tax-exempt charitable, educational, or religious off-campus organization; or any commercial or political

organizations or activities; or unorganized public or private groups irrespective of their avowed aims or purposes.

3. Funds requested are to be derived from voluntary contributions specifically made to meet the purposes of the approved solicitation.
4. Solicitation of student organization's own members (e.g., membership dues) does not require approval from the Office of Student Involvement & Leadership.
5. Solicitations of any person or entity other than a student organization member (e.g., faculty/staff, alumni, individuals who are not alumni, parents, corporations, foundations), require review and approval from the OSE, in consultation with University Advancement as appropriate.
6. Solicitations or in-kind contributions (e.g., donations of gift certificates, products or services) must also comply with this policy.
7. Door-to-door solicitation is not permitted. Door-to-door solicitation includes the distribution of any materials, flyers, or literature.
8. Student Organizations are required to contact the Office of Alumni Engagement for permission to use University phone or mailing lists, email lists, listservs, and bulk main services for fundraising purposes.

Crowdfunding

Fundraising activities that include the use of crowdfunding type activities or the solicitation of funding requests by third-party websites or tools are not permitted. University organizations that wish to solicit support via web or electronic payment platforms should use the resources available from within the University. Contact the Office of Student involvement & Leadership for more details.

Student organizations are not permitted to use crowdfunding sites (e. g., Go Fund Me).

Political Activity

Student organizations are not permitted to engage in fundraising activities to support a candidate for public office, political party or ballot issue, and/or further may not donate directly to a candidate for public office, political party, or ballot issue.

Posting Policy

Students should refer to the general posting policy for additional instructions, [found here](#).

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.

UMU Posting – Student organizations wishing to submit flyers and information to UMU Today must obtain approval from the Office of Student Involvement & Leadership before submitting via the online form.

Additional guidelines for publicity and distribution of flyers, leaflets, etc., for student organizations:

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.
2. 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.
3. 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 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.

Student Organization Social Media Policy & Guidelines

1. Student Organization Social Media sites officially recognized Mount Union Student Organizations may create social media presences for promotional purposes. An organization must first seek the approval of its advisor and identify two members who will serve as account administrators.
2. In addition, the Student Organization must register all social media handles and passwords at the time of annual student organization registration with the Office of Student Involvement & Leadership. This will allow for the following information to be on file with the Office of Student Involvement and Leadership and the Office of Marketing.
 - a. URLs of all social media sites
 - b. Names of the account administrators
 - c. Usernames and passwords for all sites Mount Union does not maintain or actively monitor social media sites representing student organizations.

An organization's social media site is the sole responsibility of the organizations, its advisor(s), and its designated administrators. Any student organization wishing to disseminate information through one of Mount Union's official social media sites should contact the Office of Marketing for assistance.

Additionally, please see the [Student Social Media policy](#) for additional guidelines.

Table Reservation Policy

Reservations for a table can be found [here](#).

1. To reserve a table, all parties must complete and submit the Table Reservation Form. All parts of the reservation form must be complete in order to receive a confirmation.
2. Table reservation forms are to be completed a minimum of 48 hours in advance of need, and are for the ability to display activities, conduct research (with proper research approvals), advertise upcoming events, and approved fundraising efforts. Filling out this form early will better enable a table reservation to be honored.
3. Submitting the table reservation form does not confirm reservation. A table reservation is not confirmed until the contact person receives a confirmation email from the Office of Student Involvement & Leadership.
4. All table reservation forms are honored on a first come, first serve basis, so please be sure to complete this form as early as possible. A student organization may reserve a table for multiple days at one time.
5. All parties reserving a table are responsible for following all applicable policies and procedures.
6. Table must be staffed *at all times* by member of the registering student organization.
7. Table and immediate surrounding area must be cleaned of organizational items and trash before leaving.
8. Tables may not leave the areas for which they are reserved (i.e., indoor tables may not go outside).
9. Student organizations staffing the table may conduct activities, however any or all activity may not impede traffic.
10. All business must be transacted at the table. No solicitation is permitted away from the table.
11. The sound level at the table may not exceed that of conversation level.
12. Student organizations may not post anything on walls, windows, doors, or surfaces, unless in accordance with the advertising on campus policies.
13. Electric power cords must be secured properly.

14. If dispersing food, the student organization must adhere to public laws regarding food distribution and must be in contact with AVI to gain permission (if in the HPCC).

T-shirt (or other item) Design Policy

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).

Please send all t-shirt designs to leadership@mountunion.edu before any orders are placed. This is REQUIRED of all student organization, regardless of the t-shirt's purpose or funder.

Use of the University 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

Club Sport Policy

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:

1. Availability of facilities for practice and competition
2. Availability of competition within a reasonable geographic range
3. Availability of an advisor and coaching/instruction
4. 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

Club Sport teams are responsible for following the University's Travel Policy for Student Organizations.

Apparel Standards

Promotional materials, apparel and/or product sales must be in compliance with the University's purchasing guidelines, copyright law, and the University's Identity Standards. All designs must be approved prior to production by the Office of Student Involvement & Leadership.

Raffles

A limited number of raffles will be permitted each year for student organizations to raise money for organizational activities or another tax-exempt charitable organization. The following guidelines apply:

- Student organization provides the following information to the Office of Student Involvement & Leadership
 - The contents of each raffle item;
 - The money raised in the sale of tickets for the raffle;
 - The name and telephone number of each winner of each item; and
 - A copy of the transaction log showing the money was transferred to the designated beneficiary.
- Raffle tickets can only be sold and paid for in person, regardless of payment method or sign-up method.

Solicitation of Gift Cards

Student organizations may approach local businesses to donate gift cards, tickets, certificates, or goods to use as prizes for their fundraising events. However, the maximum monetary value of items that a local business can provide to an organization for a single event is determined by the University's Office of Business Affairs.

Electronic Collection of Funds

Venmo, the Cash App, or other mobile payment service may not be used by student organization to collect money for a fundraiser, unless organization has permission to do so from the organization's national chapter or headquarter office.

Fraternity & Sorority Life

Fraternities and sororities are recognized by the institution as student organizations and must adhere to all student organization policies in addition to the UMU Fraternity & Sorority Life Policies & Procedures Document. Please reach out to leadership@mountunion.edu for the full document.

Student Organization Travel Policy

Overview & Definition of Student Organization Travel

The University of Mount Union defines Student Organization Travel as any off-campus experience that is sponsored by a recognized and registered University student organization. The Office of Student Involvement and Leadership maintains a comprehensive list of all recognized and registered student organizations, defined as those groups that have a current semester roster and constitution on file with the office. Such travel may include field trips, retreats, conferences, conventions, competitions, workshops, off-campus speakers, rallies, and other such events.

Student organization travel must be approved by the organization's faculty/staff advisor and should support the mission of the organization. Student organization travel may not create any undue interference with academic responsibilities. Final approval must be given by the VP for Student Affairs and Dean of Students or the Associate Dean of Students before such a trip can take place.

These travel guidelines do not pertain to certain situations including, but not limited to, internships, rotations/clinicals, study abroad and student teaching. The Office of Academic Affairs will maintain information for these exceptions. In addition, student travel with faculty for academic trips fall under the section of this policy entitled Students traveling with faculty/staff, which have very similar guidelines. Failure to comply with these policies will result in revocation of travel funding for the entire organization for a length of time to be determined the Office of Student Affairs and may result in additional sanctions by the Office of Student Conduct. Students and faculty/staff are reminded that University policies are still in effect and apply to trips regardless of the location and/or funding. Please refer to the University's Student Handbook, the Employment Policies Handbook for Faculty or the Employment Policies Handbook for Staff for further information.

Types of Travel & Forms Required

1. University-sponsored, in-town, less than 50 miles same day travel.
 - Forms Required:
 - Release, Hold Harmless Agreement (one from each student)**

**A blanket liability waiver may be signed for multiple same-day travel experiences, however, dates of such must be articulated in the liability waiver.
2. University-sponsored, one day travel.

Any travel in which students leave and return to campus on the same day to a location more than 50 miles from the Mount Union campus or longer than eight (8) hours in duration, may occur with the following provisions:

- A campus advisor is encouraged to attend all University travel and must get permission from the Office of Student Affairs for students to travel without an advisor/leader.
 - A faculty/staff advisor is REQUIRED to attend if traveling by van or bus. A copy of all forms MUST be maintained by the faculty/staff advisor during the trip with the original sent to the attention of the Associate Dean of Students within the Office of Student Affairs at least one week prior to the trip.
 - Forms required:
 - Emergency Medical Form (one from each student)
 - Release, Hold Harmless Agreement (one from each student)*
 - Student Organization Travel Planning Form (one from the student organization)
 - Student Travel Agreement (one from each student)
3. Overnight travel

Any overnight travel for one or more nights. On overnight events, it is recommended that the presence of a minimum of one student/faculty staff advisor for every twelve (12) students in attendance is followed. A faculty/staff advisor or another assigned faculty/staff person as trip supervisor must attend all overnight travel trips of 3 or more students. A copy of all forms MUST be maintained by the faculty/staff advisor during the trip with the original sent to the attention of the Associate Dean of Students within the Office of Student Affairs at least one week prior to the trip. All trip supervisors, including faculty, staff, and volunteers.

- Copies all forms MUST be maintained by the travel supervisor during the trip, with the originals sent to the attention of the Associate Dean of Students in the Office of Student Affairs at least one week prior to the trip.

- Any faculty, staff or volunteers traveling on the trip on behalf of Mount Union must complete the Emergency Medical Form and the Release, Hold Harmless and Indemnification Agreement and also provide copies as indicated prior.
- Forms required:
 - Emergency Medical Form (one from each student)
 - Release, Hold Harmless Agreement (one from each student)*
 - Student Organization Travel Planning Form (one from the student organization)
 - Student Travel Agreement (one from each student)

*If the student is under the age of 18, this form must be signed by a parent/guardian.

Planning a Trip

1. Select a Travel Supervisor

For any travel, the student organization must select someone to serve as the Travel Supervisor. The role of the Travel Supervisor is to lead the planning of the trip and to serve as a liaison between the trip participants and the University.

Only in the case of same day or one day travel, the Travel Supervisor may be a student leader – someone who is at least 18 years of age and is in good standing (academically, conduct, financial) with the University. Otherwise, travel supervisors are to be faculty, staff, or administrators employed by the University, including the student organization's own campus advisor.

A travel supervisor is required to be put in place to oversee student organization travel, adhering to the following responsibilities throughout the trip:

- Obtains necessary information of all participants
- Obtains proper signatures on all forms
- Maintains a travel roster and all applicable forms while traveling
- Travels with the student organization to and from the trip locations (unless permission is given for students to travel without a member of the faculty or staff)
- Confirms the safe arrival of the group to the University
- Stays with students in housing or lodging for the duration of the trip
- Serves as the emergency contact throughout the entirety of the trip
- Completes and submits an itinerary of the trip to the University; adheres to its details throughout the trip
- Develops an emergency plan appropriate for the trip and its location(s). Consider items such as first aid kits, first aid training, and contingency plans if the leader must leave the group.
- Confirms the proper means of communication and the ability to use cell phones
- Responds to crisis and emergency situations based on those pre-developed plans
- Complies with all University travel policies, as well as other policies regarding code of conduct, alcohol and drug use, human resource policies, and sexual misconduct
- Maintains the recommended 12:1 student-to-faculty/staff/administrator ratio. A ratio of 12:1 student-to-travel supervisor is recommended, unless permission is granted by the Office of Student Affairs. It is recommended that additional faculty, staff, and/or administrators serve in back up roles, especially for driving or emergency situations. For groups with 3 or fewer students, a student leader may be appointed.
- The travel supervisor must carry enough cash or credit on their person to resolve reasonably foreseeable problems. Use of the University purchasing card is the recommended source for travel. A cash advance may be obtained through the business office for this purpose (see

Purchasing Card Program within the Traveling on University-related business section). Student Senate funding is not available for cash advances.

2. Documentation & Records

As stated, all student organizations must submit, as part of their documentation, a written request for approval to travel, called the Student Organization Travel form. The Travel form must include all required information and a detailed itinerary outlining:

- The purpose of the travel
- The dates and destination of travel
- The estimated number of students participating in the travel, and a list of their names. If there are changes to the participant list, the travel supervisor provides the updates to the Office of Student Affairs prior to departure. If a trip participant chooses not to travel, that update is also provided to the Office of Student Affairs prior to departure.
- The names of University representatives traveling with the students
- The name of the travel supervisor and their contact information used while on the trip
- The budget for the trip
- The mode of transportation (including the names of drivers if University vehicles will be used)

3. Any other pertinent information concerning the trip

At least ten (10) days prior to travel, the travel supervisor should provide a written summary to all trip participants. This summary must include:

- times and dates of departure and return
- travel itinerary and route (including flight numbers and times, if applicable)
- rest and meal breaks
- name and address of overnight accommodations
- costs to be paid by participants
- a packing list including recommendations for clothing
- the names and contact information of University representatives traveling with the students
- any other pertinent information

If traveling to different locations, the travel supervisor must provide separate lists of participants by destination/location to clarify for the University who is traveling to each location and who can be contacted in the event of an emergency at each.

Travel Supervisors should consider the nature of the trip and review documentation to ensure that language is clear and accurate when providing information to participants or preparing informed consent forms or release statements.

Written records that should be obtained in advance of the field trip should be clearly filled out and easily accessible. The Travel Supervisor should maintain a copy and a copy must be provided to the Office of Student Affairs no later than one week prior to travel.

The Office of Student Affairs must be notified immediately by the trip advisor of any emergencies or issues that arise on the trip. If the Vice President of Student Affairs or Associate Dean of Students is not available, the trip advisor should contact Campus Security, who will assist with further communication.

Upon return from the trip, the trip advisor must provide the Office of Student Affairs with a written summary of any issues or concerns regarding the trip, and any other information or recommendations that might be relevant or helpful in planning future trips. The Office of Student Affairs maintains trip records for a period of seven (7) years before destroying, in accordance with the University's Document Retention Policy. Trip surveys may also be administered to all members that participate.

4. Destination

The Travel Supervisor should be familiar with the destination and prepare a site safety plan to present to participants. Lodging premises and locations should be reasonably safe or written documentation provided should outline associated risks.

Orientation for travel participants should include an overview of the itinerary and any procedures for a "buddy system." Each pair operates together as a single unit so that they can monitor and assist one other throughout the trip. All trip participants should be provided information on known risks as well as local, cultural, custom and legal requirements.

5. Special Requirements for Participation in the Trip

If any students have disabilities or special requirements that may need to be accommodated, please make sure to contact the Director of Student Accessibility Services at (330) 823-7372.

6. Trip Expectations

Travel Supervisors should provide participants with some form of orientation prior to departure. The type of trip will dictate the level of detail needed in the orientation, but both verbal and written communication is essential. Materials should include the trip destination and purpose, a travel itinerary, route, rest and meal stops, lodging and transportation information, appropriate clothing or gear, and the established rules and protocols specific to the trip. In addition, materials should include a summary of activities and physical requirements students will encounter; any known or unusual circumstances that would require advance preparation or equipment; and any known unique hazards. If multiple vehicles are being taken to the trip destination, each vehicle must have printed directions to the destination and the contact information for the other trip participants and Campus Security. All vehicle drivers should know what to do if the vehicles become separated (i.e., meeting spots, driving on to destination, etc.).

Compliance with University Policies

All participants must understand that University policies for faculty, staff and students are still in effect and apply to trips regardless of the location. Instructional activities and settings should be consistent with University policy including, but not limited to policies on alcohol and drug use, vehicle use, sexual harassment, and student conduct. Use of alcohol or drugs while on a student organization trip is prohibited. University representatives may not provide alcoholic beverages to any student, consume alcoholic beverages in the presence of any student, or be present when any student is consuming alcoholic beverages, regardless of the age of the student(s).

1. Conduct during travel

As outlined in the University Student Handbook, all students taking part in University-sponsored activities or trips are responsible for adhering to the policies and procedures included in the Student Handbook and other official documents and publications. Actions detrimental to the mission of the University and to the legitimate activities of the academic community are in

violation of the University policy and will be subject to the University's student conduct process. Although cultures, customs, values, policies, and laws may differ in foreign countries or in different communities, the expectations of Mount Union students do not. Should the expectations of the host country, institution, or agency be more stringent than those of Mount Union, however, Mount Union students must abide by them, as well.

In short, Mount Union's students are responsible for behaving in a manner that reflects positively on the University. Students whose behavior significantly detracts from the educational purposes of the trip or has the potential to threaten the physical or emotional wellbeing of other participants may be sent home at the request of the host institution or agency or at the discretion of the travel supervisor and/or chaperone(s), the Associate Dean of Students, or the Director of Student Conduct, potentially at the student's expense.

Please remember that participation in off-campus programs is a privilege and not a right. While it is impossible to provide students with an all-inclusive list of inappropriate and/or prohibited behavior, specifically while traveling, the following offers a framework for those participating in University-sponsored trips and the following guidelines should serve to further clarify the University's expectations. Egregious disregard for expectations, guidelines, laws, and/or rules may be grounds for conduct action, including the student's exclusion from the remainder of the trip or activity.

Please keep in mind the following as the student organization engages in travel:

- a. **Attendance.** All students participating in University-sponsored trips are expected to attend all functions associated with the program, including, but not limited to: meetings, meals, social gatherings, classes, and tours. Those who are routinely absent from or late to such activities may be sent home, held accountable through the University's disciplinary process, and/or required to reimburse the funding source for fees, fares, meals, hotel costs, etc.
- b. **Free Time.** Students are encouraged to use their free time to safely and responsibly explore their surroundings (as agreed upon by students and travel supervisor), but such activities should not limit the students' availability or adversely affect the program itinerary. In addition, all students are expected to adhere to expectations about curfews, meeting times, transportation, group excursions, and the like.

2. Alcohol and Other Drugs

While domestic and international laws do vary with respect to alcohol and other drugs, students must adhere to both local laws and expectations when and where use of alcohol is permitted. Regardless of whether the use of controlled substances is allowed by law, drug use (including misuse of prescription drugs and use of medicinal marijuana and/or marijuana byproducts) is always prohibited. Students who abuse alcohol and/or other drugs, encourage others to do so, provide them to others unlawfully, or who behave inappropriately due to intoxication, may be documented and held accountable through the student conduct process. Those whose behavior puts themselves or others in jeopardy or reflects a conscious disregard of the University's expectations will be sent home at their own expense.

3. Sexual Assault and Harassment

Mount Union does not tolerate sexual assault, harassment, stalking, domestic violence, or dating violence at home or abroad and will take swift and decisive action in responding to allegations of this nature.

Students who believe they experienced sexual assault, harassment, stalking, domestic violence, or dating violence are encouraged to report such behavior immediately to group leaders who will follow guidelines included in the University's sexual assault and harassment policy as printed in the Student Handbook. In consultation with the Title IX Coordinator, student organization leaders will assist students in documenting the incident, ensuring their safety, exploring their options for resolving the complaint, and seeking out medical attention or counseling services.

4. Harassment and Bullying

Harassment may be direct and explicit or indirect and subtle. Words, gestures, graphics, and online activity may be construed as harassing if they target a specific individual or create a hostile or offensive environment for a group of people. Conduct that could reasonably be perceived as demeaning, offensive, intimidating, or threatening may require immediate staff intervention and be referred to the University for review through the disciplinary process.

5. Disorderly Conduct, Theft, and Vandalism

Students traveling or studying outside of the University should behave as though they were on campus; treating their surroundings and others' belongings accordingly. Student organizations are asked to practice respect for persons and serve as responsible stewards of facilities and property. Students who disrupt the learning environment, disturb others, steal, or vandalize property while on a University-sponsored trip will be held accountable through the University conduct process and may be required to pay restitution to those affected by their behavior.

6. Compliance

Traveling can be challenging, stressful, confusing, and at times, even dangerous. Consequently, to ensure the safety and wellbeing of all participants, travel supervisors, and chaperones will establish their own guidelines and expectations for the students for whom they are responsible. These may differ depending on the circumstances and may include curfews, travel restrictions, buddy systems, rules related to alcohol consumption, room assignments, etc. Participants are expected to follow their group leaders' directions and adhere to their expectations without question or complaint, regardless of the permissiveness of local laws or University policy. Those who ignore or challenge instructions from the travel supervisor and/ or other chaperones may be found responsible for refusal to comply with reasonable requests of University officials.

7. Sensitivity to Cultural Differences

Values and customs differ across cultures, and students are expected to make a good faith effort to understand, appreciate, and even embrace these differences. While acknowledging that some students will be challenged by new experiences, the University maintains that students who willingly take advantage of travel opportunities should participate in expressions and demonstrations of the host's culture and traditions to a reasonable extent. This may include taking part in song, dance, cuisine, service, or conversation, and students should be mindful of the hosts' hospitality and cautious not to offend them by refusing their generosity. Students with phobias, dietary restrictions, disabilities, or other conditions that may inhibit their interactions should discuss these with their travel supervisor(s) and/or chaperone(s) prior to departure.

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* as found in the [Code of Student Conduct](#).
2. Technology Resources Acceptable Use Policy - Students are required to meet the expectations set forth in the [Technology Resources Acceptable Use Policy](#).
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.

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 always conform 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 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 copyright.gov, especially their FAQ’s at 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 registers 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.

Automatic voice and video services devices such as Amazon Alexa, Echo, Apple Homepod, Google Home, Portal from Facebook, etc. are not permitted to be used on campus within faculty, staff offices, conference spaces, etc. where conversations can be in violation of FERPA and inadvertently recorded on those devices.

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.
17. Student employees should never store Mount Union data on unsanctioned storage devices, including cloud storage site (i.e. Dropbox), thumb drives, and home computers.

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 studying abroad and doing transient work
- Guests
- Alumni/Alumna

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 username, 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, wireless access points 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), and/or 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 or meal plan 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.

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, TikTok, WordPress, Google+, Pinterest, Tumblr, 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 additional information see the Social Media Policy.

The campus Unified Communications Services including voice/telephony, instant messaging (IM), presence, etc. (Tools available in Skype for Business), which maybe used by student employees. Unified Communications Services are explained in detail on the Office of Information Technology web pages within the portal. These services including voice-messaging. Voice messaging is an electronic

voice messaging system that gives users a convenient and dependable way to communicate with people. Voice messaging answers calls when the user is on or away from her/his phone. Users of Unified Communications Services should be aware of Mount Union's Unified Communication policy. Users of these services agree to abide by this policy. This policy can be found within the portal on the Office of Information Technology pages and instructions for using the Unified Communication tools, can be found there as well.

E-mail Policy

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

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

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 they are 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.

Smoking is defined as inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, or pipe, or any other lighted or heated tobacco or plant product intended for inhalation, including hookahs and marijuana, whether natural or synthetic, in any manner or in any form. Smoking also includes the use of an electronic smoking device which creates an aerosol or vapor, in any manner or in any form, or the use of any oral smoking device for the purpose of circumventing the prohibition of smoking in this policy.

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 regard to cessation, student can contact the Office of Alcohol, Drug, and Wellness Education mountunion.edu/alcohol-drug-and-wellness-education.

Other resources can be found at:

Smokefree.gov
smokefree.gov

The American Lung Association
lung.org

The American Heart Association
heart.org

The American Cancer Society
cancer.org

Mercy Medical Center Tobacco Treatment Program
cantonmercy.org/smoking-cessation

Aultman Hospital Give it Up!
aultman.org/home/health-and-wellness/community-programs/give-it-up

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 following: the driver's application form signed by the department or organization for which you will be driving, the statement of rights and responsibilities, online motor vehicle record check, and online defensive driving training. The supervisor of the department or organization must initiate the initial request and will be charged any associated fees. Requests for authorization and associated documentation should be completed at least ten days prior to the need to drive a university vehicle.

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, OR the midpoint of the semester if the

student leaves without notifying the institution. This policy applies to students who withdraw from all 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. The Mount Union Refund Policy can be found in its entirety in the University Catalogue.