



Student Handbook

2023-2024

(Revised, August 2023)

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avoid disciplinary action. The University may respond to established offenses of the applicable Code of Conduct with actions ranging from oral reprimand to suspension to academic dismissal.

Individual students, student organizations and other student groups are expected to comply with and support the standards of the University community. Individual students, student organizations and other student groups may be charged with alleged violations of the Codes and may be held individually and collectively responsible. Officers of a student organization or group may be held individually responsible when it is determined that violations by the membership of the group or organization were encouraged or approved by leadership.

III. GENERAL ACADEMIC REQUIREMENTS.

Office of Student Affairs – McIntosh Center

1. Student social files
2. Computer files of local addresses, fraternity/sorority membership, and co-curricular activities
3. Student Conduct files for non-academic violations.

Academic Department and College Offices

PLACEMENT OR CREDIT BY SPECIAL EXAMINATION

Description: A student seeking a baccalaureate or post baccalaureate degree at the University may be permitted to take a Special Examination in certain undergraduate courses currently in the catalog for which achievement of course goals can be demonstrated by examination. Marks for such examinations will be “S” (satisfactory) or “U” (unsatisfactory). Satisfactory performance on a Special Examination may be used for (1) placement only, to satisfy

financial aid and will be ineligible to compete in student intercollegiate athletics. The student may file an appeal with the Office of Financial Aid to receive probationary status, during which the student may receive federal and state financial aid and will be eligible to compete in student intercollegiate athletics. The appeal must include a plan of coursework from the student's department or college that demonstrates the student is taking appropriate steps to achieve satisfactory academic progress. The Office of Financial Aid may choose to grant or deny probationary status at its own discretion. The Office of Financial Aid will monitor the submitted plan of coursework after each semester until the student achieves satisfactory academic progress. If the student fails to

IV. GENERAL NON-ACADEMIC REQUIREMENTS & STANDARDS OF CONDUCT

Ohio Northern University's jurisdiction to enforce these general non-academic requirements and standards of conduct includes behavior that 1) occurs on the University campus; and/or, 2) occurs in University owned or University operated facilities or equipment, no matter where they are located; and/or 3) occurs at University sponsored, University sanctioned or University supervised events no matter where they occur; and/or 4) occurs at any off-campus location while enrolled as an enrolled Ohio Northern student. Discipline procedures for all non-

COMPUTERS and UNIVERSITY NETWORK (see Appendix F and Q)

DAMAGES TO UNIVERSITY PROPERTY

DRUG USE OR POSSESSION

Students are expected to follow ONU's **Alcohol and Other Drug Policy** related to drugs and drug use. In summary, it is a violation of the Standards of Conduct to possess or use illicit drugs, including marijuana. Possession of drug-related paraphernalia also violates this expectation. The manufacture, distribution, or sale of narcotics or other controlled substances, and the receipt of narcotics through the mail, are serious offenses. Quantities of drugs and/or the presence of materials that suggest the possibility of distribution may be interpreted as such. Additionally, the misuse of prescription medication, including distribution and possession without a medical prescription, can have serious medical and legal consequences for a student. At ONU, all students who are prescribed medications are expected to use and store them appropriately. **Article 1 of Appendix R**, ONU's Alcohol and Other Drug Policy, provides students fuller definitions and fuller explanation of expected behavior.

FIGHTING/ASSAULT

Students will not engage in behavior that endangers, threatens or causes physical harm to others or that may cause a person to reasonably fear they may be harmed. Harmful behavior includes but is not limited to fighting and assaultive behavior, including verbal assault, as well as sexual assault, dating violence, domestic violence, and stalking. Definitions of sexual assault, dating violence, domestic violence, and stalking are provided in Appendix R.

THEFT

The theft of property violates the honesty and integrity of our community. Students will neither attempt theft nor steal any property of ONU, a member of the ONU community, or other personal or public property, whether on or off-campus. Students will not embezzle, defraud, or use false pretenses to procure property or services, or knowingly purchase or possess stolen property.

TOBACCO AND SMOKING

ONU is a smoke-free and tobacco-free community. The use of tobacco products is prohibited on all ONU property, including but not limited to buildings, grounds, and vehicles. This policy applies to all students, faculty, staff, and visitors. Violations of this policy may result in disciplinary action.

V. RESIDENCE HALL POLICIES AND PROCEDURES

INTRODUCTION

The goal of the residential system at Ohio Northern University is to provide students with a positive and healthy living/learning experience. The residence halls serve as a student's home for the duration of their enrollment at the University and should be a place where they can be comfortable. Residence halls are grounded in community living; the environment is intended to help students meet their study needs and provides opportunities for

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Consolidation of Vacancies Policy

When a vacancy occurs in University housing, the Office of Residence Life follows a consolidation policy that will be applied to maintain equity between those losing a roommate from normal resident attrition. The policy requires no resident displacement without consent, unless enrollment numbers dictate administrative resident moves, which are directed by the Office of Residence Life. In rooms where there is a vacancy, the occupying student has a 3-day grace period from the time the vacancy occurs to identify a new roommate, if they so choose, and to notify the Residence Life Office. Beds still vacant following the grace period may be filled by Residence Life as needed.

1. The purchase of a room buy-out is the only total assurance that a resident will have a single room from the time of purchase through the end of the academic year.
2. When a resident is left with a space in his/her room, the resident has the following options:
 - a. Receive a roommate that the resident has selected and new roommate agrees.
 - b. Acknowledge that a roommate may be assigned to the room at any time based on housing needs and preferences of the incoming roommate.
3. When an empty room exists in a residence hall or apartment, the Resident Director may use it to solve existing roommate conflicts.
4. At the beginning of an academic year and when temporary spaces are being used, the priority for moving individuals from temporary spaces into permanent spaces shall be based on each student's date of deposit with the Office of Admissions.

Withdraw from ONU and Removal of Belongings

Room Inspections

Residence hall and other University staff members are authorized to inspect student rooms for acceptable standards of health, safety, hygiene, observance of campus residence hall policies/procedures, University regulations, requirements of public law, and for the maintenance/repair of equipment. Room inspections will be conducted over break periods. Efforts will be made to have residents present when the room is entered.

Summer Storage of Belongings

The University provides no summer storage of belongings in residence halls or apartments.” Perhaps add, “Residents needing storage will need to seek off-campus storage resources.

HOUSING REGULATIONS and EXPECTATIONS

All resident students are expected to abide by the University’s Non-Academic Requirements and Standards of Conduct. In addition, students residing in the residence halls are responsible to the following Residence Life Regulations and Expectations.

Appliances

The University prohibits the use of non-approved electrical appliances in students’ rooms. However, students living in apartments that include full kitchens are permitted to possess and use reasonable kitchen appliances (e.g. air fryers, electric skillets, toasters, etc.) All electrical devices and extensions that the Office of Residence Life detri(e)0.7 (s)-2.7 o reate aptential fire haard r iltlli(e)0.7 (s)-2.7 sc sandards a e ofisted apr priate p rsonal.

Cooking in Residence Hall Rooms

Noise

In order to provide an atmosphere conducive for study and sleep, in residence halls, apartments and Greek houses, loud noises and stereos are to be kept to a minimum. Consideration for other residents, as well as occupants of University buildings, is to be observed at all times. Disciplinary action may be taken in cases involving excessive noise. Stereo speakers should be kept inside and facing into the house, apartment or hall. Musical instruments both amplified and not, need to be contained to special areas of academic buildings and are not suitable for residence

Quiet Hours

In order to make the atmosphere conducive to study and sleep, quiet hours have been established in all residential

VI.

5. Posters and banners may not be displayed for more than ten (10) days prior to an event or twenty- four (24) hours following an event. This includes all materials used to secure the posters. The student or organization putting up the material must remove it. Exceptions to

4. The Sender must have a valid onu.edu email address.
5. No advertising for the selling of items of services with the exception of university approved student groups for fundraising purposes. The advisor of the student group must send the message.
6. Calendar events may only be sent two times and must contain a link to add the event to an individual's calendar. See this document for instructions.
7. Students may not be asked to forego meals more than twice per year. Those instances must be approved by the Director of McIntosh Center.
8. Raffles and games of chance are to be reviewed/approved by the Vice Pre2.7 (t)-1.8 (u)-0 Tc 0 T6 (u)-0 Tc366 -1.7s

- c. When signing out vehicles, the driver and/or advisor must sign a copy of the [Vehicle Checklist](#) indicating agreement to comply with the ONU Travel Policies.

C. Same Day University Travel Guidelines

1. A same day trip is defined as any travel in which students leave and return to campus on the same day.
2. A faculty/staff advisor or representative is encouraged to attend all
3. University travel. The advisor must only attend if the students are travelling via university rented/owned bus.
4. The Travel Itinerary and Roster form must be submitted one day prior to the trip.

D. Overnight University Travel Guidelines (1-5 Nights)

1. A faculty or staff advisor/representative should attend all University travel on overnight trips.
2. The Travel Itinerary and Roster must be submitted one day prior to the trip.
3. If there are extenuating circumstances, the faculty or staff advisor/representative can select a Trip Supervisor (a member the University community--faculty, staff or student) to serve as a proxy in his/her absence. The [Travel Itinerary and Roster](#) form must be submitted by the Trip Supervisor one day prior to the trip.

E. Overnight University Travel Guidelines (6+ Nights)

- 1.

- F. Contact the Office of Student Affairs to arrange for on-campus housing related to a University sponsored travel event when the residence halls are closed. Prior to the trip, the Director of Residence Life should be given students' names, halls, room numbers and the date and approximate times access will be needed by the students.
- G. Ensure students are aware and agree to the following statement:
 - 1. As an Ohio Northern University student, I agree to engage in behaviors that are responsible and mature. I will comply with all applicable laws and with the University's Codes of Conduct during the entire travel

At the meeting, if the Directors determines with the student organization that the conduct matter can be resolved informally by mutual consent with the parties involved and in a manner that is acceptable to the OSC, then the matter shall be finally decided and there shall be no subsequent investigation and the responsible student organization will have no opportunity to appeal.

VII. FRATERNITY/SORORITY LIFE

Fraternities and sororities provide an important opportunity for students to engage in campus life at ONU. All chapters at the University are expected to encourage high standards of leadership, scholarship, character, conduct, service, and social education.

The word **fraternity** is commonly used to denote brotherhoods and sisterhoods. Although the term **sorority** is often used to identify women’s Greek-letter organizations, the term **fraternity** can also be applied. All these terms will be used interchangeably throughout this policy. In some instances, the term **fraternity** will be used to illustrate common characteristics of both men’s and women’s Greek-letter groups and in some cases, it will denote differences. It should be assumed that the term fraternity applies to both male and female groups unless it is specifically preceded by the word **men’s** or **women’s**.

The policy and housing information that follows outlines the expectations and regulations for fraternities and sororities at the University.

POLICY STATEMENT

Any proposal requesting formation of a fraternal association or the affiliation of any association with a national fraternal organization shall be submitted first to the respective Greek Council (Interfraternity Council for the men’s fraternities and Panhellenic Council for the women’s sororities), the Student Senate and the University Student Activities Committee.

Each fraternity chapter may set its own standards for membership, but such standards may not conflict with the regulations of the Interfraternity or Panhellenic Councils or their national organization. Additionally, each chapter is expected to observe all federal, state, and local laws, and the rules and regulations of the University. Any event an observer would associate with the fraternity in which more than a few members—including active and alumni members or any combination of member statuses—or pledged members are involved in an event, it will be considered a chapter event.

1. To be eligible to move into a fraternity house, a member must meet all of the following criteria: (1) be a full-time returning or transfer student at ONU; (2) carry twelve (12) or more academic credits; and (3) be currently enrolled in a program of study toward a degree. It is highly suggested that any student moving into a fraternity house have a cumulative GPA at or above 2.25. Students who fall below this GPA will be flagged for review. All criteria must be satisfied at the time the chapter submits its housing roster for the forthcoming academic year.
- 2.

Second successive failed inspections will result in (1) prohibition of all ‘chapter-house social events’ until the identified facility problems are corrected (as determined by the Life Safety Committee), (2) attendance at a Life Safety Program by at least 90% of the chapter, and (3) notification of the concern to the chapter’s national office.

A **third consecutive failed inspection** could result in recommendation to the University Vice Presidents that the facility be closed and/or referral for State Inspection of the facility. If serious violations of cleanliness, health or safety are found during any inspection, the University may close the house until the issues are resolved. (e)-4.8 (i)-1.7

Use of University Facilities

At times, fraternity and sorority organizations may wish to use other University facilities for meetings or special

Alcohol and Other Drug Policy. Chapters, its leaders and members may be held collectively and individually accountable for violations.

Flammable Materials

In keeping with the spirit of fire prevention, draperies and other cloth goods used to decorate rooms must be manufactured and labeled fire-retardant. Consistent with the University's expectations regarding dangerous materials, the use and storage of things like kerosene, gasoline, naphtha, benzene, or any other similar materials in or around the fraternity houses is prohibited. Paint, solvents and cleaning fluids that are flammable must be stored in an approved metal cabinet away from any source of heat.

Hosted Events

Fraternities host a variety of events throughout the year in order to achieve the values and ideals of their

APPENDIX A: STUDENT RECORDS

POLICY

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility for the University.

is any information which can be used, by itself or in combination with other information, to identify an individual. Examples include name, address, telephone number, social security number, student identification number, photos, or fingerprints.

DISCLOSURE OF PERSONALLY IDENTIFIABLE INFORMATION IN EDUCATION RECORDS

With Consent

The University will not disclose personally identifiable information contained in a student's education records without prior written consent, except as authorized by applicable state or federal law. Educational records, with the exception of those social disciplinary records involving misconduct under ONU's Student Code of Conduct, will not be disclosed to a parent of a student without that student's consent.

Social disciplinary records may be disclosed to the parent claiming the student as a dependent for tax purposes. Educational records will also be disclosed to persons who have power of attorney for the student.

Without Consent

In addition to directory information, the University will disclose personally identifiable information contained in a student's education records without prior written consent to:

- School officials with a legitimate educational interest;
-

- To disclose information provided to the University under Section 170101 of the Violent Crime Control and Law Enforcement Act of 1994 (42 U.S.C. 14071) concerning registered sex offenders who are required to register under that section; and,
- To the U.S. Citizenship and Immigration Services (USCIS) / Department of Homeland Security (DHS)

APPENDIX B: SEX DISCRIMINATION POLICY

Sex Discrimination & Sexual Harassment Policy

I. Notice of Nondiscrimination

This Sex Discrimination Policy (“Policy”) addresses all forms of sexual discrimination prohibited under Title IX and sexual harassment. Title IX is a federal law which provides that no person, on the basis of sex, shall be “excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.”

Ohio Northern University (“ONU” or the “University”) does not discriminate or tolerate discrimination on the basis of sex, gender, transgender status, gender identity, or gender expression in its educational, extracurricular, or athletic programs, any activity that it operates, or in any admission or employment decisions, consistent with its obligations under Title IX and its regulations not to discriminate in such a manner.

The University is committed to promptly and equitably responding to all reports and formal complaints of sexual discrimination and sexual harassment, with the goal of eliminating the misconduct, preventing its recurrence, and addressing its effects on any individual or the community.

This Policy applies to allegations of sex discrimination and sexual harassment made against any individual by a member of the ONU community in connection with any ONU education program or activity, as well as allegations of sexual harassment made against any person in the United States by any person participating in or attempting to participate in ONU’s education programs or activities.¹

Any person may report sex discrimination and sexual harassment in accordance with this Policy (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment— , the

The Policy is published online on the University website and a link to the Policy is emailed annually to all University email addresses. A link to the Policy is also provided in the Staff Handbook, which is electronically distributed to ONU staff. The Policy is also included in the Student Handbook, which is electronically distributed annually to all students. Additional copies are available upon request from the Office of Student Conduct and from the Office of Human Resources.

Inquiries regarding this Policy’s application may be directed to the Title IX Coordinator, the Assistant Secretary of the Office for Civil Rights of the Department of Education, or both.⁴⁴

II. Policy Terms

I. _____

_____ is a form of sex discrimination and means conduct on the basis of sex that satisfies one or more of the following:

1. An employee of ONU conditioning the provision of an aid, benefit, or service of ONU on an individual’s participation in unwelcome sexual conduct— , _____ sexual harassment;
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to ONU’s education program or activity; or
3. Sexual assault, dating violence, domestic violence, or

is defined under VAWA as:

- Engaging in a course of conduct,
- Directed at a specific person,
- That would cause a reasonable person to
 - fear for his or her safety or the safety of others, or
 - to suffer substantial emotional distress.

Stalking may include repetitive and menacing pursuit, following, harassment and/or interference with the peace and/or safety of another.

Stalking includes the concept of cyber-stalking, a particular form of stalking in which electronic media such as the internet, social networking intranets, webcams, etc., are used to harass or threaten. 18 C.F.R. § 1.121 (e)-1.8 (f) 4.4 (ot) 3.3 (o)-2.5(a) 3.-7 (le) 3.7

It is important to the University that individuals feel free to come forward and seek assistance before issues of sexual harassment become severe, pervasive, and objectively offensive. Reports of sexual harassment that do not rise to the level of severe, pervasive, and objectively offensive may still be investigated and addressed by the University under other policies, so as to prevent further incidents from occurring. Also, in appropriate circumstances a formal complaint may be signed by the Title IX Coordinator, e.g. where complainant does not wish to participate in the grievance process.

2. _____

Consent means informed, freely given agreement, communicated by clearly understandable words or actions, to participate in each form of sexual activity.

Guidance for determining consent:

- Consent cannot be inferred from silence, passivity, or lack of active resistance.
- A current or previous dating or sexual relationship is not sufficient to constitute consent, and consent to one form of sexual activity does not imply consent to other forms of sexual activity.
- When consent is requested verbally, absence of any explicit verbal response constitutes lack of consent. A verbal “no” constitutes lack of consent, even if it sounds insincere or indecisive.
-

III. Reports and Formal Complaints

All individuals, including students and members of the ONU community, are obligated to promptly report any incidents of sex discrimination or sexual harassment as set forth in this Policy. A formal complaint, as defined in Section III.G below, is not required to make a report of sex discrimination or sexual harassment and initiate a response by ONU, including the offering and providing of supportive measures, as defined in Section III.E below.

The ONU officials who have authority to institute corrective measures on behalf of ONU and who receive notice or actual knowledge of sexual harassment in one of ONU's education programs or activities and are required to act upon notice or knowledge are listed as follows: Title IX Coordinator, Deputy Title IX Coordinators, Human Resources Director, Vice President of Student Affairs, Athletic Director and the Director D0wltee05

F. _____

In addition to implementing supportive measures set forth in Section D above, in emergency situations that arise out of school activities, the Board of Trustees shall have the authority to take such actions as may be necessary to protect the health, safety, and welfare of the students and staff of the University.

and do not place the health or safety of any other person at risk. Any student who participates in an investigation and grievance process, either as a complainant, respondent, or a third-party witness, will not be subject to disciplinary action by the University for his/her/their own personal consumption of alcohol or

that a determination regarding responsibility is made at the conclusion of the grievance process;

- Notice that the parties may have an advisor of their choice, who may be, but is not required to be, an attorney consistent with Section IV.G.2 below;
- Notice that the parties may inspect and review evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint consistent with Section IV.G.5 below;
- Notice of that all persons are prohibited from knowingly making false statements or knowingly submitting false information during the grievance process; and
- Notice that making a good faith formal complaint that is not later substantiated does not constitute providing false or misleading information.

Written notice will be provided with sufficient time to prepare a response before any initial interview.

If, in the course of the investigation, ONU decides to investigate allegations about the complainant or respondent that were not included in the written notice provided above, ONU will provide written notice of the additional allegations to known parties.

C. _____

While ONU will investigate the allegations in formal complaints of sex discrimination or sexual harassment, it will dismiss a formal complaint where the conduct alleged:

- Would not constitute sex discrimination or sexual harassment, even if proved;
- Did not occur in ONU’s education program or activity— , locations or events, or under circumstances over which ONU exercises substantial control over both the respondent and the context in which the sexual harassment occurs, including any building owned or controlled by a student organization that is officially recognized by ONU; or
- Did not occur against a person in the United States.

Such mandatory dismissal, however, does not preclude action under another provision of ONU’s code of conduct.

ONU may dismiss a formal complaint or any allegation therein, if at any time during the investigation or hearing:

- A complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein;
- The respondent is no longer enrolled or employed by ONU; or
- Specific circumstances prevent ONU from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

For example, where the identity of a complainant is not disclosed, ONU may not be able to gather evidence necessary to establish the elements of sexual harassment, such as whether the alleged conduct was unwelcome or without consent. In such instances, ONU, in its discretion, may dismiss the complainant.

ONU will promptly notify the parties in writing of any dismissal and the reasons therefore.

D. _____

Where a grievance process involves more than one complainant or more than one respondent, references in this Policy to the singular “party,” “complainant,” or “respondent” include the plural, as applicable.

G. _____

1.

Following the receipt of a formal complaint of sex discrimination or sexual harassment, ONU’s Title IX Coordinator will designate two trained investigators to conduct the investigation. When the complaint is made by a student against an employee or is made by an employee against a student, one of the designated investigators will be a member of the Office of Human Resources. When the complaint is made by an employee against another employee, both investigators will be members of the Office of Human Resources, unless there is a conflict of interest or bias, in which circumstance the Title IX Coordinator may designate another investigator. In complex situations, the Title IX Coordinator, in consultation with the two investigators, may engage additional trained investigators to gather additional information to be considered by the primary investigators in the resolution of the formal complaint.

Investigators are responsible for objectively and impartially gathering evidence and presenting any relevant evidence to the decision-maker(s) in an investigative report as set forth in Section IV.G.6 below.

The investigation shall be conducted promptly and will be conducted in a manner that is thorough and impartial.

2.

In any related meeting or grievance proceeding, the parties have an equal opportunity to be accompanied by the advisor of their choice, who may be, but is not required to be, an attorney. An advisor may be a member of the ONU community, an attorney, or another individual not affiliated with ONU. During any related meeting or proceeding, however, an advisor’s role is limited. Except as permitted during hearings as set forth in Section IV.H below, an advisor is not permitted to engage in the grievance process on the party’s behalf or participate directly in any related meeting or proceeding. An advisor may quietly consult with his or her advisee during a related meeting or proceeding in a manner that does not disrupt or interfere with the meeting or proceeding. If an advisor fails to act in accordance with these procedures, he or she may be asked to leave the meeting or proceeding.

3.

For allegations of sex discrimination or sexual harassment, a full investigation will be conducted. During the investigation, both the complainant and the respondent may present written and oral statements, names of witnesses, and other evidence to the investigators. The complainant, respondent, and witnesses may t/aeattendandy

action. Making a good faith report to ONU that is not later substantiated does not constitute providing false or misleading information.

All parties are expected to participate and cooperate in the investigation, including submitting to any requested interview by the investigators. If any party refuses to participate or cooperate in the investigation, that person will be subject to discipline, up to and including termination or removal. The investigation r

H. _____

I.

Both parties have an equal opportunity to cross examine the other party and any witnesses— , to ask relevant questions and follow-up questions, including those challenging credibility— through the party’s advisor.

Cross examination must be conducted directly, orally, and in real time by the party’s advisor. A party may never personally cross examine another party or witnesses.

If a party does not have an advisor present at the live hearing, ONU will provide an advisor of ONU’s choice, who may or may not be an attorney, without fee or charge, to conduct cross examination on behalf of the party.

Only relevant cross examination and other questions may be asked of a party or witness. As such, before a party or witness answers a cross examination or other question, the decision maker must first determine whether the question is relevant and explain any decision to exclude a question as not relevant. Questions and evidence about the complainant’s sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant’s prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence

I. _____

1.

The Appeal Panel consists of three members, composed of University administrator(s), faculty member(s), and/or staff, appointed by the President of the University provided that no member of the Appeal Panel is an investigator, the Title IX Coordinator, or the decision maker that reached a determination regarding responsibility or dismissal. The members of the Appeal Panel shall select from among its number a Chair who shall keep a record of the proceedings. The Appeal Panel shall not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent.

The procedures for an appeal are as follows:

The appeal must be made in writing to the Title IX Department.

The appeal must be made within five (5) university business days from when the parties receive the written decision of the Decision Maker, including the day on which the party receives the written decision. If an appeal is not filed within this time frame, the right to appeal is waived and the determination and/or sanction of the Decision Maker or any dismissal of a formal complaint or any allegations therein becomes final.

ONU will promptly notify the other party in writing when an appeal is filed.

The appeal will be reviewed by the Chair of the Appeal Panel for scope. The scope of the appeal, as identified by the appellant, will be limited to bases outlined above.

is final, except as provided in section IV.M. If the matter is remanded, the process will repeat, generally beginning at the appropriate stage of the investigation or adjudication as indicated by the Appeal Panel's remand.

The written decision of the Appeal Panel describing the result of the appeal and the rationale for the result will be sent simultaneously to both parties, typically within seven (7) university business days following the Appeal Panel's determination. If there is a delay in issuing the decision, both the complainant and respondent will receive written notification of the delay and the reasons for the delay. Complainant will be informed of any specific sanctions imposed on respondent directly relating to the complainant in a manner consistent with the requirements of FERPA.

N. _____

ONU prohibits retaliation— , intimidation, threats, coercion, or discrimination against any individual for the purpose of interfering with any right or privilege secured by Title IX, its regulations, or this Policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this Policy. Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX, its regulations, or this Policy, constitutes retaliation. Retaliation does not include the exercise of First Amendments rights or a code of conduct violation charge for making a materially false statement in bad faith in the course of a grievance proceeding.⁹

Retaliation should be reported immediately to a member of the Title IX team and will be promptly investigated. Retaliation may be treated as an independent instance of discrimination and is considered a serious violation of ONU policy. ONU is prepared to take appropriate steps to protect individuals who believe they have been subjected to retaliation. Individuals found to have engaged in retaliation may face disciplinary action, up to and including dismissal or termination.

O. _____

Where the Title IX Coordinator or a Deputy Title IX Coordinator receives a report of an incident or allegation of sex discrimination and sexual harassment or a formal complaint is filed, ONU will create records of any actions, including any supportive measures, taken in response to a report or formal complaint. In each instance, ONU will document the basis for its conclusion that its response was not , and document that it has taken measures designed

All new students are required to complete the mandatory training, which covers sex discrimination, sexual harassment, alcohol and drug policies. This information is also covered with all incoming students during their orientation via a presentation by the Office of Student Conduct and the Title IX Office. Ongoing prevention and

APPENDIX C: CARE TEAM POLICY

MISSION OF THE CARE TEAM

The Care Team is committed to maintaining a safe campus community and, as such, seeks to assist students who are precipitously moving towards or are actively in crisis. To that end, the Care Team works to identify, respond to, work through, and where possible prevent crisis situations. The ultimate goal of the Care Team is to implement intervention and support mechanisms designed to maintain the health, safety, and well-being of the involved student and other campus community members.

STUDENT BEHAVIOR OF CONCERN

Student behavior that may require the response and support of the Care Team includes, but is not limited to:

1. Instances where a student engages, or threatens to engage in behavior which poses a danger of causing

- Director of McIntosh Center
- Director of Student Involvement
- Assistant Director of Student Involvement and Coordinator of Student Activities
- Area Coordinators of Residence Life
- Student Affairs Coordinator
- Assistant Director of Financial Aid
- International Services Coordinator
- Human Resources designated representative

The Director of Residence Life and Mental Health Case Manager & Outreach Coordinator will serve as the chairs of the Care Team. In the absence of the chair members, a designee will be selected from the permanent team to serve as interim chair.

A quorum of Care Team members is not required to engage in discussions regarding any matter before the Care Team or to make recommendations regarding a Care Team matter. The Vice President for Student Affairs & Dean of Students or their designee will make the final determination concerning Care Team procedures and outcomes.

SHARING INFORMATION WITH THE CARE TEAM

The Care Team is able to operate optimally when the Ohio Northern University community shares information through the Student Well-Being Form or to the Care Team email (careteam@onu.edu). Any University employee, student, or community member who becomes aware of a situation stated in the above instances or has similar concerns should complete the concern for Student Well-Being Form.

https://cm.maxient.com/reportingform.php?OhioNorthernUniv&layout_id=2

Reports are received by the Care Team. If a student or University member is in immediate danger of harm to self or others, please call 911 or ONU Public Safety at 419-772-2222.

APPENDIX D: EMOTIONAL SUPPORT ANIMAL POLICY

I. Policy Statement and Purpose

Ohio Northern University (“ONU” or “University”) has a general policy that pets are not permitted in any campus building. However, the University recognizes the importance of emotional support animals (“ESA”) to individuals with disabilities and it is committed to providing reasonable accommodations. The **Emotional Support Animal Policy** (“ESA Policy”) provides notice to students of the specific requirements and guidelines that shall govern the presence of ESAs on campus and in university housing. In accordance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973, and the federal Fair Housing Amendments Act of 1988

- The care and feeding of the ESA are the sole responsibility of the owner. ESAs may not become the responsibility of another student living with the owner or anyone else living in a University residence hall. Owners leaving campus for a prolonged period of time must take their ESA with them.
- Waste removal and cleanup is the responsibility of the ESA's owner, whether in the University residence hall or on exterior areas of University property.
- ESA owners are financially responsible for the actions of the ESA, including behavior resulting in bodily injury or property damage. Owners may be assessed appropriate fees by Residence Life for any property damage determined to be caused by the owner's ESA.
- The University may inspect an ESA space for fleas, ticks or other pests as part of its health and safety standards. If fleas, ticks or other pests are identified on inspection, the University will treat the space and infected areas using university-approved pest control service. In such a case, the ESA owner will be billed for the expense of any pest treatment.
- Failure to follow these expectations may be required to remove the ESA from the residence hall and/or may receive sanctions for violating this policy.

Removal of an ESA. ESA owners believed to be in violation of any of the above-listed Animal Control and ESA Owner Responsibilities shall be managed by the Disability Services Office. The Disability Services Office will use a two-tiered response in resolving reported violations. Generally, the Disability Services Coordinator or their designee will communicate with the ESA owner, via the owner's ONU-issued email account, regarding the initial violation. The Coordinator or designee may require a meeting to resolve the concern and discuss corrective measures. If the ESA owner engages in a subsequent violation, the owner will be required to meet with the Coordinator or their designee to again discuss and resolve the concern. After a second violation, an ESA owner may be asked to remove the animal from the residence halls for the remainder of the current academic term, if deemed necessary. If an owner is directed to remove their ESA, a minimum of 48 hours and a maximum of 72 hours will be provided to rehome the ESA.

If an ESA is removed, its owner may request permission to return the ESA back to the residence halls for the following term. Requests shall be made to the Disability Services Office. If an ESA owner is asked to remove their ESA from the residence halls a second time due to repeated behavior concerns, the student will lose the opportunity to have an ESA in the residence halls for the duration of the student's housing in the residence halls.

administration to determine if a violation of the Code of Professional Responsibility has occurred (see Appendix M).

- G. In certain circumstances, the Vice President for Student Affairs and/or Dean of Students, may impose temporary suspension prior to a discipline hearing. Temporary suspension may be imposed: a) to ensure the safety and well-being of members of the University community or preservation of University property; b) to ensure the student's own physical or emotional safety and well-being; or c) if the student poses a definite threat of disruption or interference with the normal operations of the University.

During a temporary suspension, the student shall be denied access to the campus to the extent deemed appropriate by the Vice President for Student Affairs and/or Dean of Students. This may include restriction from residence halls, University activities, campus buildings, classes, etc., or may constitute restriction from campus entirely.

Section 4: Conferences with the Director of Student Conduct

- A. Students accused of non-academic violations of the Student Code of Conduct during academic terms shall meet with the Director of Student Conduct within fifteen (15) days of receiving the summary of violation(s) to resolve the matter.
- B. Students, campus advisors, and/or anyone acting on their behalf are not permitted to record any proceedings within the Office of Student Conduct.
- C.

ARTICLE II: THE UNIVERSITY DISCIPLINARY BOARD

Section 1: Organization

- A. The University Disciplinary Board consists of five members, appointed by the Vice President of Student Affairs. The Vice President for Student Affairs shall appoint members to the Disciplinary Board based on their availability, the nature of the alleged violations, and the college in which the student charged is enrolled.
- B. Three of the Disciplinary Board members shall be students appointed from a list of qualified student members. Two of the Disciplinary Board members shall be faculty members appointed from a list of elected faculty members. The members of each Disciplinary Board shall select from among their number one faculty member to serve as Chair and Presiding Officer of the Disciplinary Board, one student to serve as

Section 4: Conduct of the Hearing

- A. Where the student has denied responsibility for the alleged violation, the hearing shall take place in two parts: (1) the determination of responsibility; and if the Disciplinary Board finds the student responsible for the alleged violation, (2) the assessment of the penalty. At the discretion of the Disciplinary Board, the two parts may take place on the same day, or may be separated by not more than three University business days.
- B. All hearings to determine responsibility will be conducted by the Disciplinary Board according to the following procedure:
 - 1. The Chair will read the complaint(s) to the accused student(s).
 - 2. The accused student(s) will accept or reject each accusation of the complaint(s).
 - 3. The complainant may present evidence, including witnesses, related to the offense.
 - 4. The accused may comment upon the evidence and may present additional evidence, including witnesses.
 - 5. Each party may question the witnesses of the other. The members of the Disciplinary Board may also question witnesses and the parties.
 - 6. After each party has concluded presenting their evidence and witnesses, the complainant and members of the Disciplinary Board may re-examine the evidence against the accused student.
 - 7. The complainant and the accused may each make a brief summary statement at

submitted within the time frame, then the student's appeal opportunity shall be waived and the matter will

3. modify a sanction the UAB determined was grossly disproportionate, which can include increasing or decreasing the original sanction.
- D.

- D. Suspension requires a student to leave campus and not return until readmitted. The length of suspension is determined by the offense, and re-enrollment at the University is contingent upon fulfilling additional sanctions.
- E. Dismissal requires the student to leave campus and he/she may not re-enroll at the University.

ARTICLE VI: SANCTION GUIDELINES

A. Sanctions may be imposed according to the level of the offense. Each offense is associated with a level and each level recommends application of the sanctions detailed below:

- Level I Offenses– Severe; may include a sanction of Suspension or Dismissal
- Level II Offenses– More serious; may include a sanction of Probation or restriction
- Level III Offenses – Less severe; may include a Warning and/or Educational Component

B. Offenses Levels:

Level I Offenses and Sanction Recommendations: Includes but is not limited to: Alcohol Abuse/Public Intoxication Alcohol Policy Violation; Conduct that Creates a Safety Hazard Damages to University property; Dishonesty; Disorderly Conduct; Drug Use or Possession Fighting/Assault; Fleeing and Eluding; Harassment; Hazing; violation of the Sex Discrimination Policy; Theft; University Affiliated Group & Organization policies; Violation o4 (l)-3.2 (y)-oL5 (a)0..8 (r)59-1.8 (;)0.2 (i)-1.7 (c)-6 (s)-2.7 ((a)0W9(a)0.a4B(os)

c.

appeal is received outside of the Fall or Spring semesters, the grade appeal procedure will not be initiated until the start of the next Fall or Spring semester.

APPENDIX H : ONU DISABILITIES POLICY

Admissions

No qualified student with a disability shall, on the disability, be denied admission to Ohio Northern University or be subjected to discrimination in recruitment or admission by Ohio Northern University; or be excluded from participation in or denied the benefits of program or activity of Ohio Northern University. A qualified student with a disability who meets the academic and technical (i.e., non-academic admissions criteria essential to participation in a program or activity) standards requisite to admission to Ohio Northern University or participation in its programs and activities.

Ohio Northern University does not make pre-admission inquiries as to whether an applicant for admissions has a disability. However, Ohio Northern University may, in connection with its voluntary efforts to overcome the effects of limited participation in the University's programs by students with disabilities, invite applicants, on a voluntary basis, to indicate whether a student has a disability and the nature of the disability.

7. College of registration provides appropriate faculty members with accommodation plan before each academic term.

Notice and Appeal

1. A student who has completed these procedures has the right to appeal an accommodations plan established by the office of the dean which the student feels is inadequate for his/her needs. The student should first discuss the accommodation plan with the Student Disability Coordinator who determined the plan during, or before, the first week of the academic term. If the student still believes the plan is inadequate, the student may appeal the plan. A written appeal must be submitted by the end of the second week of the term to the Accommodations Appeals Committee of the college of the student’s registration established as provided below in paragraph 3. A student who provides documentation of new or changed circumstances of his/her disability which arise after an academic term has begun may request a new or different accommodation plan after the first two weeks of that term. The procedures of this section will then be followed. No appeal can be brought in the final two weeks of the academic term.
2. Accommodation appeals shall be handled only by the college of the student’s registration. The Committee will review the written statements of the student and information supplied by the faculty member(s) and dean. The Committee shall, within five days of receipt of the written appeal, either affirm the accommodation plan provided by the Student Disability Coordinator or specify in writing to the faculty member(s), student, dean, and Student Disability Coordinator, an alternative accommodation plan for the student. All discussions and

APPENDIX I: GETTY COLLEGE OF ARTS AND SCIENCES

ACADEMIC STANDING

A grade point average of 2.00 is required for graduation. If a student's cumulative grade point average falls below 2.00, the student is placed on academic probation. The student can return to good academic standing by raising his/her cumulative grade point average to 2.00 or above.

Any student on probation whose semester grade point average for the following semester is below a 2.00 will have his/her record reviewed by the Committee on Academic Qualifications of the college and may be recommended to the dean for academic actions which may include suspension or dismissal. Students on probation are expected to comply with all special requirements established by the dean's office. Failure to do so may result in administrative cancellation of the student's registration. Any student with a term gpa of 1.00 or lower may be placed on probation or suspended. A complete list of CAQ Academic Action Guidelines is available for review in the dean's office of the College of Arts and Sciences.

If action is taken to suspend a student, the suspension will be for a definite period of time, after which the student may apply for readmission. If readmission is granted, the Committee on Academic Qualifications may establish certain conditions of academic performance for the student to remain enrolled in the College of Arts and Sciences. Continued poor performance by a readmitted student will lead to dismissal.

If action is taken to dismiss a student, it is to be regarded as a terminal action and the student is not eligible to apply for readmission to the College of Arts and Sciences at any time thereafter.

CODE OF ACADEMIC STUDENT CONDUCT

In conformance with Section II of the University Code of Student Academic Conduct, the College of Arts and Sciences establishes the following procedures for resolving and adjudicating alleged breaches of the Code.

Violations of the Code of Student Academic Conduct are described in Section I (Academic Offenses). When a faculty member believes there is sufficient evidence that a breach of the Code of Student Academic Conduct has occurred, the faculty member will clearly state the charge to the student, and the student will either acknowledge the validity of the charge or deny the charge. If the student acknowledges the validity of the charge, the faculty member shall recommend the sanction to be imposed as described in Section II (Sanctions for Academic Misconduct). If the student holds the recommended sanction is excessive, or if the student denies the charge, the student may implement the procedure outlined in Section III (Resolution and Adjudication Procedures).

I. Academic Offenses

APPENDIX J: SMULL COLLEGE OF ENGINEERING

CODE OF STUDENT ACADEMIC CONDUCT

Intellectual honesty is a vital part of each student’s preparation for a full and rewarding life. Engineering is a profession of high calling in life. Traditionally, the professional person is one who follows the pursuits of a learned vocation and devotes his life to the betterment of mankind. The true professional person does not allow the thoughts of rewards, compensation, honors, recognition, personal gain, etc., to influence the desire to serve mankind. Service before the self is E7 (r)-2.3 0.6 (b)a-pllvote full ise he he0h(s)-2.7., (t)-1.(e)0.6 (-0.6 (t)-7.2 (3)-23 Tc 0 Tw

- 3.01.4 The submission of papers, reports, projects or similar course requirements, or parts thereof that are not the work of the student submitting them. Also, the use of direct quotations or ideas of another in materials to be submitted for credit without appropriate acknowledgment.
- 3.01.5 Knowingly resubmitting a paper, report, examination, or any class assignment that has been altered or corrected, after initial grading in an attempt to deceive, for reevaluation or regarding.
- 3.01.6 Altering or attempting to alter an assigned grade on any official College of Pharmacy or University record.
- 3.01.7 Intentionally sharing electronic examination information (including but not limited to examination start codes and passwords) with any persons.
- 3.01.8 The instructor may delineate in advance other actions he/she considers to be a violation of the Code.
- 3.02** Violations of the College of Pharmacy Code of Ethical Professional Conduct pertaining to professional conduct include:
 - 3.02.1 Purposely falsifying applications, forms, or records prior to admission to the College of Pharmacy, or while enrolled in the College.
 - 3.02.2 Knowingly producing false evidence (or rumors) against another or providing false statements or charges in bad faith against another. Knowingly publishing or circulating false information (including but not limited to somorsui (i)-6 (f)1.4 (a)-4.-1.7 (.8 (i)-1.7 (ng)1.2 ())-2.4 (0(u)-o5 (i)-1 (i (i)-6 (f)1si (i (t.6 ())-0

5.01.2 The student members and student alternates will be elected each year in the elections that determine the Pharmacy Council. The student receiving the highest number of votes in each class will serve as the student representative of their class (P2-P5) on the Board, and the student receiving the second highest

6.08.1

All records concerning violations of the Code will be filed for a period of seven (7) years following hearing the case. Access to these records will be limited as indicated by applicable law, University policy concerning student records, and the provisions of 5.6 (t)-1.8 (h)-0.92.3 (ni)-1.7 cd for 63.4 (e) 0.7 ()-0.6 (C)-08d

10.00 RIGHTS OF THE CHARGING PARTY

A member of the faculty, staff or student body who has submitted a written notice of an alleged violation (Section 11.00) is the charging party and as such has all the rights guaranteed the student charged, including the right of appeal (Section 9.00).

11.00 PROCEDURES FOR PROCESSING CHARGES

11.01 The Chairperson and/or Vice-Chairperson of the Board Hearing Committee will receive all written notices of alleged violations of the Code, and the recommended sanctions, they shall prepare a written notice of charges which includes a specific listing of the charge or charges, the names of any known witnesses and a statement of the student’s right to a hearing as well as the procedures involved in the hearing. Copies of this written notice are to be provided to the student charged with the violation, the charging party and the instructor in charge of the course in which the alleged violation occurred within two (2) working days. Written notice shall be sent via electronic mail and “Certified Mail Return Receipt Requested Deliver to Addressee only.”

11.02 If the student charged with violation of the Code desires a hearing before the Board Hearing Committee, he/she must file a written request for a hearing to the Office of the Dean within two (2) working days after receipt of notice of the charge(s) (Section 11.01). This request should include any reply or response the student charged wishes to make to the charges and the names of witnesses willing to testify on his/her behalf. The Office of the Dean will then send a copy of the request for hearing to all parties who received a copy of the written notice described in Section 11.01.

11.03 If the student charged with a violation of the Code does not request a hearing or fails to request a hearing within two (2) working days, the student defacto accepts the responsibility for the violations and the submitted sanctions will be enforced.

11.04 If the student charged with a violation of the Code requests a hearing, a date shall be set for a hearing and all parties involved notified by the Board Hearing Committee as to the date, time and place. The hearing shall be scheduled within five (5) working days from the date of the request for hearing (Section 11.02). If a student fails to attend a scheduled hearing the hearing will be conducted in their absence.

12.00 PROVISION OF EVIDENCE AND WITNESSES

12.01 Each party shall have the right to provide evidence and witnesses at the hearing and to be present throughout the presentation of all witnesses and evidence.

12.02 Each party shall provide a list of witnesses to the Board Hearing Committee. The Vice-Chairperson of the Board will then issue summons to the witnesses requiring their presence at the hearing. Witnesses with an unexcused absence will be held in contempt of the Code and will be subject to appropriate sanctions within reason. If either party requests, for just cause, as determined by the Vice-Chairperson of the Board Hearing Committee or the Office of the Dean, that additional witnesses be present, the Board Hearing Committee may defer the hearing until such time that the witnesses may appear and be questioned.

12.03 The Board Hearing Committee may request the appearance of additional witnesses if the Board determines that such witnesses could present relevant information.

12.04 Any witness who wishes or needs to be excused should, in advance of the hearing, confer with the Office of the Dean. The decision reached during this conference will be communicated immediately by

the Dean, to the Chairperson or to the Vice-Chairperson of the Board who will then promptly relay any such information to all parties.

- 12.05** If a witness fails or refuses to appear, the Board Hearing Committee shall first determine whether or not to proceed on the basis of other evidence or witnesses available. If it is the decision of the Board Hearing Committee to proceed, the challenged portions of any written statements that may have been made by the absent witness shall be disregarded.

13.00 HEARING PROCEDURES

- 13.01** The Board Hearing Committee will conduct the hearing and all of its deliberations in closed and confidential session within the committee.
- 13.02** The hearing will be called to order by the Chairperson who will then identify by name members of the Board Hearing Committee who are present for the record.
- 13.03 The Chairperson will then identify by name the student charged with the alleged violation of the Code and his/her witnesses and the charging party and his/her witnesses.
 - 13.03.1 In the event the student charged with the alleged violation of the Code or any of his/her witnesses or the charging party or any of his/her witnesses fail to appear, the Board Hearing Committee shall determine whether or not to proceed based on the witnesses and evidence available.
- 13.04** The presentation of all evidence and witnesses and questioning by the members of the Board Hearing Committee will proceed generally as described by the following:
 - 13.04.1 The charging party will have approximately 10-15 minutes present his/her evidence and witnesses.
 - 13.04.2 The student charged with an alleged violation of the Code will have approximately 10-15 minutes to present his/her evidence and witnesses.
 - 13.04.3 The members of the Board Hearing Committee will ask questions of all parties to the Board's satisfaction.
 - 13.04.4 The Chairperson may recognize others present to speak if the Chairperson believes that the information

16.01.2 If either the charged student or the complainant is not satisfied with the sanction established through the college procedures, an appeal may be filed with the Vice President for Academic Affairs within ten (10) class days following the establishment of the sanction. The authority of the Vice President for Academic Affairs shall be to (1) sustain the college decision or (2) remand the matter, with recommendation, to the person or body within the college which made the decision. Following review of the Vice President’s recommendation, a final and binding establishment of sanction shall be made by the person or body to which the matter was remanded.

16.02 Professional Conduct Violations (3.02)

16.02.1 Upon notification of action, either party may appeal to an appeals committee consisting of a panel of faculty and student members of the College Executive Committee (hereafter referred to as the Appeals Committee), not present at the Board hearing, as stipulated below.

16.02.2 The appeal must be filed in writing within five (5) working days after receipt of notification of the action described in Section 15.01. The appeal must include a statement of the asserted facts and the argument concerning appeal.

16.02.3 The Office of the Dean shall immediately send a copy of the appeal to all parties who received the notification of action described in Section 15.01.

16.02.4 The other parties may submit a written response to the appeal within five (5) working days of receipt of the appeal described in section 15.02.1.

16.02.5 The Appeals Committee shall accept or amend the appeal and any response by the other parties. The Appeals Committee’s decision will constitute the final action of the College of Pharmacy.

16.02.6 The Office of the Dean shall notify all parties of the decision(s) regarding the appeal. This notification shall represent the College of Pharmacy’s final action.

17.00 AMENDMENTS AND REVISIONS

17.01 Proposed amendments and revisions shall be submitted to the faculty of the College of Pharmacy through the Board of Ethical and Professional Conduct. A majority vote of the faculty is necessary for the adoption of amendments, with a majority defined as greater than 50% of those voting. Amendments and revisions so adopted are then subject to the approval of the Dean of the College of Pharmacy and the Academic Vice President of Ohio Northern University, who may accept or veto said amendments and revisions. If vetoed, the revisions and/or amendments may be re-voted upon by the faculty and will be added to the Code of Conduct if greater than two- thirds of the popular vote indicates approval on a given revision.

APPENDIX L: DICKE COLLEGE OF BUSINESS ADMINISTRATION

CODE OF STUDENT ACADEMIC CONDUCT

APPENDIX M: PETTIT COLLEGE OF LAW – Student Code of Conduct

STUDENT CODE OF CONDUCT

Adopted May 14, 1986

Revised March 22, 1988, May 15, 1990, May 10, 2005, November 18, 2013

PREAMBLE

Law students have a responsibility to the academic community in which they receive their education and to the

~~Page 121 of 121~~

- (M) The term SEXUAL ASSAULT means any type of nonconsensual sexual activity, including inappropriate touching; vaginal, anal, or oral penetration; rape; or attempted rape.
- (N) The term GENDER-BASED HARASSMENT means acts of verbal, nonverbal or physical aggression, intimidation or hostility based on sex, sexual orientation, or sex-stereotyping, even if those acts do not involve conduct of a sexual nature.

Article 1.1 Student-School Relationship

- (A) A law student shall act with reasonable diligence and promptness in all educational matters.
- (B) A law student shall comply with all course requirements.

- (6) misrepresent the authenticity of sources, citations or principles in any written work;
- (7)

Article 1.6 Offenses Affecting Property, Etc.

A law student shall not knowingly

- (A) misappropriate or damage the property (or anything of value) of the University or of any of the University's students or employees;
- (B) misappropriate or damage the property (or anything of value) of another on the University premises or at a University approved, sponsored or supervised function;
- (C) alter or conceal any library or resource material;
- (D) obtain unauthorized access to any computer, computer system, computer networking facility, telephone system, computer file, data base or other data maintained or provided by or through the University or any of the University's students or employees;

..8 (s)9 0 Td()6 (c)-2.6 (o)-5.5 (mp)-2.4 (u) [(t)-1.

Article 3.1 Computing Time Periods

(A) In computing any period of time which is prescribed or allowed by this Code and which is expressed in terms of a number of days, the count shall begin on the first day and shall end at 4:30 p.m. on the final day.

(B) The term “first day” means the first day of the month in which the period begins. If the period begins on the last day of the month, the first day shall be the first day of the following month. If the period begins on the first day of the month, the first day shall be the first day of the following month.

APPENDIX O: STUDENT FEE APPEALS PROCEDURE

The Student Fee Appeals Committee will be composed of three students nominated by the Judicial Commission of Student Senate and approved by Student Senate. This nomination and approval will be made during spring semester. Members will take office the first day of school in the succeeding school year and serve until newly

APPENDIX P: POLICIES REGARDING A DRUG VIOLATION BY A STUDENT ATHLETE

DEFINITION OF DRUG VIOLATION

To be determined a “drug violation” a student athlete must be found in violation of National, State, or other civil or criminal drug laws, or policies and regulations of Ohio Northern University, the Ohio Athletic Conference, or the National Collegiate Athletic Association.

Upon the Athletic Director’s determination of reason to believe a violation has occurred, the Athletic Director shall immediately notify the Vice President for Academic Affairs, the Head Coach of the Sport(s), and the student athlete involved.

The Athletic Director will further oversee all procedures for investigation, enforcement of policies and sanctions, and appeals, as specified by the NCAA and Ohio Northern University.

If the violation is identified through NCAA post-season drug testing, the Athletic Director shall contact the faculty Representatives as well as the Commissioner of the Ohio Athletic Conference. If necessary, written confirmation will come from the Athletic Director with a copy to the Faculty Representative.

Any public statement will be made by, or authorized by, the Athletic Director and will occur only if an inquiry is made. At no time will the student athlete in question be referred to by name, unless authorized by the Vice President for Academic Affairs.

If deemed appropriate -1.721 Td[(I)0.6 (f)1.4 (7 (s)-2.8 (a)0.6(d)-3.43Dk7 (6P.24 .1 (a.4 284(d)-.4 (r)-2.3 (i)-1.7 (a)0.-1.8vA

3. If the matter is not satisfactorily resolved in step 2, within three (3) days of the completion of step 2, submit all materials, in writing, to the Committee on Athletics. The Committee shall consider the written materials and request a hearing in closed session for determination of facts of the matter. The Faculty Representative to the Ohio Athletic Conference shall serve as acting chair during these deliberations. The committee will provide a written report of its determination to the grievant, the Athletic Director, and the Vice President for Academic Affairs. Following review by the Vice President for Academic Affairs

APPENDIX Q: COMPUTER USE POLICY

Policy

All users of University computing resources must comply with all federal, Ohio, and other applicable law; all

Failure to comply with the above, or the unauthorized or illegitimate use of the University computing and network resources, shall constitute a violation of University policy and will subject the violator to disciplinary or legal action by the University.

Questions about this document or about computing services available to the University community should be directed to the Director of Information Technology.

Computer Account Agreement Terms

The Computer Account Agreement is required to be signed by any individual seeking permission to use the University computing and network resources. This Agreement, the Computing Ethics Statement, and Web Policies and Guidelines which can be found in the student, faculty, and administrative handbooks, set forth the conditions of use for all University computing and network resources which include but are not limited to the computing and network hardware, network interconnections, and all software owned and provided by the University.

disciplinary or legal action by the University including the possible dismissal of students or termination of employees.

Email Access

The Email Access Policy applies to all users with mailboxes in the university mail system. Ohio Northern University utilizes tools that permit the university to retain, archive and search user mailboxes within the ONU Email system for e-discovery and recovery purposes. Access to the archive will be restricted to legal reasons, internal investigations and to retrieve lost mail. You must be a search administrator to access these tools. Administrator access to these tools must be approved by the Director of Information Technology.

Utilization of this tool will only be permitted when requested by the President, Provost or directly requested by the user whose mailbox is being accessed. A formal memo from the individual requesting access to the mail must be submitted to the Director of Information Technology. All access to user mailboxes must be approved by the Director of Information Technology prior to the access and logged in the Email Archive Access Log Sheet.

The Email Archive Logs and Email Archive Access Log Sheet will be reviewed monthly by the Infrastructure Manager and the Operations Manager and a report will be submitted for review to the Director of Information Technology.

APPENDIX R: UNIVERSITY COMMUNITY SAFETY POLICIES

Article 1. ALCOHOL AND OTHER DRUG USE POLICY

The University affirms its historic belief that the illegal or inappropriate consumption of alcohol and the illicit use of drugs is not beneficial to an academic environment. ONU supports alcohol-free lifestyles and values a community where students who choose to consume alcohol do so legally and responsibly. All students are expected to abide by federal and Ohio State laws regarding the purchase, use, and distribution of alcohol and other drugs. The University must comply with these laws and is required by the federal to hold students accountable for their alcohol and drug-related behavior.

personal property, engaging in threatening or violent behavior and failing to comply with directions are severe violations of the Student Code and may result in suspension or expulsion from Ohio Northern University.

Students who possess or use illicit drugs, including marijuana, narcotics and other controlled substances are in violation of the Student Code. Possession of drug-related paraphernalia (including pipes, bongs, vaporizers, grinders, scales, packaging materials, etc., whether used or not) also violates this policy. The manufacture, distribution, or sale of narcotics or other controlled substances, and the receipt of narcotics through the mail, are serious offenses. Quantities of drugs and/or the presence of materials that suggest the possibility of distribution may be interpreted as such. These violations are severe and may result in suspension or expulsion from ONU.

The misuse of prescription medication, including distribution and possession without a medical prescription, can have serious medical and legal consequences for a student. Prescription drug misuse and abuse is the intentional or unintentional use of medication without a prescription or in a manner or dose other than prescribed. At ONU, all students who are prescribed medications are expected to use and store them appropriately. Any student misusing prescribed medication shall be in violation of the Student Code.

Article 2: DISCRIMINATION AND HARASSMENT POLICY

Students at Ohio Northern University are not discriminated against on the basis of race, color, creed, religion, gender, sex, sexual orientation, age, marital status, veteran’s status, military status, disability, national origin, ethnicity, citizenship, height, or weight. The University is committed to maintaining an environment that is free from sexual harassment and harassment based on categories such as race, religion, age, sex, color, disability, sexual orientation, national or ethnic origin, political affiliation, or veteran status.

deemed missing when he or she is absent from the University for more than 24 hours without any known reason. All reports of missing students shall be directed to University Security which shall investigate each report and make a determination whether the student is missing in accordance with this policy. All students shall have the opportunity to identify an individual to be contacted by the University in the event he/she is determined to be missing. If a missing student is under 18 years of age, the Department of Public Safety is required to notify the parent or guardian of the missing student not later than 24 hours after the determination by the Department of Public Safety that the student is missing. The Department of Public Safety will also notify the Village of Ada Police not later than 24 hours after it determines that the student is missing. The Vice President for Student Affairs shall have the responsibility to make the provisions of this policy and the procedures set forth below available to students.

Any report of a missing student, from whatever source, should immediately be directed to the Department of Public Safety and an investigation is to be conducted.

1. When a student is reported missing, the Department of Public Safety shall:
 - Initiate an investigation to determine the validity of the missing person report;
 - Contact the Vice President for Student Affairs;

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APPENDIX S: Policy Prohibiting Hazing

Policy Statement and Purpose

Student. Under this Policy, a “student” includes any person who is admitted to Ohio Northern University for the duration through their graduation or official withdrawal from the University. This shall include newly admitted students who have participated in orientation and all currently enrolled students.

Student organization. “Student organization” means a group of people who are associated with each other and who have registered with the University as a recognized student organization as outlined in the ONU Student Handbook. Under this Policy, “student organization” is intended to include all four categories of designation at ONU: (A) Fully recognized student organization, (B) honorary organization, (C) University affiliated/sponsored organization and (D) College of Law organization.

Student group. “Student group” means a number of persons who are associated with the University and each other, but who have not registered or are not required to register as a student organization (e.g., athletic teams, military organizations, musical or theatrical ensembles, bands).

Substantial risk. ONU defines “substantial risk” consistent with

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the University through one of the appropriate reporting options noted in the following section. At ONU, “mandated reporters” include any full- or part-time employees acting in an official capacity (including graduate and student employees), and any alumni, volunteers or consultants acting in an official capacity, who advise or coach a student organization or student group and who have direct contact with students. Staff members such as counselors, medical personnel and clergy whouu nyk(nd)-3.40.6 (r)-2.3 i ahmawouu nd i(77T1[-3 (h)-0 -0.001 Tw 3 (w)-3(o)s7 (8)6.13

campus facilities or to represent the University and, in the case of fraternities and sororities, the right to be recognized or operate at the University.

Violations of the Policy by employees may result in corrective employment action or discipline (including termination) in accordance with applicable University policies and procedures as determined by Human Resources.

Individuals who participate in hazing or recklessly permit the hazing of another may also face criminal penalties in accordance with [Ohio Revised Code sections 2903.31](#) and [2903.311](#). These penalties are independent and in addition to sanctions that may be imposed by the University under this Policy.

Reporting and Transparency

The University will publish public summaries of all allegations and violations of the Policy Prohibiting Hazing by student organizations and student groups. These reports will be available on the University’s public website. In compliance with the State of Ohio Collin’s Law, these reports will be posted beginning January 2023 and updated on the first day of January and first day of August of each year. Reports will include the name of the organization or group involved, the date when the student organization or group was charged with violation of the Policy, a summary description of the alleged misconduct, the findings and outcomes of any investigation, the corrective actions imposed in response to violations and the date on which the matter was resolved. The reports will include at least the past 5 years of reported hazing related incidents.

Policy Awareness and Training

The Policy will be shared with the University community annually by email and it will also be available for review and download from the Ohio Northern University public website.

All students and employees of ONU will be required to complete appropriate hazing awareness and prevention training. Completion will be verified by the University and no student shall be permitted to participate in any student organization or group until such time as they have completed required training. Training will be delivered electronically. New students will be provided an initial opportunity to access the training during orientation. Students failing to complete required training by communicated deadlines may be subject to student conduct action under the Student Code of Conduct and/or suspension of other privileges, as appropriate. Employees shall complete required training in accordance with Human Resources policy.

Policy Review

The Policy will be reviewed each year by the Office of Student Conduct and updated as needed and appropriate. ONU’s Vice President and General Counsel will evaluate the Policy for changes in legal and compliance requirements.