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P.O. Box 1688, Los Angeles, CA 90016

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Introduction

Notice of Non-Discrimination

As an institution that values the dignity of all, the University adheres to all federal and state civil rights laws banning discrimination in private institutions of higher education. Wittenberg University does not discriminate based on age, race, color, creed, religion, ancestry, national or ethnic origin, sex/gender, sexual orientation, gender identity, disability, genetic information, military status, veteran status, familial status or any other protected category under applicable local, state or federal law, ordinance or regulation. This includes protections for those opposing discrimination or participating in any complaint process on campus or within the Equal Employment Opportunity Commission, Ohio Civil Rights Commission or other human rights agencies, as well as in the planning and administration of its admissions policies, educational programs, scholarships, loans, and other financial aid, athletic and other school-administered programs, services, and activities, or in employment. Sexual harassment, which includes acts of sexual violence, is a type of sex discrimination.

Please see the universities full Notice of Non-

Letter from the Dean of Students

February 2025

Dear Witt Students,

Wittenberg University is distinctively an active and engaged institution of higher education. The University provides students with a myriad of high The

Mission Statement of the University

Wittenberg University provides a liberal arts education dedicated to intellectual inquiry and wholeness of person within a diverse residential community. Reflecting its Lutheran heritage, Wittenberg challenges students to become responsible global citizens, to discover their callings, and to lead personal, professional, and civic lives of creativity, service, compassion, and integrity.

Liberal Arts

Since its founding in 1845, Wittenberg's curriculum has centered on the liberal arts as an education that develops the individual's capacity to think, read, and communicate with precision, understanding, and imagination. We are dedicated to education in the core disciplines of the arts and sciences and in pre-professional education grounded in the liberal arts.

Intellectual Inquiry

Wittenberg embraces the life of the mind. We promote high standards of artistic, scholarly, and scientific inquiry among our students and faculty. Teaching and research at Wittenberg emphasize the discovery of new knowledge and the learning of received wisdom. Intellectual inquiry is enhanced by the thoughtful participation of diverse peoples with diverse perspectives. We are committed to bringing to the lives of our students an enduring passion for learning, which requires risk-taking, persistence, reflection and high ethical standards.

Wholeness of Person

Members of the Wittenberg community support each other in the personal search for balance that characterizes wholeness of person. To promote leadership, confidence, and community engagement, we help every student develop in harmony intellectual capabilities, aesthetic sense, physical well-being, spiritual identity, and social relationships.

Community of Learners

A purposeful and intentionally diverse community, centered on a residential campus, sustains education in the liberal arts and the exploration of complex and competing ideas within an ethos of accountability and support. From this community, we serve and engage our urban home of Springfield and the broader communities around the globe. By affirming the dignity of every person and fostering a spirit of respect, we create and expand opportunities to pursue knowledge in and out of the classroom.

Lutheran Heritage

Wittenberg expresses its Lutheran heritage through its continuing relationship with the Evangelical Lutheran Church in America, its welcome to people of all beliefs and backgrounds, its commitment to academic freedom and excellence, its exploration of the relationship between faith and learning, its promotion of campus worship life, its encouragement of reflection upon religious views and values, and its commitment to service to the community and the world.

Global Citizenship

A Wittenberg education prepares students for the challenge and responsibility of global citizenship. Through our curriculum, study-abroad opportunities, and the enriching presence of international students, we engage the complexity of the human experience, learning about and from cultures around

the world. We are committed to providing opportunities for students to interact with others of widely different backgrounds, seeking common solutions to problems facing our world.

Calling

Wittenberg values the unique contributions each individual can make in responding to the needs of neighbors both near and far. We encourage all students to discern their vocations and to understand the meaningful connection between self-fulfillment and service to the world.

Section 2: Jurisdiction of the Student Code of Conduct

Students at Wittenberg University can access the Student Code of Conduct daily via the Wittenberg website. Additionally, all students are required to sign an agreement that they have read the handbook through their Self-Service portal. Hard copies are available upon request from the Office of Student Conduct. Students are responsible for reading and abiding by the provisions of the Student Code of Conduct. Failure to read the code does not exempt students from being held accountable to its provisions.

Additional Guidance

Reporting

There is no time limit on reporting violations of the Code of Conduct; however, the longer someone waits to report an offense, the harder it becomes for university officials to obtain information and witness statements and to make determinations regarding alleged violations. Likewise, anonymous complaints are permitted, however, doing so may limit the university's ability to investigate and respond to a complaint. Those who are aware of misconduct are encouraged to report it as quickly as possible to the Office of Student Conduct and/or to Wittenberg Police. Employees are mandated to report any knowledge of abuse or suspected abuse of a minor and all designated Responsible Employees are required to report knowledge of sex, gender abuse or discrimination to the Title IX Coordinator (Gwen Owen, 937-327-7800, oweng@wittenberg.edu or through the [Title IX/Sexual Misconduct Reporting Form](#)).

Wittenberg University email is the university's primary means of communication with students. Students are responsible for all communication delivered to their university email address. Failure to read university emails does not exempt students from being held accountable for the information they contain.

Privacy and Confidentiality

The University aspires to treat, with discretion, all inquiries and complaints about student misconduct. Although the University gives no assurance of confidentiality to any party or witness who participates in any proceeding under this Code, it is committed to informing only those who need to be involved with a complaint. In the interest of protecting confidentiality to the extent possible, as well as pursuing an effective investigation, all parties and witnesses are expected to limit the sharing of information to those with a need to know. In particular, the specifics of an investigation or investigatory interview should not be discussed with any person who does not have a legitimate need to know such information. Undue sharing of information could also be considered harassment or retaliation by the other party. Such harassment or retaliation may result in disciplinary action by the University. This expectation of confidentiality is not intended to limit either party's actions when sharing information for the purpose of obtaining support or counsel.

Right to an Advisor, Including Legal Counsel

Any person involved in any proceeding under this policy and procedure may be accompanied by an advisor of their choice, including by legal counsel chosen by that person. Any expense associated with retaining legal counsel in internal proceedings under this Code will be the responsibility of the person engaging such counsel. Law permits a student to have an attorney present to attend/advise, but no advisor will be allowed to speak for or formally represent the student during an interview or formal hearing (Exceptions to this rule exist under the University's Title IX policy). The board of directors of the university has determined that the university will not pay the expense of legal counsel in internal proceedings. Therefore, any expense associated with retaining legal counsel in internal proceedings under this policy and procedure will be the responsibility of the person engaging such counsel.

Students may not possess or consume alcoholic beverages in academic buildings, athletic events (including intercollegiate, club or intramural practices or contests) and in accordance with Residence Life Housing Policies. Please see Resource Guide A: Alcohol and Other Drug Resources

G. Safe Social Host

Wittenberg University supports practices that emphasize a host's responsibility to plan social gatherings in a way that provides a safe setting for an event and makes a conscientious effort to uphold the alcoholic beverage laws of the State of Ohio and the policies of Wittenberg University. Ohio Revised Code Section §4301.69(A) states "...no person shall sell beer or intoxicating liquor to an underage person, shall buy beer or intoxicating liquor for an underage person, or shall furnish it to an underage person...unless the underage person is supervised by a parent, spouse who is not an underage person, or legal guardian." In the State of Ohio, 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 or \$1,000 fine or both. A social host, therefore, risks being fined and imprisoned when they furnish alcohol to a person who is not 21 years of age. Additionally, hosts may be sanctioned for the behavior of their guests that violates university policy, local ordinances or state law. Please see the Safe Social Host Resource Guide for proper guidelines for hosting a gathering.

H. Unsafe Operation of a Motorized Vehicle

Operating a motorized vehicle while impaired or under the influence of alcohol.

3. Commercial Solicitation Activity

Neither students nor non-students may use campus grounds and/or facilities for commercial purposes unless written permission has been obtained from the Dean of Students or designee. Employees should consult with HR. Please see the [Commercial Solicitation Policy](#) in General Policy Statements.

4. Discrimination/Harassment

Discrimination, including harassment, against another community member, including but not limited to students, faculty, staff, administrators, and independent contractors, for reasons of perceived or actual political grounds, race, religion, creed, national origin, sex, gender, age, disability, military or veteran status, or family relationship to a Wittenberg employee and any other basis prohibited by state, federal, and/or local law. Where actions are found to have occurred that violate this standard, Wittenberg University will take prompt action to cease the offending conduct, prevent its recurrence, and discipline those responsible. You can report discrimination/harassment [here](#).

situations that increase the likelihood of a fire or may impede escape in the event of a fire find()TJETQq0.00000

A variety of activities are covered under Title IX, including athletic programs, recruitment, admissions, financial aid, and participation in extracurricular programs and activities. For example, Title IX addresses discrimination situations such as unequal treatment of pregnant and parenting students or

this policy may exist irrespective of any alleged voluntary or consensual participation in the activity by the person(s) being abused. The policy will apply only if the hazing takes place between two or more people who are affiliated with Wittenberg University.

What is Hazing?

Hazing includes doing any of the following: Pressuring, causing, forcing, soliciting, or coercing any person to do any of the following, for the purpose of initiating, admitting, or affiliating an individual into or with a student group or student organization; continuing or enhancing an individual's membership or status in a student group or student organization; or, perpetuating or furthering a tradition or ritual of a student group or student organization:

Engage in any conduct prohibited by federal and/or state and/or municipal criminal law, regardless of whether an arrest is made, or criminal charges are brought;

Take into their body any food, liquid (including alcohol), drug, or other substance that subjects the person to substantial risk of mental or physical harm; and/or;

Cause or create a substantial risk of causing mental or physical harm to another/or engage in any act or omission that contributes to the death of another.

Hazing also includes (but is not limited to the following actions, if they happen for the purpose of initiating, admitting, or affiliating an individual into or with a student group or student organization; continuing or enhancing an individual's membership or status in a student group or student organization; or, perpetuating or furthering a tradition or ritual of a student group or student organization):

Acts of a physical nature such as: beating, bondage, branding, calisthenics (e.g., wall-sits, sit-ups, push-ups), exposure to the elements, kicking, paddling, pushing, shoving, striking, tackling, throwing items at or on individuals, and/or whipping.

Acts that may adversely affect the mental health or dignity of the individual such as: exclusion from social spaces, public shaming or abandonment, line-ups or berating; and/or sleep or food deprivation.

Activities that a reasonable person would view to be frightening, humiliating, intimidating, or deceptive (including deception intended to convince the individual of impending pain, injury, or non-initiation) such as: blindfolding; having individuals yell when entering or departing a physical structure or in the presence of designated individuals; having individuals use designated entrances or exits and/or not permitting them to enter general use facilities or spaces; intentionally creating labor or clean-up work; not allowing individuals to wear certain garments or accessories; promoting servitude; requiring individuals to complete personal errands;

Any activity or action that causes mental, emotional, or physical distress, which ridicules, degrades, embarrasses, leads to confusion or frustration, causes discomfort, or jeopardizes the health, welfare, and safety of an individual or a group is prohibited. Students may not imply that a person would be shunned, removed, or not initiated for failing to participate in any form of hazing.

Prohibited Conduct

1. Purposefully, knowingly, recklessly, or negligently participating in the hazing of another.
2. Purposefully, knowingly, recklessly, or negligently participating 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.
3. Involvement in the planning of hazing and/or being present during hazing.
4. Failing to intervene, to prevent or stop hazing if the individual has prior knowledge of a planned hazing activity.
5. Failing to assist or seek assistance if the individual knows or reasonably should know that another is in danger from effects of hazing.
6. Knowingly making a false accusation of hazing.
7. Failing to report information about suspected Prohibited Conduct if required to do so as a mandatory reporter of the institution.
8. Failing to cooperate in an investigation of hazing, as defined as noncompliance with the student conduct process as outlined in the Student Code of Conduct.
9. Retaliating against or taking adverse action toward any reporting party and/or person.
10. All condit

Reporting

Wittenberg University encourages anyone who experiences, or has information about, hazing to immediately make a report. Campus safety is our top priority and the University takes all reports of misconduct seriously to protect everyone's health and well-being. Prompt reporting enables law enforcement to collect and preserve evidence and campus officials to gather timely and relevant information to aid in investigations.

A report can be made in person, by telephone, by email, online using the [Hazing Incident Reporting Form](#), or by any other means that results in one of the offices listed below receiving the report. Such reports may be made at any time, including during non-business hours. A report can also be made anonymously, although reporting anonymously may limit the University's ability to investigate or obtain additional information.

To report hazing, any person may contact the following offices or individuals:

Wittenberg Police Division

- Emergency: 911 or 937-327-6363
- Non-Emergency: 937-327-6231

Submit a Confidential Tip : <https://www.wittenberg.edu/administration/campuspolice/campus-police-divisionconfidential-tips>

Office of Student Conduct, Director of Student Conduct and Deputy Title IX Coordinator,
Kristina Bryant – 937-327-7804, bryantk1@wittenberg.edu

Human Resources

Safety Concerns for Students who Report Hazing (Amnesty):

Wittenberg recognizes that individuals may be reluctant to report hazing activity due to a fear of potential consequences for their own conduct. The University provides amnesty to students who report possible hazing incidents and will not be subject to individual charges of policy violation by the University if those violations were a direct result/cause/effect of the hazing.

For example, students required to consume alcohol as part of a hazing incident will not be charged with violations of University alcohol policies. The University may follow up with those students related to those issues as appropriate in a non

- A national organization dedicated to its mission to empower people to prevent hazing in college and university student groups.

StopHazing.org: <https://www.stophazing.org/>

Section 6: Overview of the Conduct Process

Student Conduct Procedures

The following provides a general idea of how Wittenberg University's campus conduct proceedings work, but it should be noted that not all situations are of the same severity or complexity. Thus, these procedures are flexible and not the same in every situation, though consistency in similar situations is a priority. The campus conduct process, and all applicable timelines commence with notice to an administrator of a potential violation of university code/policy.

Students and/or student organizations cited for violations of university code of conduct or university policy are notified by the Dean of Students designee regarding a scheduled administrative hearing.

Violations of university code/policy is referred to the Dean of Students' designee who will determine if the alleged violation should be adjudicated in an administrative hearing; may be resolved by assisted resolution; or whether the allegation should proceed to a hearing before the University Hearing Board.

Administrative hearings and all other hearing types will rely on the "preponderance of the evidence" standard when making its determination. This means the determination will rest on whether the evidence indicates it is more likely than not the alleged behavior did occur and was in violation of the institution's code of conduct or university policy.

Note: All students and parties to a conduct case are expected to cooperate fully with the investigation and are expected to abide by the university's code of conduct, including honesty. Individuals who obstruct the investigation process or provide false information, hindering the institution's ability to conduct a prompt and thorough investigation, may face disciplinary action. If a student does not appear for a scheduled administrative hearing and/or formal hearing, and does not communicate in advance to reschedule, the hearing will proceed in their absence, and a decision will be made based on the information available at the time of the hearing.

Accused Student Rights

Students charged with a possible violation of the Code of Conduct have the following rights:

To have an administrative hearing.

To receive written notice when accused of a possible violation.

To have a support person accompany them for any case heard by the University Hearing Board or administrative hearing, the support person may not speak on behalf of the student but is present to support the student.

To provide their own account of events.

To be notified in writing of the outcome of any hearing for the decision rendered.

To request an appeal in accordance with the appeal process described in the Student Conduct process.

To choose not to respond to accusations in the student conduct system. In exercising this right, it is important to note that the process will proceed regardless of participation and may have

Interim Actions

collectively and individually and will be proportionate to the involvement of each individual and the organization.

Amnesty

For Those Who Report Violations

Students who are engaged in minor violations but who choose to bring related serious violations by others to the attention of the university are offered amnesty for their minor violations. Educational options may be explored, but no conduct proceedings or record will result.

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

Medical Assistance Amnesty

Wittenberg is committed to providing a safe and healthy environment for all members of the campus community. There are times when a student may consume alcohol to a level of extreme intoxication, or a student may have a medical emergency following the use of drugs and/or alcohol. Signs of a medical emergency may include but are not limited to vomiting, loss of coordination or balance, loss of consciousness, and/or bouts of unresponsiveness. In those cases, the University considers the safety, health, and well-being of students' paramount to documenting students for minor violations of the code of student conduct. To encourage students to seek help for students who are in need of medical assistance, under those circumstances, the University will consider Medical Assistance Amnesty for both the student in need of medical assistance and the student(s) seeking help on behalf of that student.

The College may apply Medical Assistance Amnesty as a resolution to minor policy violations under the following circumstances:

- For a student who requires medical assistance.

- For a student who is a victim of certain crimes, such as physical assault, sexual assault, or sexual misconduct.

- For a student who is assisting another student in need of medical assistance.

- For a student who is reporting a serious crime and/or policy violation to the appropriate authorities.

The determination of whether or not Medical Assistance Amnesty is granted is based on the totality of the circumstances and is determined by the Office of the Dean of Students or designee. The list of minor policy offenses for which a student may be granted Medical Assistance Amnesty includes:

- Possession or consumption of alcohol by persons under 21 years of age;

- Irresponsible use of alcohol;

- Open container violation; and/or

- Possession or consumption of drugs.

If at any point the respondent or complainant rejects the Assisted Resolution process, the complaint will be returned to the Dean of Students' designee for resolution by adjudication.

Section 8: Formal Hearing Procedures

Intake and Investigation

The Dean of Students or designee will appoint a hearing officer for allegations under the Student Code. In most cases the Director of Student Conduct will serve as the hearing officer, when appropriate. The hearing officer will take the following steps, if not already completed by the designee:

1. Initiate any necessary remedial actions—if any—on behalf of the victim in consultation with the Dean of Students or designee;
2. Determine the identity and contact information of the party bringing the complaint, whether that person is the initiator of the complaint, the victim, or a university proxy or representative;
3. Within seven (7) days of receiving the complaint, the intake officer will conduct a preliminary investigation to identify an initial list of all policies that may have been violated, to review the history of the parties, the context of the incident(s), any potential patterns and the nature of the complaint;
 - a. If the victim is reluctant to pursue the complaint, the intake officer will determine whether the complaint should still be pursued and whether sufficient independent evidence could support the complaint without the participation of the victim.
 - b. The university will notify the victim of whether the university intends to pursue the complaint regardless of their involvement, and inform the victim of their rights in the process and option to become involved if they so choose;
4. If indicated by the intake officer and authorized by the Dean of Students or designee, conduct a comprehensive investigation to determine if there is reasonable cause to believe that the respondent or student organization violated university code/policy, and to determine what specific code/policy violation(s) should serve as the basis for the complaint;
 - a. Investigators will be appointed by the Dean of Students or designee. In cases of serious violations, the Wittenberg Director of Campus Safety or the Director's designee may be asked to support criminal filings;
 - b. If there is insufficient evidence through the investigation to support reasonable cause, the allegations will be closed with no further action;
 - c. For minor incidents a comprehensive investigation usually takes between one day and two weeks. For serious violations, an investigation can take several weeks;
5. Investigative officer(s) will interview, and in some cases voice record, the complainant(s), respondent(s), and all relevant witnesses. A summary of the information gathered will be summarized and the investigator(s) will develop an investigatory report detailing interviews, documentary evidence, and physical evidence;
6. The investigatory report will be given to the complainant, respondent and hearing board members a minimum of two (2) days in advance of the hearing;
7. When necessary, the intake officer and/or investigator(s) will sit in on a preliminary meeting with the hearing board to clarify questions regarding the investigatory report or may participate in the hearing.

Notice of Hearing

The Dean of Students' designee will review the allegations and available information with the student or student organization officers and decide if adjudication can occur within an Administrative Hearing or, where necessary, make appropriate disciplinary referrals to the University Hearing Board.

Students or student organizations referred to an Administrative Hearing or the University Hearing Board will be notified in writing and may be delivered by one or more of the following methods: in person by the Dean of Students' designee; mailed to the local or permanent address of the student/organization as indicated in official university records; or emailed to the student/organization's university-issued email account. Once mailed, emailed and/or received in-person, such notice will be presumptively delivered.

The letter of notice will:

Include the alleged code violations and notification of where to locate the Student Code of Conduct and university procedures for resolution of the complaint; and

Direct the respondent of the date/time of the scheduled hearing or to contact the Dean of Students' designee within a specified period of time to respond to the complaint. This time period will generally be no less than three days from the date of delivery of the summons letter.

A meeting with the Dean of Students' designee may be arranged to explain the nature of the complaint and the conduct process. At this meeting, the respondent may indicate, either verbally or in writing, whether they admit to or deny the alleged violations.

Hearing Options & Preparation

The following sub-sections describe the university's conduct hearing process. No student may be found to have violated the Student Code of Conduct solely as a result of the student's failure to appear for a hearing. In all such instances, conduct hearings will proceed as scheduled and the information in support of the complaint will be presented to, and considered by, the Dean of Students' designee or board presiding over the hearing.

Where the respondent admits to violating the Student Code of Conduct or the facts of the case seem to be clear, the case will be addressed using an Administrative Hearing, the hearing officer will hear the case and determinations will be made and appropriate sanctions assigned. The student may request at the Administrative Hearing that the incident be handled by the University Hearing Board.

If the violations are of an egregious nature and/or are complex, a hearing will be conducted with the

student responds to this notice within two (2) days by answering the original notice, a hearing may be scheduled and held on the student's behalf.

The Dean of Students' designee will ensure that the hearing information, including the investigatory report and any other available written documentation, is shared with the parties at least two (2) days before any scheduled hearing. In addition, the parties will be given a list of the names of the board members in advance. Should any party object to any member, that party must raise all objections, in writing, to the Dean of Students' designee immediately. Board members will only be unseated if the board chair concludes that their bias precludes an impartial hearing of the complaint. Additionally, any board member who feels they cannot make an objective determination must recuse themselves from the proceedings.

Both parties are expected to offer their own testimony. The chair may call witnesses, including expert witnesses, to aid the hearing board in its consideration of the complaint.

Members of the hearing board may make written notes of this testimony. The chair may make an official recording of the testimony, but not of the deliberation, for the sole use of the board. Any

In hearings involving more than one respondent, the standard procedure will be to hear the complaints jointly; however, the Dean of Students' designee may permit the hearing pertinent to each respondent to be conducted separately. In joint hearings, separate determinations of responsibility will be made for each respondent.

The parties have the right to an advisor or other support person of their own choosing with them during interviews or hearings, including attorneys. Typically, advisors or other support persons are members of the campus community, but the parties may select whomever they wish to serve in this role. This person may not be documented as a witness in the investigatory packet. The person sitting as the advisor or other support person may not make a presentation or represent the party bringing the complaint or respondent during the hearing. They may confer quietly with their advisee, exchange notes, clarify procedural questions with the chair at appropriate times and suggest questions to their advisee as long as such communication is not disruptive to the hearing process.

The party bringing the complaint, the respondent and the board will have the privilege of questioning all present witnesses and questioning all present parties (directly or through the Chair, at the discretion of the Chair). Unduly repetitive witnesses can be limited at the discretion of the board Chair or Dean of Students' designee. Character witnesses are not permitted as witnesses in the hearing process.

Pertinent records, exhibits, and other evidence may be accepted from either party as information for consideration by the board to be included in the investigatory packet. All items must be obtained no later than five (5) university working days before the scheduled hearing.

All procedural questions are subject to the discretion of the Dean of Students' designee.

student's university-issued email account. Once mailed, emailed and/or received in-person, such notice will be presumptively delivered.

There will be a single verbatim record, such as an audio recording, for all University Hearing Board proceedings. Deliberations will not be recorded. The record will be the property of the university and maintained according to the university's record retention policy. Parties wishing to appeal the outcome of their hearing may request access to the digital record of the hearing from the Dean of Students or designee.

The respondent will be notified of the right to appeal the decision of the judicial body. Should a party wish to appeal, any action taken by the University Hearing Board will be held in suspense pending consideration by the appellate body, unless interim action/suspension is initiated to maintain the wellbeing and/or safety of the community.

Appeals may be submitted following the procedures outlined in the General Conduct Appeal Review procedures outlined in the section below.

Section 10: General Conduct Appeal Review Procedures

Students and student organizations reserve the right to appeal any disciplinary decision made by the Dean of Students' designee or the University Hearing Board. The appeal is not intended to re-hear or re-argue the same case, and is limited to the specific grounds outlined below.

Students are entitled to no more than one appeal review. The appeal must state the specific grounds for the appeal and should include all supporting documentation at the time it is submitted for review. Appeals must be made using the [online appeal form](#) on the Office of Student Conduct webpage, within three (3) business days following written notification of the action taken. Non-attendance by the student may not be the sole grounds for an appeal. Dissatisfaction with the decision is not grounds for appeal. Students may not appeal a decision when they have admitted responsibility; they may only appeal to request evaluation of the sanction.

Submissions will be reviewed by the Dean of Students or designee. The appeal must be based on at least one of the following grounds for an appeal:

- A procedural error occurred that significantly impacted the outcome of the hearing (e.g., substantiated bias). Deviations from the designated procedures will not be a basis for sustaining an appeal unless material harm or prejudice results;
- Discovery of substantial new evidence that was unavailable at the time of the hearing, and which reasonably could have affected the decision of the hearing body; or
- Disciplinary sanction imposed is substantially disproportionate to the violation(s) committed, considering the relevant aggravating and/or mitigating factors and/or the cumulative conduct record of the respondent or organization

General appeals are as follows (hereinafter Appeal Officer):

- Appeals of Area Coordinators' decisions are to the Director of Student Conduct;
- Appeals of the Director of Student Conduct are to the Dean of Students or designee;
- Appeals of the University Hearing Board are to the Appellant Panel;

The Appellant Panel is a three-member panel drawn from members of the University Hearing Board, with the only requirement being that they did not serve on the board for the initial hearing. The panel reviews appeal requests submitted by the Dean of Students designee.

If the appeal is not timely or substantively eligible, the original finding and sanction will stand, and the decision is final. If the appeal has standing, the Dean of Students/or designee refers the appeal to the Appeal Officer, or remand it to the original decision-maker(s), typically within 3-5 university working days. Efforts should be made to use remand whenever possible, with clear instructions for reconsideration only in light of the granted appeal grounds. Where the original decision-maker may be unduly biased by a procedural or substantive error, a new hearing will be constituted to reconsider the matter, which can in turn be appealed, once. Full re-hearings by the Appeal Officer are not permitted.

The Appeal Officer will review all documentation associated with the case and will take one of the following actions:

- Concur with the original action in which the original decision is affirmed;
- Grant the appeal and modify the sanction to be fair to the facts or findings of the case (modification can increase or decrease sanctions); or
- Grant the appeal and reverse a finding of responsibility.

The University reserves the right to take any action necessary to corroborate the student's statements during an appeal.

Appeals involving The Title IX Policy are addressed in the Title IX Policy.

Disciplinary actions which are appealed are held in abeyance pending action by the Appeal Officer. The University reserves the right to temporarily remove a student from the residence halls and/or the University pending disciplinary action in cases where the continued preseseseseT reW* nBT/F5 12 Tf4* nr1hi

Disciplinary probation— Notice that their behavior has significantly breached the code of conduct and that any further violations are likely to result in suspension or dismissal from the University. A student on probation may be removed from leadership roles/positions across campus entities and potential revocation of the privilege to represent the university inter-collegiate athletics or other public events.

Deferred suspension—the offending student’s suspension is deferred when it is deemed that invoking a suspension would not be in the best interests of the student or the university thereby allowing the student to continue their studies in the normal manner. A further violation may invoke the suspension immediately.

Interim action—Under the Student Code of Conduct , the Dean of Students, Dean of Students’ designee, and/or Title IX Coordinator may impose interim actions and/or separate a student from the community or university housing pending the scheduling of a campus hearing on alleged violation(s) of the Student Code of Conduct when immediate action is deemed necessary to ensure the physical and emotional well-being of student(s), the Wittenberg Community, property of the institution, or to protect the normal operation of the university.

Interim suspension— a temporary suspension of an accused student by the Dean of Students or designee when immediate action is deemed necessary to ensure the physical and emotional well-being of student(s), the Wittenberg Community, property of the institution, or to protect the normal operation of the university. In the event the student is found responsible for the violation for which he/she was notified any sanction imposed shall take effect from the date of the interim suspension. The fact of interim suspension and subsequent disciplinary action shall become part of the student’s disciplinary record. If the hearing body concludes that there is insufficient evidence to support a finding that the student committed the violation for which he or she was notified of, no record of the interim suspension shall be maintained.

Disciplinary suspension—the respondent is required to leave the campus and is barred from attending classes and other privileges or activities for a prescribed period determined by the Hearing Officer, University Hearing Board, Dean of Students or their designee. Any violation of these terms will result in additional action within the conduct system. Suspensions are immediate regardless of the timing of the academic year.

Disciplinary dismissal—a permanent termination of a student’s status effective upon the date specified in the notification of dismissal. A student who has been dismissed is not eligible for readmission and permanently loses the privilege of registration, class attendance, and residence in university owned or managed housing and all other activities or services offered to students. A notation will be placed on a student’s transcript indicating disciplinary dismissal.

Educational, Behavioral and/or Punitive Assignments:

Behavioral Requirement – this includes required activities including, but not limited to, seeking academic counseling or substance abuse screening, writing a letter of apology, etc.

Confiscation of prohibited property—items whose presence is in violation of the student code will be confiscated and will become the property of Wittenberg University.

- Prohibited items may be returned to the owner at the discretion of the Dean of Student or designee and/or Campus Police.
- Illegal ite2 Tf03004C0051>20047m0 0 cTJETEm

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

Fines—a monetary sanction imposed by the Dean of Students or designee(s) for violation of university policies or for failure to complete any sanctions or assignments.

Loss of privileges—the student will be denied specific privileges for a designated period of time. This can include the removal of representing the university in extra-curricular activities including athletics or running or holding office in a student organization.

Notification—notification may be made to parents, coaches or others appropriate entities as allowed.

Removal from office —the student(s) is/are removed from office of a registered student organization or athletic team.

Restitution—reimbursement for damage to, or misappropriation of, university and/or private property. Reimbursement may take the form of appropriate service to compensate for the damaged misappropriated property.

Revocation of recognition—the student organization is suspended and, for a prescribed period of time or indefinitely, and loses all rights and privileges accorded a student organization in good standing.

Work or education assignment—the requirement that a student perform some service or engage in some activity having some relationship to the offense that would benefit the student and the Wittenberg/Springfield community.

Written assignment—the requirement that a student reflect on their behavior through a written assignment that includes some research which helps them understand why the prohibition or restriction has been adopted by the university.

XF – indication on an academic transcript noting failure of the course. An XF will be recorded

designee and will remain in effect pending a hearing. In the event the student is found responsible for the violation of which they were accused, any sanction imposed permanently removing them from housing will take effect immediately.

Living unit dismissal

\$300.00 fine
Parent/Coach Notification*

Third Offense

Possible dismissal from university
Educational sanction
\$400.00 fine
Parent/Coach Notification*

Additional sanctions will be given if there are other code violations (vandalism, fire, providing alcohol to others, etc.) that accompany the alcohol or drug charges.

Failure to Separate:

Students found in an environment where the alcohol and/or drug code(s) is violated but are not partaking in the use of alcohol and/or drugs, may be subject to the following sanctions dependent upon the severity of the incident.

First Offense

Warning
\$25.00 fine

Second Offense

The violating student's personal computer's network access is revoked. Students will be able to access Wittenberg resources through use of on campus computer labs.
A fine of \$50 will be levied.

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The violating student's personal computer's network access is revoked. Students will be able to access Wittenberg resources through use of on campus computer labs.

The Student Conduct Office will proceed with disciplinary charges and the student will go through the student conduct hearing process.

The student's personal computer's network edti

Complainant: Any member of the Wittenberg community who reports or files a complaint under this Policy.

Conduct Hold: Notation on the student's university account indicating that the person is not permitted to register for classes or add classes until a pending issue is resolved with the Office of Student Conduct.

Crime of Violence: FERPA defines "crimes of violence" to include: arson; assault offenses (includes stalking); burglary; criminal homicide—manslaughter by negligence; criminal homicide—murder and non-negligent manslaughter; destruction/damage/vandalism of property; kidnapping/abduction; robbery; forcible sex offense d/r

Faculty Member: Any person hired by Wittenberg University to conduct classroom or teaching activities or who is otherwise considered by Wittenberg University to be a member of its faculty.

FERPA: Family Educational Rights and Privacy Act of 1974.

Force:

not enrolled in this institution. This Student Code of Conduct applies to all locations of Wittenberg University.

Support Person (aka Advisor): A person chosen by the student to sit with them during the course of a formal disciplinary hearing in front of the University Hearing Board. This person is not permitted to be a witness for the case.

University Hearing Board: Convening of faculty, staff, and students responsible for resolving cases that are not resolved in an Administrative Hearing.

In making appointments, the President will be guided by considerations of continuity, experience, and sensitivity to the concerns of students, faculty, and staff. If necessary, the President may make a temporary appointment to the board. No faculty member shall serve simultaneously on the University Hearing Board and on the Faculty Hearing Board of Academic Freedom and Tenure.

University Property: Land, facilities, items and/or land owned or managed by Wittenberg University. This includes library materials, campus signage, campus facilities, grounds, vehicles, furniture, classroom materials, etc.

Wittenberg University Official: Any person employed or contracted by Wittenberg University performing assigned administrative or professional responsibilities.

All land, buildings, facilities, and other property in the possession of or owned, used, or controlled by Wittenberg University.

Section 13: Resource Guides

Resource Guide A: Alcohol & Other Drug Resources

Wittenberg recognizes drug and/or alcohol dependency as a

- A. Law: Any alcohol related violation of the Ohio Revised Code including, but not limited to:
- a. Use and/or possession of alcohol under the age of 21.
 - b. Distribution of alcohol to any person under the age of 21.
 - c. Possessing an open container in a public place including a motor vehicle, parked, or moving.
 - d. Operating a motored v

Cocaine/Crack -

Ohio law prohibits illicit selling, cultivating, manufacturing, or otherwise trafficking in controlled substances, including cocaine, heroin, amphetamines, and marijuana, knowingly or recklessly furnishing them to a minor, and administering them to any person by force, threat, or deception with the intent to cause serious harm. These offenses are felonies.

The law also prohibits knowingly obtaining, possessing, or using a controlled substance and permitting drug abuse on one's premises or in one's vehicle. These offenses may be either felonies or misdemeanors. The law further prohibits obtaining, possessing, or using hypodermics for unlawful administration of drugs and the sale to juveniles of paraphernalia for use with marijuana. These offenses are misdemeanors.

Ohio law provides for mandatory fines, which must be at least \$500, and possible imprisonment of any person who sells or furnishes beer or intoxicating liquor to an underage person or who buys beer or liquor for an underage person in violation of the law. Persons found knowingly to allow underage persons to possess and/or consume alcoholic beverages on their premises are guilty of a misdemeanor.

A felony conviction may lead to imprisonment or both imprisonment and fine. The maximum prison term is 25 years. A misdemeanor conviction may lead to imprisonment for up to six months and/or a fine up to \$1,000.

With regard to beer and intoxicating liquor, Ohio law provides that a person under 21 years of age, who orders, pays for, attempts to purchase, possesses, or consumes beer or liquor, or furnishes false information to affect a purchase, commits a misdemeanor. Ohio law prohibits the possession of beer or liquor which was not lawfully purchased, and a court may order that any place where beer or liquor is unlawfully sold not be occupied for one year, or that the owner or occupant of the premises be required to furnish a surety bond of \$1,000 to \$5,000. Ohio law requires the mandatory suspension of an individual's license from six months to five years for violation of the Controlled Substance Act.

Federal law forbids the illegal possession of and trafficking in controlled substances. A person convicted for the first time of possessing a controlled substance, other than crack cocaine, may be sentenced to up to one year in prison and fined between \$1,000 and \$100,000. A second conviction carries a prison term of up to two years and a fine of up to \$250,000. Subsequent convictions carry prison terms of up to three years and fines of up to \$250,000.

Imprisonment for 5-20 years and fines of up to \$250,000 apply to persons possessing more than five grams of crack cocaine on the first conviction, three grams on the second, and one gram on subsequent convictions. In addition to the above sanctions, a person convicted of possessing a controlled substance may be punished for forfeiture of property used to possess or facilitate possession, if the offense is punishable by more than one year in prison, forfeiture of any conveyance used to transport or conceal a controlled substance, d0 G[grs,ialn of)3(fe)7(de)-5(ra)7(lbenh)-7(e)4(fi)]TJETQq0.00000912 0 612 792 reW* nBT/

937-523-9050
studenthealth@wittenberg.edu
Campus consultation, education, and referral

Tiger Counseling Center
Shouplin Center, 210
937-327-7946
counseling@wittenberg.edu
Campus counseling, education, and referral

McKinley Hall
2624 Lexington Ave, Springfield Ohio 45505
937-328-5300
<https://www.mckinleyhall.org/>
Evaluation, assessment, in-patient and out-patient treatment, individual and group counseling

Mercy REACH
30 W. McCreight, MercyCrest Suite #204, Springfield Ohio
937-390-5338
[Mercy Health Reach Services — Springfield | Mercy Health](#)
Evaluation, assessment, individual and group counseling

Brightview
201 N. Yellow Springs Rd, Springfield Ohio
866-934-7450
<https://www.brightviewhealth.com/>
Evaluation, assessment, individual and group counseling

Cleanslate Center
1416 W. 1st St, Springfield, Ohio
937-521-8150
<https://www.cleanslatecenters.com>
Evaluation, assessment, individual and group counseling

More resources are available upon request. Contact the Office of Student Development at 937-327-7800

Safe Harbor Policy

Wittenberg University has a Safe Harbor program for students. The university believes that students who have a drug and/or alcohol addiction problem deserve help. If any 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 incident will not be pursued. Student Development staff may help create a written action plan to track cooperation with the Safe Harbor

program by the student. Failure to follow the action plan may nullify the Safe Harbor protection and the campus conduct process will be initiated.

Resource Guide B: Safe Social Host

Safe Social Hosting Expectations

Wittenberg University supports practices that emphasize a host's responsibility to plan social gatherings in a way that provides a safe setting for an event and makes a conscientious effort to uphold the alcoholic beverage laws of the State of Ohio and the policies of Wittenberg University. Ohio Revised Code Section §4301.69(A) states "...no person shall sell beer or intoxicating liquor to an underage person, shall buy beer or intoxicating liquor for an underage person, or shall furnish it to an underage person...unless the underage person is supervised by a parent, spouse who is not an underage person, or legal guardian." In the State of Ohio, 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 or a \$1,000 fine or both. A social host, therefore, risks being fined and imprisoned when he/she furnishes alcohol to a person who is not 21 years of age.

Additionally, hosts may be sanctioned for the behavior of their guests that violates university policy, local ordinances or state law.

University-Owned and NonOwned Properties

- a) Students hosting social gatherings must demonstrate consideration of all housemates/neighbors prior to hosting a gathering.
- b) Social gatherings that are causing or leading to nuisance behavior will be addressed by Police.
- c)

least two members of the organization or group must attend one session of the Safe Social Hosting Workshop which is offered by the Office of Student Involvement. Safe Social Hosting Workshops are offered at least twice each semester. These members are required to be present at any event in which alcohol is present. Each student organization or group must have a minimum of two members authorized in the current semester to be eligible to host events with alcohol. It is strongly encouraged that any member who will be at least 21 years old during the semester attend the workshop in order to serve as a liaison during any events planned that semester.

Registration and Approval

Before any event is held, students must obtain approval for their event if it is to include alcohol. Please adhere to the following procedure for the event to be approved.

1. Submit a Safe Social Hosting Event Registration Form to the Office of Student Involvement two weeks before any sponsored event where alcohol will be present.
2. Schedule a Risk Management Conference with the Director of Student Involvement, or designee, which must occur no later than noon, two business days before the event. Failure to meet this deadline will result in an automatic denial of the request.
 - a. Risk Management Conferences will be scheduled based on the availability of the designated university office. To ensure adequate time to schedule a conference, it is recommended that the student organization/group submit the registration form and schedule the Risk Management Conference as early as possible.
 - b. Submission of the registration form does not guarantee that a Risk Management Conference can be arranged to accommodate all schedules. The Office of Student Involvement will work to accommodate student organizations/groups to the best of their ability.
 - c. A representative from each student organization/group involved with the event must be in attendance at this conference. The purpose of the meeting is to ensure that all involved organizations/groups are in compliance with this policy.
3. Approval will be granted, provided the event abides by all university and related organization policies and procedures. A complete list of all guests invited must be turned in by this time. (See Guest List Guidelines)

Regulations

For a social event to be approved, the host (and all co-hosts) must demonstrate an understanding of the regulations described below and a commitment to fully comply with each of the regulations. Exceptions to these regulations will be considered on a case-by-case basis.

Day/Time Restrictions

Social events scheduled off-campus (BYOB in a campus residence or any third-party vendor) will only be considered for approval when occurring on Friday or Saturday nights. Events scheduled on any other night will not be approved. Event beginning and ending times will be strictly observed. Social events at which alcohol is consumed, possessed, or served may take place only between the hours of 6 p.m. to 2

Collecting all remaining alcohol at the end of the function (no excess alcohol, opened or unopened, is to be given, sold, or furnished to the organization or individuals attending the event);

Removing alcohol from the premises.

Agree in writing that the vendor will not provide any drink specials specific to the event attendees, require any drink sale minimums, or otherwise co-sponsor as a distributor with the organization. Co- sponsorship with a distributor encourages binge consumption and will not be permitted.

All on-campus events must follow third party vendor guidelines (BYOB is not permitted); the only permissible third-party vendor is the university's contracted food service vendor.

BYOB Guidelines:

Members and guests may only enter and exit the event using one well-lit entrance that is controlled and monitored by security (preferable) and/or sober members. Of-age members and guests must be identified separately than those not of legal age using non-removable identification (i.e., over 21 receives wristband; under 21 receives handstamp). Additional exits must be available in case of an emergency but must be inaccessible for event entry.

The amount of alcoholic beverage an of-age person may bring to a BYOB event is six 12 oz. cans of beer or malt beverage. No beverage in a glass bottle is permitted. No open containers of any kind are permitted. No product above 15% alcohol by volume (ABV) is permitted (i.e., "hard liquor").

A central point of distribution of alcohol must be closed/roped off to allow for proper identification. All beverages at BYOB events must be dispensed by one or more individuals that have participated in the Safe Social Hosting workshop, agree to be and remain sober for the duration of alcohol service, and are at least 21 years of age. Members and guests may not serve themselves.

A check-in/distribution system must be in place for all alcoholic beverages (i.e., ticket or punch card system). Guests may drink only the alcohol they brought to the party. A ticketing or punch card system must be used to obtain a beverage. When a guest wants his/her beverage, he/she may not receive more than one beverage at any given time.

Any remaining beverage will be disposed of when a person leaves the event. A person may not leave the event with any alcohol. All unused alcohol must be thrown out at the end of the party. No person may bring alcoholic beverages more than once to the same event. At least one sober member will remain at the event entrance to monitor entry and exit of each person.

Event Management

Liaisons will be designated for each social event. Liaisons must be at least 21 years old. One liaison for every 25 people in attendance is required (recommended one per 10-15 people in attendance). It is required that liaisons are sober for the duration of the event. Liaisons must be

Employees with disabilities residing in university housing who wish to utilize an ESA should contact Human Resources. Human Resources will coordinate as appropriate with Residence Life regarding the employees' accommodation needs following the above noted formal request process requirements.

Individuals approved for an ESA in campus housing must follow the Assistance Animal Agreement, including expectations for annual records and licensing updates. ESA approvals will be communicated to relevant personnel as needed.

Individuals Utilizing Companion Animals (Pets)

Companion animals are prohibited from entering campus facilities. Exceptions are provided for: a) the University President's residence; b) Residence Life Professional staff apartments; c) approved university programs involving animals; and d) university-owned housing (as specified in Residence Life policies). In these instances, the applicable Division Vice President will determine when companion animals are permitted, and the type of companion animals permitted. Requests for exceptions must be made in writing to the applicable Vice President in advance of bringing the animal into a campus facility. Approvals will be communicated to relevant personnel as needed.

Responsibilities of Individuals with Animals on Campus

Owners and keepers of animals on campus are always responsible for their animals. This responsibility includes complying with all state laws and local animal ordinances, as well as all university policies and guidelines including the following requirements:

- Providing appropriate restraint, control, and supervision of animals.

- Providing animals with appropriate care, including food, water, shelter, health care, and humane treatment.

- Cleaning up and disposing of all animal waste (both indoors and outdoors) in a timely and effective fashion.

Committee follows guidelines as adopted by federal regulatory agencies such as the United States Department of Agriculture and National Institutes of Health.

Violations and Complaints

Wittenberg is committed to ensuring that the needs of all individuals with disabilities are met and will resolve complaints, conflicts, or problems as quickly as possible.

Animals that are out of control, presenting a disruption or posing a threat to the campus community should be reported to the Wittenberg Police. Individuals found to be violating the Responsibilities of Individuals with Animals on Campus (above) should also be reported to the Wittenberg Police, 937-327-6231.

Residential students or employees violating the Responsibilities of Individuals with Animals on Campus (above) should be reported to the Department of Residence Life or Human Resources. Violation of these requirements may constitute a violation of the student or employee conduct code and be referred to the appropriate offices for review and consequence.

Individuals with service or emotional support animals who feel they have been treated unfairly, discriminated against, or harassed should consult with the Dean of Students, or the Chief Human Resources Officer.

Resources

Wittenberg Accessibility Services, 937-327-7870,

<https://www.wittenberg.edu/academics/studentssuccess/accessibility-services>

Wittenberg Human Resources, 937-327-7517,

<https://www.wittenberg.edu/administration/humanresources>

Wittenberg Dean of Students, 937-327-7800,

<https://www.wittenberg.edu/student-life/student-development/meet-dean-students>

Resolving Student Complaints Under the Americans with Disabilities Act and the Rehabilitation Act of 1973,

<https://www.wittenberg.edu/student-life/student-development/resolving-student-complaints-ada>

Americans with Disabilities Act, <https://www.ada.gov/>

Fair Housing Act, <https://www.justice.gov/crt/fair-housing-act-2>

Chosen Name Change Policy

Wittenberg University recognizes that many members of our community prefer to use chosen first names other than their legal names to identify themselves. The university is committed to using the

The chosen first name may be used in university-related systems and documents except where the use of the legal name is required by law. All documents relating to university benefits must use the legal name.

Chosen first name may not be used for purposes of fraud or misrepresentation. Misuse of chosen first name may result in disciplinary action. The university reserves the right to deny a chosen first name change if the request is inappropriate in nature. The university also reserves the right to rescind this service at any time.

Commercial Solicitation Policy

Neither students nor non-students may use campus grounds and/or facilities for commercial purposes unless written permission has been obtained from The Dean of Students or designee. Employees should consult with Human Resources.

It is the policy of Wittenberg University to prohibit any and all solicitation or sales in all campus buildings other than operations by a lease or agent whose contract with Wittenberg permits such solicitation or sale.

As defined for this policy statement, the terms “solicitation” and “sales” mean any effort by an individual or an organization to:

- ask for, seek, beg, or entreat passerby to make a monetary contribution
- seek membership applications from passerby to any organization not organized by Wittenberg University; or
- Offer for sale any item, symbol, or product, whether or not there is an actual on- the-spot monetary transaction.

Guidelines for vendors, solicitation, and fundraising are available at the Office of Student Involvement and the Student Center.

Proselytizing is not allowed. Groups, campus organizations, clubs and/or individuals cannot stop, intimidate, distribute literature and/or CDs/DVDs, or entreat others for the purpose of redemption, religious conversion and or persuasion. Persons from outside the university are not allowed to solicit within residence halls. The residence hall space is private.

The above policy is not construed to prohibit the membership drives and activities conducted by recognized Wittenberg University organizations. Permission for such activities is granted by the Dean of Students or designee on a first-come, first-served basis. Ohio law states that any organization conducting more than six sales per year must obtain a vendor’s license.

Computer Use Policy

Please refer to the Information Technology webpage for more information regarding policy here.

Access and Use of Computing Resources

A wide range of information technology is provided to students, faculty and staff in support of the university mission. Standards of behavior are spelled out in a variety of university regulations and apply

to computing resources. In general, acceptable use of computing facilities and network resources includes those activities consistent with learning, the university's academic mission and general communication on and off campus. Information Technology Services is responsible for the integrity of computing systems and resources and for establishing guidelines for access and use of computing resources.

Faculty, staff and students are expected to use the university's computing resources in an ethical manner, including:

- Use of hardware/software/periphery devices;
- Legal use of licensed software;

professionals, as well as the student, the Dean of Students (or designee) may require that students comply with a recommended treatment plan or take a leave-of- absence from campus.

Dissent and Disorder Policy

Wittenberg University has established free and open channels of communication; every member of the Wittenberg community can express their concerns with the expectation that they are to be brought to the attention of the proper authorities or to a broad segment of the university community. If an individual or the members of a group should find the existing channels inadequate, the university supports their right to call immediate attention to their ideas by petition, public protest, or any innovative means so long as the means employed do not infringe upon established rights of others and do not violate local, state, or federal laws, and do not impede any campus activity. At no point in time should such dissent endanger the well-being of Wittenberg community members or campus visitors.

Whenever dissenting individuals or groups of individuals challenge the established community, two fundamental values must be preserved:

the freedom to criticize, to protest, or to organize for the purpose of changing the community
the right to enjoy the privileges and immunities of an order which protects the rights and freedoms of all and insures the peace and security of the community.

When, in the opinion of the President in consultation with the Provost, Human Resources and/or the Dean of Students (or their designee), a disturbance threatens to disrupt campus life, they must take immediate steps:

to request immediate cessation of the disturbance so that discussion may be carried out under suitable conditions
to offer to establish within a stated length of time special channels of communication with spokespersons of the disturbing group.

If order is not restored after these steps have been taken, then the disturbance may be regarded as a disruption. Should a serious disorder occur, sufficient to disrupt the educational process, campus

- When involving faculty, staff and/or visitors – include the appropriate Senior Staff member and Human Resources.

The Area Senior Staff member and Human Resources, believing there is a need for further action, will follow the code of conduct process.

Distribution of Political and Other Non-Wittenberg Printed Material

Recognized or official student organizations may distribute political or other non- Wittenberg printed materials to other persons directly. All material must conspicuously display the name and address of the person or organization that has prepared and is distributing the material, and in the case of an organization, the name and address of the responsible office. In the case of individual mailings, the material must be addressed by name and campus mailbox number. Hand-to-hand distribution is restricted to the area in the lower level of the student center adjacent to the student mailboxes, unless the Dean of Students or designee has granted written permission for alternative sites for such distribution. E-mail may be sent to individuals, but list serves may not be used for partisan politics. Student organizations may not use university funds in support of partisan political activity including candidates for office or political party activity. The University posting policy is also located in the Student Organization Manual.

False Alarms Policy

Setting off a false fire alarm jeopardizes the safety and welfare of students, other members of the Wittenberg community, as well as members of the Springfield community. Because of this, any student found in violation of this policy will be subject to suspension from Wittenberg University. Ohio law imposes strict penalties for false alarms made by persons 18 years of age or older, Section 2917.32A. Whoever violates this section shall be charged by the Springfield City Fire Marshall or by a law enforcement official with a misdemeanor of the first degree carrying a penalty of imprisonment up to six months and a maximum fine of \$1,000 for the first offense. A violation of inducing panic: Section 2917.31 may also be imposed, which would be an additional first-degree misdemeanor charge.

FERPA -- Family Educational Rights and Privacy Act

Office of the Registrar - release of student information

Notification of Rights under the Family Educational - Rights and Privacy Act of 1974

In accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA), post- secondary students enrolled at Wittenberg University are hereby notified of their rights with respect to their education records. They are:

The right to inspect and review the student's education records within 45 days of the day the University receives a request for access. Students should submit to the registrar or other appropriate official written requests that identify the record(s) they wish to inspect. The university official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

Such public information shall be released freely unless the student files the appropriate “non-disclosure” form requesting certain public information not be released. This form is available from the Registrar’s Office.

Financial Aid and Scholarships

Wittenberg University offers a comprehensive financial aid program that includes, federal, state, donor, and Wittenberg financial aid.

To learn more about financial aid, the application process, and more, please visit the financial aid website: <https://www.wittenberg.edu/administration/sfs> or contact The Office of Financial Aid by phone: 937-327-7321 or email: financial-aid@wittenberg.edu

Firearms Policy

The possession or use of firearms, dangerous weapons or other materials which endanger any person(s) or student(s) welfare is strictly prohibited. This prohibition applies to all university employees, students, vendors, customers, and guests, including those who are licensed under the state of Ohio law to carry a concealed weapon. The prohibition includes weapons carried about the person and maintenance or storage of any weapon in any property owned, leased, or controlled by Wittenberg or within any parked vehicle on university premises. Students wishing to bring firearms to campus for hunting, leisure, or any other sanctioned activity must store them with the Wittenberg Police Division. Ohio state law prohibits the carrying of concealed firearms on any premises owned or leased by any public or private college, university, or other institution of higher education, unless the handgun is in a locked motor vehicle, or the licensee is in the immediate process of placing the handgun in a locked motor vehicle. Weapons discovered on university premises in violation of this policy will be seized by Wittenberg Police and may result in criminal charges. Violation of this policy is sufficient cause for immediate dismissal from the university and could also result in criminal prosecution.

Gambling

Even though gambling laws have changed in Ohio, gambling on university premises may be a violation of the code of conduct and/or state laws. Additionally, all members of the university community should understand that gambling is the practice of risking money or other stakes in a game or bet.

Sports betting is legal in retail and online sports books.

Participants must be at least 21 years of age.

Participants cannot bet on high school sports.

Pursuant to NCAA bylaws, no NCAA athlete, coach, athletic department staff and non-athletic department staff with oversight can place, accept or solicit a wager on any sport sponsored by the NCAA at any level. Athletes are referred to the NCAA policy.

Guest Speakers & Performers Policy

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

Registered Student Organizations

A student organization, may invite guest speakers and/or performers to campus, subject to the following provisions:

1. Sponsorship must be by a registered student organization that has completed all mandatory registration procedures with both Student Senate and The Office of Student Involvement, has participated in all required workshops and trainings, and is in good standing (both in regards to conduct and finances) with the university.
2. The process of contracting must be done within the guidelines set forth by The Office of Student Involvement, namely:
 - a. Contracts must be approved by the Director of Student Involvement, processed by the Business Office, and signed by an authorized university representative. Students are not permitted to make offers and may not enter into contracts on behalf of the university. Student Organization Officers are encouraged to participate in the information gathering process and may inquire about the availability and cost of inviting a guest speaker or performer to campus, but all negotiating and entering into formal agreements must be done through The Office of Student Involvement. Any contracts that are entered into by any other means, will be the responsibility of the signing party and not the responsibility of Wittenberg University.
 - b. All requests for contracting with guest speakers, performers or other vendors must be received by The Office of Student Involvement no less than 30 days prior to the event. To ensure the university is entering into agreements in a professional and sound manner and have the necessary amount of time to request payment for contracted entities, requests made after the 30-day deadline may be denied by the Director of Student Involvement.
3. Proper arrangements for the use of Wittenberg University facilities must be made, consistent with institutional policy, by contacting the Assistant Director for Student Center, Scheduling and Events
4. It must be clear that the student organization, not Wittenberg University, is extending the invitation and that any views the speaker may express are his or her own and not those of Wittenberg. In addition, the sponsoring organization must be clearly listed on all promotional materials for the event according to the posting policy.
5. The student organization must take whatever steps are necessary to ensure that the event is conducted in a safe and appropriate manner. The sponsoring organization may be required to complete a risk management conference with The Office of Student Involvement and consult with the Wittenberg University Police Division regarding the safety and security of event participants. For special event circumstances, outside security may be required at the cost of the sponsoring student organization.
6. The student organization must comply with any and all conditions for the orderly and scholarly conduct of the event as laid out by The Office of Student Involvement. In addition to risk management procedures, this may include sharing any applicable university policies and/or

guidelines to event participants both prior to and during t

Minors on Campus

Wittenberg University is committed to promoting the well-being of all members of our community, which includes Minors participating in university-sponsored programs and courses. For the purposes of this policy, a “Minor” includes persons under the age of 18 years. The purpose of this policy is to describe requirements for employees, students, volunteers, and others who work with Minors to promote the protection of Minors; comply with applicable laws; and to minimize the risk of injury to Minors. This policy will be jointly enforced by Human Resources and the Wittenberg Police Department & Department of Campus Safety, as well as area vice presidents and the Provost when incidents under their governance arise.

The university workplace is not an appropriate place for Minors (except registered students) to be present on a frequent or continuing basis, or in lieu of other childcare arrangements. However, the university fully recognizes that circumstances may arise that could necessitate an exception to this policy. When such situations arise the employee and immediate supervisor will develop a plan that will accommodate the situation with as little disruption as possible.

2) **Parent(s) or Legal Guardian(s):** Although a parent or legal guardian may supervise their own minor children and their guests who are Minors while visiting the campus or using campus facilities, a parent or legal guardian may not act as an Authorized Adult in a program

(including one in which their Minor participates) unless they are in compliance with the requirements outlined under this policy.

3) **Minor(s):** Persons under the age of eighteen (18) and not enrolled at the university. The university reserves the right to condition, restrict or deny access to university facilities at its discretion. All Minors, including those participating in programs, shall be subject to all university regulations while on campus, and may be asked to leave the campus if unable to comply.

4) **Program:** Any program or activity in which Minors will be physically present and participating, offered or sponsored by any unit of the university, or by contracted, third-party groups using university facilities, properties and any areas owned or controlled by the university. "Program" includes but is not limited to all athletic camps, major weekend program activities (i.e., Family Weekend, Homecoming), workshops, academic camps, mentoring programs, academic competitions, summer conferences, music lessons, etc.

"Program" does not include single performances or events open to the general public that are not targeted toward Minors (such as varsity athletic competitions, plays, concerts, Witt Series events); visits and tours for prospective students organized by the Office of Admission; visitations by Minors including student-hosted overnight stays in university housing facilities by prospective students or registered siblings/guests of enrolled students.

5) **External Program:** Any program (as defined above) that is not operated by the university.

Strategies for setting and maintaining safe boundaries with minors include:

Establish boundary limits and parameters early in relationships.

- Encourage individuals to stay within their assigned roles, whether it be instructors, coach, counselor, advisor, overnight host, etc.

Maintain personal awareness.

- Remind individuals to be alert to their own behavior and how it may affect others.

prohibited. The speed limit on campus roads is 15 mph. Parking in any university crosswalk is prohibited.

Wittenberg is a pedestrian campus with limited parking space. Therefore, parking on campus is a privilege closely regulated by the university. Traffic and parking violations are cause for university disciplinary action. Regulations are enforced by the Wittenberg police officers.

Parking areas for students are the New Hall lot, Ferncliff Hall lot, the lower end of Ward Street, the Student Center lot (overnight in designated areas only), the new Krieg lot, and the Tower and Firestone Hall lots. Students may also park in any legal spot on city streets.

- [Interactive Campus Map](#)
- Google Map with Parking Areas Designated

Parking regulations are enforced in the following manner: vehicles parked illegally will receive citations; vehicles receiving more than one citation for the academic year may be towed or booted with an immobilization device. The fee associated with recovering towed vehicles is separate and unrelated to university fines. Fines assessed by the university are charged to the bill of the offender. Extended non-

windows and outdoor air intakes. This prohibition is without regard to the time of day or the presence of others and includes, but is not limited to residence facilities, classrooms, athletic facilities, labs, offices, restrooms, private offices, and other common spaces. It applies to all faculty, staff, students, contract service employees, campus visitors and vendors.

The success of the university's smoking prohibition policy depends upon the thoughtfulness, consideration and cooperation of smokers and non-smokers. All of us share the responsibility for adhering to and enforcing this policy. Smokers have the added responsibility of disposing of their cigarette butts without littering the campus or using trash receptacles because of the potential to start a fire. Should an individual have a concern about the enforcement of this policy, the concern should be addressed directly to the person violating the policy or, if an individual is uncomfortable doing that, they

Doors, walls, windows, tables, benches, brick walkways, lamp posts, and trees are not appropriate display places.

Taping advertisements to any surface is prohibited as residue from tape and other adhesives can cause damage to surfaces. Instead, postings must be hung on bulletin boards with tacks or hung with string from railings.

Sidewalk chalk may only be used on cement sidewalks and/ or surfaces where rain can reach (i.e., no covered porches, areas under overhangs, etc.). Chalking on university buildings is prohibited. Writing on brick walkways, benches, or any other furniture is prohibited.

Advertisements may not be distributed on vehicles in any university owned parking lot or campus drive.

When posting, groups are not to cover up any other postings as a courtesy to other members of the community and their shared right to advertise.

Postings may only be removed if: they do not have approval from The Office of Student Involvement as shown by the stamp placed on the item when approved; the expiration date has passed; or event date has passed (whichever comes first).

Organizations can obtain a full list of approved poster locations by visiting The Office of Student Involvement.

Banner Space

Advertisements in the form of large banners or sheets are limited to buildings where these items can be hung on railings without obstructing any exits, emergency signage, or other structure that provides a mandatory or essential safety and/or security service (i.e.: smoke detectors, sprinkler systems, security cameras) as deemed by Wittenberg University officials and administrators.

Buildings that allow for displaying large banners or sheets are the Benham-Pence Student Center, Hollenbeck Hall, and Barbara Deer Kuss Science Center.

Advertisements of this category must be hung with string (or other material) that allows the banner or sheet to be cut from the railing without leaving any damage or residue.

Banners should not be removed by anyone other than the sponsoring organization as organizations may wish to keep banners for future use. (Exception: The Office of Student Involvement may remove a

Materials without approval (noted by the Office of Residence Life stamp) will be immediately removed and a copy given to the Area Coordinator of the hall for follow-up.

RA programming publicity, RA announcements, RA bulletin board materials, and RHA/Hall Government materials do not need “stamped” approval.

Dining Services Posting Procedures

Posting in facilities managed by Dining Services, including Post 95, CDR, and Science Center Market, is managed by Parkhurst and requires their approval before any advertisements may be hung/distributed. Visit the Parkhurst office on the second floor of the Student Center for more information.

Academic Department Posting Procedures

Postings by academic departments and university offices do not require Office of Student Involvement approval but should be marked with the name of the department, date and contact information.

General Posting Guidelines in reference to content regarding alcohol, drugs, violence or any discriminatory behavior must be followed as outlined above. However, in an effort to discuss a broad range of topics in an academic setting, controversial topics may be promoted in appropriate ways for the purpose of learning and dialogue.

All materials posted by academic departments and university office are still expected to be hung/displayed in an appropriate fashion in approved posting locations in order to prevent unnecessary damage to surfaces according to the Approved Posting Locations section above. In addition to publicly approved posting locations, academic departments and university offices have full control of the bulletin boards located in or near their offices that are dedicated to their use. If other organizations or departments wish to post in these areas, they must receive explicit permission from the appropriate department.

Requests for Posting by external, for-profit or non-university entities

External, for-profit non-profit or non-university business entities are not permitted to advertise openly on campus.

Requests from said organizations or enterprises to advertise events or services at Wittenberg University must be made to the Director of Student Involvement. Quantities, types, and scope of advertising will be arranged with the Director of Student Involvement. Requests from individuals for personal promotion are not permitted.

Consultations with the Dean of Students, Director of Advancement, or other university officials will be conducted on an as needed basis to be determined by the Director of Student Involvement.

Any organizations seeking to promote employment, internship, graduate school or military service opportunities on campus must be sponsored by Wittenberg University Career Services. Contact the Director of Career Services to make the appropriate arrangements.

Posting Violations

Postings that do not meet the above guidelines will be removed and processed by the Office of Student Involvement.

All requests for sales, solicitation and fundraising must be approved by the Director of Student Involvement (or authorized designee) at least two weeks prior to the desired date of said activity. Registered Student Organizations can request approval by filling out the Sales, Solicitation and Fundraising Request Form, found on the Office of Student Involvement website. The form may also require approval by the Office of Advancement following submission to the Director of Student Involvement.

Student organizations wishing to sponsor an outside vendor for the purpose of fundraising or other sales must ensure the vendor has on file with the Office of Student Involvement: a proof of

Some fundraising activities may require a meeting with the Office of Student Involvement to ensure compliance with University policy and procedures.

Individual students may not engage in sales, solicitation or fundraising efforts without the express permission of the Dean of Students.

External, for-profit or non-university entities

Canvassing or solicitation for funds, subscriptions, or awareness is prohibited in Wittenberg University buildings or on campus grounds unless sponsored by a Registered Student Organization and prior, written permission has been granted by the Dean of Students at Wittenberg University (or authorized designee).

In addition, posters, flyers and other advertisements pertaining to said activity must follow all guidelines set forth by the Wittenberg University Posting Policy.

The sale of merchandise, distribution or sale of publications, and/or provisions of service on Wittenberg University property, other than by contracted vendors, authorized stores, restaurants, departments, or divisions of Wittenberg University, is likewise prohibited except upon written permission of the Dean of Students (or authorized designee).

Any organizations seeking to promote employment, internship, graduate school or military service opportunities on campus must be sponsored by Wittenberg University Career Services and should contact the Director of Career Services to make arrangements.

Any entities that violate this policy will be asked to stop immediately and may be escorted off campus property by Wittenberg University Police.

Scheduling/Facility Use

Weapons Policy

Possession, use or distributions of weapons, including all martial arts weapons, brass knuckles, knives (other than small pocket knives with blades four inches or less and kitchen knives), slingshots, explosives (including fireworks and ammunition), guns (including air or spring powered weapons, BB, paintball, facsimile weapons, stun guns, pellet guns, other projectile firing devices), or other weapons or dangerous objects such as arrows, axes, machetes, nun chucks, throwing stars, chains, swords, and dangerous chemicals (except when necessary for academic or other approved college work or function) including the storage of any item that falls within the category of a weapon, are prohibited at Wittenberg University, this includes storage in a vehicle on university property. Any student found to possess a weapon in a manner that does not comply with this policy may have the weapon confiscated and will be referred to Student Conduct. Also, under this policy items that have other purposes used in a dangerous manner will be treated as a weapon (baseball bat, etc.).

This prohibition applies to all university employees, students, vendors, customers, and guests including those who are licensed under the state of Ohio law to carry a concealed weapon. Please see Firearms Policy. The carrying of weapons by law enforcement officials conducting official business on college property is the only exception to this policy that will be considered.

Residence Life Policies

Wittenberg University student housing includes all residence halls and University-owned houses and apartments, including some Greek-chapter houses. Residents within Greek- chapter houses which are owned by the Greek organization and recognized by t

requested and been approved for release from the residential requirement in writing from the Office of Residence Life. Students will not be released to rent from private landlords until all Wittenberg housing is full. Failure to reside in Wittenberg-owned housing or to secure exemption from housing requirements makes a student liable for a minimum of the standard double room rate and possible disciplinary action from the University.

Commuter Policy & Housing Release

To request exemption from the Residency Requirement, students must complete a Housing Release Request form. If a student is requesting to commute from the principal residence of their parent or legal guardian, the student must provide permission to Residence Life to contact the parent or legal guardian to verify their intention to house the student in their primary residence. If the student is requesting exemption from the residency requirement for any other reason, they must include a statement of rationale for the request. By submitting a request, the student gives permission for Residence Life to verify the information contained in the request as well as information related to the student's academic, social, and financial standing as related to the request.

Exemptions to the residency requirement may be requested if the student:

- Resides full time at the principal residence of their parent or legal guardian within a 30-mile drive of the campus and commutes daily from that residence to the campus; or

- Is married or has dependents in their care; or

- Has earned at least 60 credit hours, and is requesting to live in their Greek organization's University-recognized chapter house (is an active member of the organization, is in good standing, and is listed on the house's official roster); or

- Is participating in a University-approved academic experience that necessitates a living arrangement outside of a 30-mile drive from campus (e.g., study away programs, student teaching, etc.)

- Is 24 years of age or older at the time of admission.

All housing release approvals are dependent upon the condieshe condieshe condieshe condieshe condieBT//F5

each spring. The University provides a living unit space and does not guarantee the Student any particular room or specific accommodations.

New deposited students are assigned space during the summer prior to Fall Semester. Roommate requests are honored when both roommates request each other through the housing survey. In the spring,

semester or entire academic year), as well as held accountable through the University's student conduct process as having violated the Student Code of Conduct.

Agreement Length, Termination, and Refunds

The University housing agreement is in effect for both Fall and Spring semesters, or the remaining portion of the academic year if the Student moves into University housing after the academic year begins. Spring semester cancellations are not permitted unl

containers and dispose of properly. Individual unit furniture should never be removed from the unit or used outside.

Traditional Houses and Apartments

University houses and apartments are equipped with full kitchens, bathrooms, and include all utilities (gas, electric, water, sewer and trash). Students are responsible for setting up their own telephone, cable, and internet accounts (access points are available in all properties). Most properties are not furnished and require students to bring their own furniture. None of the traditional houses or apartments have university-provided laundry machines although some may have hook-ups available. All properties have heat service, but most do not have central air. All units have kitchens equipped with fridge/freezer, stove/oven, and sink; some have dishwashers as well, although it is not common. If residents want to bring in other appliances not already present in their unit (a/c units, laundry machines, etc.), they must request permission by completing the appliance registration form prior to bringing the appliance. Students should keep in mind overall electrical draw of the appliances they wish to bring. The resident is responsible for appropriate, safe, and complete installation and removal. Students are responsible for any damage, service interruptions, or excessive utility use their additional appliances cause.

Maintenance

Student agrees to keep the residential property, the appurtenances, equipment and fixtures therein, in a clean and sanitary condition and in as good a condition as when the Agreement began, excepting normal wear and tear expected. Normal wear and tear mean deterioration which occurs without negligence, carelessness, accident, overuse or abuse. Students shall use reasonable diligence in the care of the residential property and shall be responsible for:

Containing trash in a clean, safe, and sanitary manner by packing it securely in containers or plastic bags and placing it in designated outdoor trash receptacles frequently enough to prevent sanitation, odor, pest, or other facility or community concerns.

Keeping food products securely contained and properly monitored/disposed of to prevent pest and sanitation concerns. Reporting concerns promptly.

When the living unit is unoccupied for more than 48 hours during heating season, student shall set the thermostat at 60 degrees Fahrenheit. When living unit is unoccupied for more than 48 hours during air conditioning season, student shall set the thermostat at 78 degrees Fahrenheit.

Reporting facility and maintenance concerns promptly to avoid facility damage, physical harm, or community disruption. Refraining from making one's own repairs to University property.

Promptly stopping or reporting individuals who are causing harm to facilities.

Knowing and observing common fire safety practices (see below). Reporting concerns immediately.

Practicing common sense personal and building safety behaviors (see below) including ensuring all windows and doors are locked when living unit is unoccupied. Reporting concerns immediately.

Avoiding behaviors that interfere in normal building or system operations including opening windows while heat or air conditioning is running (unless given University instruction to do so),

placing inappropriate or excessive material in drain lines, overflowing or misusing designated trash receptacles, disabling or altering fire safety or evacuation systems, etc.

Avoiding any practices that would cause permanent change in facility condition including using nails, screws, or other implements or adhesives that would alter the facilities; installing any permanent or difficult-to-remove fixtures including mirrors, shelving, bars, satellite dishes or antennae, external structures, painting walls, etc.

Avoiding behaviors that promote disregard for or destruction of facilities, including fire safety violations, pranks, public drunkenness, gatherings of unknown size and individuals, unauthorized tagging or other graffiti art, abandoning property, dumpster diving (or other similar means of bringing abandoned property into University facilities), negligent use or abuse of utilities, etc.

Ensuring that any decoration on the exterior/public facing surfaces are appropriate for public display within our campus and local community. Students hanging their own window coverings must use materials intended for use as a window covering. When installing window coverings students should be cautious and avoid causing permanent damage to the surface; students should refrain from using sheets, flags, posters, etc. as window coverings.

Students in University Houses and Apartments shall additionally be responsible for:

Observing the rules, restrictions, expectations, and requests set forth by the city ordinances regarding property use and care as well as service providers such as trash service and utility providers.

Utilizing provided trash and recycling receptacles to contain trash in a clean, safe, and sanitary manner. Maintaining the receptacles and keeping them in good, reasonably clean condition. Moving receptacles to the curb each Sunday night for Monday morning pick-up (or as community trash service schedule dictates) and removing receptacles promptly from curb after pick-up on Monday evening; as specified in city ordinances.

Keeping lawn and porch areas free from all furniture except that which is expressly designed for porch and outdoor use. Refrain from installation of swings or hammocks (other than those with their own freestanding support frame) or light fixtures. Non-University installations of any kind are not permitted on any columns, roofs, or ceilings, floors, or walls (interior or exterior).

Keeping lawn and porches free of trash and debris; promptly correcting issues as they occur.

Removing lawn games and materials after each use daily so as to not interfere with University processes.

Refraining from use of items that would interfere with University maintenance processes including but not limited to: lawn stakes, dog tethers, landscaping edging (or unapproved landscaping materials), non-University installed locks or latches, etc.

Being conservative and conscientious in utility usage. Properties that show unusual amount of utility usage or incur excess charges from utility providers may be charged for excess use at the end of term.

Preventing broken water pipes due to freezing by maintaining an indoor temperature of at least 60 degrees (reporting heating issues promptly), keeping windows closed, and running all faucets in premises at least once during freezing temperatures.

Promptly eliminating any condition that may be dangerous to health and safety, including:

- Removal of ice/snow from porches, steps, walkways, and driveways.
- Cleaning up any broken glass or similar hazards from lawn, walkways, and driveways.
- Replacing light bulbs or reporting any need for assistance in replacement of lightbulbs immediately.
- Replacing smoke detector batteries (please note that smoke detectors are checked each summer and batteries replaced as needed) or reporting any need for assistance in the replacement of smoke detector batteries immediately.

Students should be placing work orders as they see areas that need to be fixed or if they have a concern. Appropriate steps will be taken to remedy the requests. Requests above normal wear and tear will be the responsibility of the residents.

In an effort to combat litter around our houses and apartments, issues with property care and upkeep related to unallowed items, trash, and debris on porches, lawns, walkways, and driveways are subject to the litter citation policy. Litter is any waste material, garbage, or rubbish, including but not limited to food, food wrappers/containers, paper, cans, bottles, cigarette butts, ashes, or discarded debris, as well as any unallowed items as listed in Residence Life policies visible on the property. Litter citations can also be issued for trash receptacles that are clearly overflowing, trash piled at the curb, or failure to remove trash receptacles from the curb within 24 hours of trash pickup. Residents are responsible for picking up the debris in their respective yard regardless of how it came to be there or who placed it there.

Property citations will be issued by Wittenberg Police Division for litter in residential areas as follows:

One citation will be issued for each occurrence. Each new day after initial citation is a new occurrence. Citations will be delivered in person and by email.

The citation is for the ENTIRE house. Every student residing in the house will be listed on the citation. In houses containing multiple apartments, in which it is not easily determined which unit is at fault, all units will be included in the citation. All occupants will be held accountable and included on the citation, whether they are home at the time of the offense or not.

Offenses stay with the house for the entire academic year (reset each fall at start of term). A new

of, or damage to University property cannot be ascertained, the amount of the loss or resultant repair will be leveled, on a pro rata basis against the entire house, apartment, hall, floor, or Student population, at the discretion of Residence Life. Furnishings and fixtures removed without written permission of the Associate Dean of Students and Director of Residence Life will be presumed lost, and the Student will be charged the full replacement cost for items missing from the room at check out. All of the Student's personal belongings must be kept in the Student's assigned space. The Student is responsible for ensuring that all personal property is removed at the time of checkout.

Student can be held responsible and charged for:

- Plumbing stoppages and damages caused by foreign or improper objects in lines;
- Excessive, unusual, or negligent use of utilities;
- Damages to walls, flooring, doors, windows or screens;
- Damages from windows or doors left open; appliances installed incorrectly;
- Pest control treatments other than preventative measures;
- Misuse, negligence or abuse of facilities;
- Lost or misplaced keys; unauthorized lending of keys, failure to secure property;
- All damages resulting from student's failure to properly notify the university of needed repairs.

Charges are based on a standard charge list that takes into account the range of property variations present in campus housing, material cost, and labor expenses. This standard cost table is developed to balance impact on individual students regardless of what property they are assigned while ensuring repair costs are generally covered. Students may view this standard Charge sheet anytime on the Residence Life webpage; this charge list is updated prior to August 1 each year. Damages that are extreme, excessive, or extensive may be charged at a higher rate. While students may be tempted to perform their own repairs in an attempt to avoid charges, this is expressly forbidden as it most often results in more time and expense to undo the student-attempted repair and restore it back to University standards. Student-performed repairs will be charged at a higher rate than normal repair charges.

At the end of the term/year/or resident's individual occupancy, damages are assessed based on the condition of the space at checkout, the condition at move-in as reported on the RCR and known history of the property. Students who do not complete an RCR during the first two weeks of moving in forfeit the ability to turn one in. In cases where the party responsible for the damage cannot be clearly identified, the cost to repair/replace is divided equally among the residents of the room, house, or community. The Residence Life staff inspect all spaces following the end of the term and note any needs or concerns. Final charges are determined collaboratively by Residence Life and Facilities Management. Charges can be assessed throughout the year in response to community or individual behaviors or at the time of mid-term move outs. Charges can be assigned to a student account up to July 1st or February 1st for midyear move outs.

Opening and Closing

Every University housing Student is responsible for checking in and out properly. Students are eligible to move into their University assigned space on the date published on the Residence Life webpage. This

outside of the designated check-in time may be turned away or charged additional fees (\$125 per day). The Student agrees to vacate University housing:

Within 24 hours after the student's last examination, or within 24 hours after termination of the Agreement, unless an extension is granted by the Associate Dean of Students and Director of Residence Life.

On or before the date and time specified by Residence Life as University housing closing (end of semester and breaks), unless an extension is granted.

If any Student occupies a room or residence without authorization any time before or after approved occupancy dates, a fine of \$125 per day will be imposed until the space is completely vacated. A room is not considered completely vacated until all belongings are removed and key is returned.

Check-Ins

When students check into their room, they need to report to the specified check-in location during the specified check-in time (as indicated on the Residence Life website) with a picture ID. The student should ensure all holds have been cleared; a hold can prevent Residence Life from issuing a key or permitting the student to move-in. No student should move in or occupy a space without having been issued a key for that space by Residence Life for the term.

Once the student has completed check-in and received their room key, they should conduct a thorough examination of the condition of their living space to ensure the condition is accurately reflected on the Room Condition Report (RCR). The RCR must be reviewed, updated, and returned to the Residence Life staff within 24 hours of key issuance. This RCR will be used in determining whether the Student has caused damage to University facilities or property beyond normal wear and tear. If the Student fails to complete and return the RCR, the residential property will be assumed to be in good and clean condition with standard amenities provided. Residence Life will not accept an RCR from a student after the second week past move in. It is the student's responsibility to report all needed maintenance repairs to Residence Life staff as needs arise, so that repairs can be made in a timely manner as well as to avoid unnecessary charges.

Check-Outs

The Student must make a checkout appointment with a Residence Life staff member to review closing procedures and the damage assessment process and return the room key. The room will be inspected by Residence Life and Facilities Management professional staff before final determination of damages is made. Please note, RAs (undergraduate, paraprofessional staff members) do not assign damage charges. Residence Life has the right to asse

Break Housing

which they can address behaviors that do not meet expectations or behaviors that are negatively

The responsibility to observe quiet hours, to keep your stereo, television, computer, and voice at a reasonable volume in your space, and to remind guests and others that you expect the same of them.

The right to privacy and to the proportionate use of the living space, both in terms of physical

Entrance to any residence through any means other than the use of a University-issued personal key is strictly prohibited. Any student or community found propping doors open, using windows as entrances, using keys or cards not issued to them directly, or other means of inappropriate access will face substantial fines and conduct referral.

Students should never enter another student's room/residence without the express consent of all residents assigned to that space. An unlocked door or open door is not permission to enter.

Lockouts

If a student is locked out of their room, house, or apartment:

For residence halls, during duty hours (Sunday-Thursday 9pm-1am; Friday-Saturday 9p-2a), contact the RA on Duty for your community.

Outside of duty hours or for the Witten' Burbs, contact Wittenberg Police Division.

Student must provide ID to be let into the room. Students are only permitted access to their assigned room; no staff member will grant access to a room of which the Student is not the assigned occupant.

Student must produce their room key upon being let into the room. If the key is not readily available, the resident must bring their room key to their Area Coordinator or the main Residence Life office within 24 hours of the lockout for verification that the key is not lost. If the resident fails to produce the key within 24 hours, a lock change will be ordered (see below).

During the first week of fall and spring semester, Residence Hall students will be issued warnings from Resident Advisors (RA) regarding the lockout process. Beginning the 2nd Monday, the consequences below will be implemented, regardless of whether or not an individual student has received a prior warning. Lockouts will be tracked by Wittenberg Police Division and Residence Life. Lockouts will be charged as follows:

1st lockout - \$10

2nd lockout - \$15

3rd lockout - \$20 fine

4th lockout - \$25 fine and referralhe loc\$25 fine aif/2HQ EMC /P A/CID 11-B4mtyyyFeo 9uRls, during dut

Quiet hours are maintained in residence halls from Sunday-Thursday 10pm-8am and Friday- Saturday midnight-9am. Each hall may establish quiet hours beyond this time. Courtesy hours are always in effect. If a student has a complaint about noise, the owner of the disturbance should be contacted first. If satisfaction is not obtained, then Residence Life staff should be notified. Twenty-four hour quiet hours are mandatory during finals week each semester, beginning the evening of the last day of class and continuing through hall closing.

Students in University houses and apartments must abide by local ordinances regarding noise and hours of restrictions (10pm-7am). Students may not host street or block parties without written permission from Wittenberg Police and Residence Life. The Student will act and require other persons on the residential property with Student's express or implied consent to act in a manner that will not disturb Student's neighbors' peaceful enjoyment of their neighboring residential unit or property. Students wishing to host gatherings at their home should review [Resource Guide B: Safe Social Host](#) for best practices.

Fire and Life Safety

Unauthorized access:

Students are not allowed on ledges or roofs of any buildings at any time. Balcony access is limited to properties in which it was expressly granted; failure to abide by balcony occupancy limits will result in loss of balcony access. Fire escapes are to be used only during training drills and alarms. Basements are only to be accessed for purposes of laundry hookup use or breaker/fuse box access where property layout necessitates. In general attics, basements, crawl spaces, garages, storage buildings, maintenance closets, and similar areas are strictly off limits for students unless given written permission by Residence Life.

Emergency Equipment:

Tampering, damaging, or inhibiting the use of emergency equipment in any University housing is expressly prohibited. Residents may not use emergency equipment for any purpose other than emergency use. This includes fire extinguishers, heat and smoke detectors, fire hoses, fire doors, exit doors, exit lights or panels, door alarms, or any other emergency equipment.

University house and apartment residents must keep smoke detectors and any University- provided extinguishers in good working order at all times.

Smoke detectors are installed in each living space according to code; some are hardwired, some are battery-powered. All smoke detectors are fire safety equipment and are not to be obstructed or tampered with in any way. A smoke detector that beeps about once per minute indicates that the battery needs to be replaced.

Witten'Burbs residents are responsible for testing and inspecting each smoke detector each month during their housing agreement period to ensure proper operation and to promptly advise the university of any apparent defects. If students need training or assistance on ssi32o

Power tools, spotlight/floodlight, wireless router, or other devices which have potential to disrupt community

Firearms, weapons, fuel/flammable liquids, or other dangerous or hazardous material

Water-filled furniture or apparatuses such as waterbeds, pools of any kind, hot tubs, or liquid-filled containers of any kind over 10 gallons

Otherwise, acceptable small appliances such as coffeepots or irons that are not UL approved or do not have an auto-shut off feature

Homemade or home-modified appliances

Electronic scooters may not be charged or stored inside.

This is not an exhaustive list of the electrical appliances and pieces of equipment that are not suitable for use in campus housing. The student must obtain written approval from Residence Life prior to bringing or using any item that does not clearly fall within the range of allowed items. All appliances and electronics used in campus housing must have the original Underwriter's Laboratory seal. If an unapproved item is found in a campus housing space, the item will be confiscated and a fine assessed. The list of items not allowed, restrictions on use and storage, and permitted specifications can be altered at the University's choosing based on currently available information.

Items allowed in campus housing:

Refrigerators are permitted provided they are within the following limits:

120-volt, 60 cycle AC, 200 watts, 2 amp; compressor hermetically sealed, self-

Birthday candles on cakes and candles necessary for the observation of religious holidays may be burned with prior permission from the Area Coordinator.

Living in a house or apartment is a different environment than a residence hall. With that in mind, the following exceptions are permitted specifically for students in the Witten' Burbs:

Residents wanting to bring in other appliances not already present in their unit such as a/c units, laundry machines, or additional refrigerators should request permission from Residence Life prior to bringing the appliance. The Student is responsible for appropriate, safe, and complete installation and removal; any damages caused by, or cost incurred as a result of student-added appliances will be charged back to the assigned resident(s). If such approval is granted, it shall be made part of the housing agreement and may be subject to an additional charge. University properties are of a variety of ages and set-ups, therefore not all properties can support all desired appliances. Properties will not be modified to accommodate appliance requests.

Students wishing to rent laundry machines must use the approved University vendor (Open Sky Concepts). The University will not provide access to the student properties for any other vendor. Students using an unapproved vendor are responsible for any arrangements, appointments, access, or damage resulting from those arrangements.

Grills are permitted for use on lawns, provided Students exercise caution and common sense (e.g., ensuring safe distance from structures, trees, etc., staying with grill throughout process, ensuring grill and all components are in good condition, ensuring grill and fuel source is fully out/off and grill is cooled before leaving the area, ensuring users have adequate knowledge about safe grill operation). Grills and fuel including propane tanks, charcoal, and lighter fluid is never permitted within the residential structure (including on porches).

Outdoor fireplaces/firepits are prohibited. Students wishing to have an outdoor fire can request permission to use the campus approved bonfire location and will need to meet with Witt PD to request permission and review expectations, the space should also be reserved in 25 live.

Small appliances not allowed in residence halls but permitted in Witten' Burbs homes provided they are within the electrical limits listed above, in good condition, have an auto shut-off feature, and UL approved are limited to: toasters, convection/toaster ovens, microwaves, slow cookers, pressure cookers, waffle irons, griddles, electric pans/skillets/woks, rice cookers, hot pots, air popcorn poppers, bread machines. Students should remain present throughout use, exercise caution, and follow safe operating procedures.

Witten' Burbs residents are still NOT permitted to bring: hot plates, oil fryers or poppers, indoor grills, fuel-based lamps, space heaters, or anything with an exposed flame or heating element or reliant on a flammable or accelerant material such as kerosene, propane, butane, gasoline, lighter fluid, etc.

Egress

The path of egress, the path of evacuation, should never be obstructed in any residential space. This includes consideration for arrangement of furniture, adding furniture or belongings, placement of items in rooms and hallways. Items should not be kept in hallways; items that restrict the path of travel further than adjacent exit doorways are expressly prohibited. Items should never block or restrict doorway

openings or the ability of exit doors to fully open. Nothing should ever be stored in stairwells. Fire doors should never be propped. Items should never be stored near exit doors.

Indoor sports

For reasons of safety and sanitation, games, sports, or activities better suited to outdoors are not permitted inside residential spaces, especially hallways, lounges, stairwells, or other common use areas.

Activities better suited to outdoors are discouraged in houses and apartments as well.

Absolutely no objects of any type may be thrown, dropped, pushed out of, placed outside of, or allowed to fall from any campus housing window. This is a serious safety hazard and will result in disciplinary action and fines.

Students may not leave microwave ovens unattended while in use.

Decorations

Students may not promote a culture of alcohol by displaying empty containers or packaging in residence halls. Such displays in houses and apartments should be limited, clean of residue, and not harming facilities in any way.

Posters and other decorations may be hung on the walls; however, excessive paper or fabric is considered a fire hazard (more than 10% of the surface). The placement of posters, signs, etc., on the exterior of residence hall room doors, on the exterior of University houses or apartments, or displayed in house or apartment windows is limited to those appropriate to community living. Students are not permitted to attach items to residence hall hallway walls. Students are not permitted to attach items to any ceilings, light fixtures, pipes, or other fixtures in the room.

Nails, thumbtacks, tape of any kind, and other items (decals on mirrors and doors, etc.) which damage, mark, or alter surfaces are not permitted.

Any furniture or draperies introduced to campus housing by the resident must meet current fire safety codes for flame retardant rating. The University reserves the right to judge what is safe for its buildings and their occupants.

Modification of Facilities

Any tampering with or rewiring of electrical fixtures or telephones is in violation of the total safety of the building. Any tampering with or alteration of any building systems (plumbing, hvac, electrical, drainage, cable/network, etc.) is forbidden and will result in substantial fines.

Outside antennas (including satellite dishes, etc.) are not permitted and will be removed. The installation of outside aerials is not permitted for safety reasons. They will be removed by Facilities Management personnel, and residents of the room will be assessed a service charge for their removal. Running an antenna wire to a metal window screen or architectural metal on a building is interpreted as an outside antenna.

Residents may not remove the screens from their room windows or other residence hall windows at any time, nor take any action that may damage the windows or screens. Failure to keep screens in place will

Parking

All registered students are required to register any vehicle they bring to campus, regardless of residence. Validation stickers should be displayed at all times. Validation stickers are available through Wittenberg Police Division. Parking is only permitted in designated area. Vehicles are never permitted on lawns. Vehicles must be registered every academic year.

Electric Scooters

Due to safety and accessibility concerns, Wittenberg University prohibits the use of all electric scooters on campus property north of College Avenue. This includes the electric scooters deployed in downtown Springfield. For individuals interested in riding an electric scooter off-campus, it's important to know that riders are required to follow the general rules of the road and for operating a vehicle, including all local, state, and federal laws. Additionally, bicycles and electric scooters may not be ridden on sidewalks.

Academic Standards and General Academic Information

Please refer to the [Academic Catalog](#) for Academic Information and General Academic Standards.

Wittenberg University

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