



# MUSKINGUM

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U N I V E R S I T Y

**2016-2017**

**STUDENT HANDBOOK**

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# A NOTE FROM THE VICE PRESIDENT OF STUDENT AFFAIRS

Hello Muskies!

Welcome to another great year at Muskingum! For some of you this will be the first of many years you will spend with us on this vibrant campus, for others, this may be your last—but for all of you Muskies, I hope this year is one full of cherished memories and experiences.

Beyond the excellent academic challenges offered at Muskingum, I encourage you to get involved in the many enriching opportunities outside of the classroom. The residential liberal arts experience will offer you development through cultural, spiritual, recreational and social activities and programs on campus. Take the opportunity to engage in these leadership activities and enhance the richness of your collegiate experience. Through your involvement, you will meet other Muskies, learn more about yourself, and build a repertoire of skills that will impress prospective employers and graduate schools.

In addition to the privileged opportunities you will enjoy at Muskingum, there are obligations and responsibilities which you accepted upon matriculation to Muskingum. Being a part of a civil community requires that students show respect for one another while expressing themselves to each other and faculty/staff. This handbook describes the standards that our community expects you will abide by, as well as, the process through which adjudication will occur if these standards are violated.

Our faculty, staff, and administrators are eager to help you engage in and navigate through your experiences this year while you make Muskingum University your home. In addition to these personal guides, the information herein regarding dates, events, organizations, services, and policies/procedures will serve as a reference on the journey before you.

I wish you many successes as you embark on the year ahead of you.

In Muskie Pride,

*Janet Bass*

Janet Heeter-Bass  
Vice President for Student Affairs

# I. Muskingum University Information

## **Mission**

The mission of Muskingum University is to offer quality academic programs in the liberal arts and sciences in the setting of a residential, coeducational, church-related University and in the context of a caring community where individual fulfillment is encouraged and human dignity is respected. Its primary purpose is to develop - intellectually, spiritually, socially and physically - whole persons, by fostering critical thinking, positive action, ethical sensitivity and spiritual growth, so that they may lead vocationally productive, personally satisfying and socially responsible lives.

## **Accreditation**

Muskingum University is accredited by the North Central Association of Colleges and Secondary Schools and is approved for teacher education by the Ohio, Pennsylvania and New York State Departments of Education. Muskingum holds membership in the University Entrance Examination Board, the American Association of University Women, the National Association of Schools of Music, the Association of American Colleges, the American Council on Education, and the Council for the Advancement and Support of Education.

## **History**

Muskingum University is rich in tradition, its proud heritage reaching back to the first half of the nineteenth century when Ohio was an infant state and covered wagons were bringing adventurous settlers westward over the newly completed National Road through New Concord.

Even its Indian name, sometimes mispronounced and often misspelled, is a source of pride to those who cherish the history of that colorful part of frontier America "beyond the Alleghenies." The name Muskingum, first applied to a river, was one of only three names of Indian origin to appear in this area on maps published in London before the Revolutionary War. The others were Ohio and Miami; it is perhaps a coincidence that all three eventually came to identify schools of higher education.

## **Presbyterian Heritage**

In 1836 a group of education-minded citizens of New Concord applied to the state legislature for a charter to establish a University in the village, and the next year--on March 18, 1837--- the charter was granted. Because the community was settled largely by farm people of Scotch-Irish descent who had come into eastern Ohio from neighboring Pennsylvania, the predominant religion was Presbyterian. In 1877, Muskingum became associated with the Synod of Ohio of the United Presbyterian Church, and continues in formal association with the Synod of the Covenant of the Presbyterian Church (U.S.A.).

During its first half-century Muskingum adhered to the traditional educational patterns of the classical University of that period. In 1854, women were admitted on an equal basis with men. After the Civil War a period of steady growth began, accelerating in the twentieth century until the frontier classical University of less than a hundred students has now grown into a modern liberal arts University of over 1600 students situated on over 200 acres.

With the closing in 1927 of Franklin University at New Athens, Ohio, Muskingum acquired the charter, library and alumni rolls of that University, which had been an important educational institution of the Presbyterian Church in the nineteenth century.

## **Statement of Non-Discrimination**

Muskingum University does not discriminate on the basis of race, color, national or ethnic origin, handicap or physical challenge, sex or age, religion, gender, disability, sexual orientation, socio-economic status or political affiliation, in admission or access to, or treatment or employment in its education programs and activities, including rights and privileges, educational policies, scholarship and loan programs, athletic activities and school-administered programs. The Coordinator of Human Resources, Compliance Coordinator, has been designated to coordinate the University's compliance with the nondiscrimination requirements under Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972 and the Age Discrimination Act of 1975 which prohibit discrimination on the basis of handicap, race, sex and age, respectively. The Coordinator of Human Resources may be contacted at Room 16 Montgomery Hall, telephone (740) 826-8114. The Title IX Coordinator has designated to handle inquiries regarding the prohibition of sex discrimination under Title IX and can be contacted at (740) 826-8083, Student/Faculty Center (TOC) 216, or [titleixcoordinator@muskingum.edu](mailto:titleixcoordinator@muskingum.edu).

## **Campus Central Buildings**

Information can be found in this section about the following Muskingum University buildings: Paul Hall, Brown Chapel, Montgomery Hall, Cambridge Hall, John Glenn Physical Education Building, and the Anne C. Steele Center, the Roberta A Smith Library, the Quad Center, the Boyd Science Center, Caldwell Hall, Walter K. Chess Center, the Neptune Center, and Otto and Fran Walter Hall.

1. **Paul Hall (1873)**, the oldest building on campus, is named for Dr. David Paul, president of the University from 1865 to 1879. The building, which has been designated a National Historic Site, houses the music department.
2. **Brown Chapel (1912)** is a multi-purpose building which serves the University as church, chapel, auditorium and classroom. Its main auditorium seats nearly 500 and houses an organ whose moveable console permits its use for recitals and church services. The basement contains a lounge area, music practice rooms, a small chapel and offices. The chapel was named for J.M. Brown, a benefactor of the University and long-time member of the board of trustees.
3. **Montgomery Hall (1921)** is the administrative hub of the campus, containing administrative and faculty offices and classrooms. The building is named for Dr. J. Knox Montgomery Sr., president of Muskingum from 1904 to 1931.
4. **Cambridge Hall (1929)** was built largely with funds contributed by citizens of nearby Cambridge. Along with classrooms it contains seminar rooms, the business department, the English department and journalism labs, sociology and psychology labs, a teaching lab and a child development center with observation rooms.
5. **John Glenn Physical Education Building (1935)** was named in 1962 in honor of the distinguished astronaut-senator graduate. It houses two

gymnasiums, a swimming pool, recreation and intramural equipment, and coaches' offices.

6. The **Anne C. Steele Center (1986)** is a four-floor building holding a 2800 seat gymnasium, gymnastics/dance room, four handball/racquetball courts, a baseball/softball hitting area, a weight room and athletic training room plus flexible locker rooms. The Physical Education Faculty Office, the Athletic Department and meeting rooms are also housed in this facility.
7. The **University Library (1960)** accommodates students, faculty and community members. Its shelves contain more than 209,500 volumes in addition to an extensive collection of journals. Through membership in Ohio LINK, the Muskingum University community has access to a wide variety of library resources from 84 Ohio universities and Colleges.
8. The **Quad Center (1960)** includes the campus center, snack bar, mailroom, bookstore, and meeting rooms. It also houses the Student Affairs Offices and the Student Senate Office.
9. **Boyd Science Center (1971)** is a four-floor building housing the biology, chemistry, geology, mathematics, modern languages, computing science, engineering science and physics departments. It has modern facilities and laboratory equipment available for undergraduate science instruction. The Boyd Science Center also houses the Computer and Telecommunication Center.
10. **Philip and Betsey Caldwell Hall (2004)** is the University's new communication arts complex which honors the extraordinary legacy of Philip and Betsey Caldwell, lifelong champions of higher education. Located between Montgomery Hall and the Library, this state-of-the-art academic building completes a fountain arrival plaza that was first envisioned in the 1920s campus master plan. The design of the 32,000 square foot facility has been specifically developed to unite the communication-related programs-speech, theatre, electronic journalism and graphic arts - under a single roof. The facility houses a 250-seat grand theatre/recital hall, a radio and television communication center, instructional suites, an exhibit gallery, an experimental theatre/rehearsal hall, and faculty offices to support these programs.
11. **Walter K. Chess Center (2008)** is the University's student center which houses a cardio complex, evening resources from Career Services, Study Abroad and the Library, and meeting spaces for student organizations. Students will also enjoy a large social hall for campus activities and events. The facility is strategically placed between the two residential hills with a one-of-a-kind bridge to create a complete campus residential complex. The building's resources and location will forever change the culture of campus. This building furthers the passion of Walter K. Chess that Muskingum University develop the whole person.
12. **Neptune Center (2008)** Ruth and John Neptune Art Center (2008) honors John (Class of 1942) and Ruth Dorsey (Class of 1940) Neptune. Early in his career, Dr. Neptune taught chemistry at Muskingum and later joined the faculty of San Jose State University, where he held the H. Murray Clark Chair of Chemistry. Ruth was chair of Muskingum's Art Department from 1944-48, taught in public schools in Wisconsin, and taught painting, watercolor, fiber arts, and mosaics throughout her long career in the arts and arts education. The Neptune Center will house both two-dimensional (painting, photography) and three-dimensional (ceramics and sculpture) until Paul Hall is renovated to become the permanent space for two-dimensional art. Thereafter, the Neptune Center will be dedicated to the teaching of

ceramics and sculpture. The facility contains state-of-the-art studio space, a gas-fired and two electric kilns, and specialized equipment which supports the work of student artists, photographers, and sculptors.

- 13. Otto and Fran Walter Hall (2011)** is a three floor building housing the department of Music, the John and Therese Gardner World Language Center, and the Center for Advancement of Learning. Additionally, academic classrooms are used by other disciplines throughout the University. Otto and Fran Walter Hall honors the remarkable lives and generosity of two lifelong champions of justice, education, and the arts. The music floors include faculty studios, percussion studio, individual practice rooms, library, student lounge, and designated recital halls for both vocal and instrumental music. The World Language Center includes a state-of-the-art language laboratory, classrooms, and faculty offices. The Center for Advancement of Learning provides special distraction reduced facilities for testing purposes. These facilities include offices for each of the learning consultants and provides for private one-on-one tutoring with computer access.

**Customs and Traditions** The following are some of the most prominent of Muskingum’s traditions and customs. Upper-class students are already familiar with them. First-year students will soon come to know and observe them. Taken together they help knit together the University community and give to all students a sense of belonging.

- 1. School Colors...**Black and Magenta. Legend has it that the color magenta was inspired years ago by a ribbon on a much admired hat of a lady faculty member.
- 2. Nickname of Athletic Teams...**The Fighting Muskies. Although a logical abbreviation of the University name, it is deemed appropriate that “Muskie” is also the abbreviation for the game fish, muskellunge, found in the streams of southeastern Ohio and well known for its fighting qualities.
- 3. Muskie “Hi”...**A spirit of warmth and friendliness permeates the campus. Students, faculty, administration, and guests keep alive this spirit.
- 4. University Seal ...** Another respected tradition at Muskingum is that of never stepping on the University Seal which is inlaid in the floor of the main entrance to Montgomery Hall.
- 5. Homecoming...**One of the most gala events of the fall season is Homecoming. At this time alumni return to their Alma Mater to see old friends and enjoy the parade, receptions, sporting events, the Varsity Revue and club reunions.
- 6. Parent’s Weekend...**Parents are especially invited to share a spring weekend on campus with their students and the University community. This event is usually accompanied by a Student Talent Show, senior seminar presentations and various activities.
- 7. Scholarship Day...**The purpose of Scholarship Day, scheduled annually at the beginning of Parents’ Weekend, is to give recognition to those students who have done outstanding academic work. Appropriate awards are given to the highest five percent of students in each class provided they have a G.P.A. of 3.35 or better.
- 8. Illumination Nights...**The campus is illuminated on Commencement Weekend and Alumni Weekend, when the entire campus is lit with Japanese lanterns.

9. **Commencement Weekend...**Commencement is the most joyous and tearful time in the life of the University community, as it gathers together members, friends, and family to celebrate the graduation of those students who have completed their degree requirements. The Baccalaureate service provides an opportunity to give thanks for the blessings bestowed on the community and especially its graduating seniors, and the Commencement ceremony honors the accomplishment and promise of the graduating students as they join the Long Magenta Line.
10. **Alumni Weekend...**Hundreds of “grads” return to campus for class reunions on this weekend in June. A full weekend of activities is scheduled, highlighted by the annual alumni banquet held on Saturday afternoon.
11. **Chapel...**The campus community gathers for worship in Brown Chapel on Thursdays at 11 a.m. No classes are scheduled during this hour in order that a time for reflection and renewal might be observed.

### **The Alma Mater**

All hail, Muskingum, glorious Alma Mater.  
 Thy loyal children come to do thee honor,  
 Life more abundant thou to us hast given,  
 Hail, Alma Mater, Hail.

All hail, Muskingum, glorious Alma Mater,  
 Thou who hast guided our youth triumphant,  
 Into the life where knowledge still is holy, Hail,  
 Alma Mater, Hail.

All hail, Muskingum, glorious Alma Mater,  
 To thee we pledge our loyal devotion,  
 God’s care surround thee though the endless ages,  
 Hail, Alma Mater, Hail.

— T. R. Berkshire ‘27

### **Muskingum Fight Song**

Fight on Muskingum, Fight, Fight, Fight  
 Fight for your University, with all your might  
 Victory will be  
 For dear old M.C

Fight with all your might for your school  
 Muskingum!

Cheer every student, cheer, cheer, cheer Cheer  
 for your University dear  
 When this game is o’er  
 We’ll have a great big score  
 Fight on Muskingum, Fight!

— James Mace ’23 — Arr. by James Pierce ’31



## II. Campus Services

### Career Services

The Office of Career Services offers an array of services to all Muskingum students and is located in the Quad Center. Our website, [www.muskingum.edu/home/careerservices/index.html](http://www.muskingum.edu/home/careerservices/index.html), provides a listing of the services and scheduled activities, consortium programs, job postings, and links to other career related sites.

Students are encouraged to visit the office early in their University career to discuss career interests and personal goals. The career resource library contains literature on graduate schools, internships, and summer jobs, as well as books on job search techniques, vocational information and employment directories. The Career Advisory Program involves a number of alumni who are interested in talking to students about their own career path, fielding resumes, and providing employment/internship information.

The Office of Career Services offers the following services:

1. **College Central Network:** Students can post their resume online, create an online portfolio, as well as search the online job posting database;
2. **Online Services:** Numerous online resources available and social network sites, including Twitter, Facebook, and LinkedIn;
3. **Counseling Service:** Counseling is available on an individual basis to discuss plans for the future;
4. **Resume Service:** The Career Services staff is available to critique resumes and cover letters;
5. **Career Resource Library:** Books, pamphlets and brochures are available as students make their decisions on career goals. Please consult with Career Services about available materials in specific areas of interest;
6. **Career Advisors:** A file of Muskingum alumni has been established to help students contact individuals in a specific vocation and/or geographic area;
7. **On-Campus Recruitment:** Career Services coordinates on-campus recruitment with school systems, business and industry, government agencies and graduate schools. This service is open to full-time students and full-time December graduates of the current academic year;
8. **Career Fairs:** Career Services belongs to multiple consortiums which provide students various opportunities;
9. **Workshops:** Offered several times during the year: Interviewing Skills, Resume Writing and many more.

### Computer Services

The University's Computer and Network Services (CNS) department is located in Boyd Science Center 331. CNS can be found online at [www.muskingum.edu/cns](http://www.muskingum.edu/cns).

CNS provides resources, services, and support to students. This includes, but is not limited to residential internet connections, email, web hosting, residential phone service, voice mail, and print services. CNS provides documentation related to the configuration and/or use of these services. On a time-available basis, CNS will also assist students with malware/virus removal, resolving operating system update issues, and diagnosing problems with their computers. We do not install operating systems or perform hardware repairs.

CNS provides Help Desk Support at **(740) 826-8050** (ext. 8050 on-campus) or at **cns@muskingum.edu**. Office hours are posted on the CNS office door and on our website.

### **Network Connectivity**

In order to connect to the campus network, students who bring their own network capable devices to campus must provide a system which meets or exceeds the University's minimum requirements. The CNS web site provides documentation for approved OS choices and computer hardware requirements. It is the responsibility of the student to ensure the system's functionality before it will be permitted to connect to the campus network. The University uses an on-line registration process to grant access to the network.

Each residence hall room is equipped with at least one wired network port. If additional ports are desired, students are responsible for furnishing their own network switch and necessary cables. When selecting this equipment to bring to campus, please remember - **Network routers are prohibited!** Only network switches are permitted. Use of a router will cause the network port to be disabled.

Wireless networking is available at various locations on-campus including the lobby in each of the four residence complexes, the common areas of the Quad Center, and other locations across campus.

While not provided by CNS, Time Warner Internet service is available in every residence hall room for an additional fee. This is separate from the University data network. CNS does not sell or provide support for this service.

### **Printing**

Fee based printing is available in campus computer labs. Details can be found on the CNS website by clicking the Computer Labs link. Students are welcome to bring a personal printer, but CNS does not provide support for personal printers.

### **Electronic Accounts**

All of your Muskingum electronic accounts (email, Blackboard, MuskieLink, etc.) use the same username and password. You should never give this password out to anyone. CNS will NEVER ask you for this password.

### **Residential Hill Computer Labs**

Open 24/7 during Fall and Spring semesters

All residential labs are staffed part-time. Hours will be posted in each lab. All residential labs are equipped with a black & white laser printer

LOCATION	# PCs
Thomas Hall	8
Memorial/Moore Hall	6
Kelley/Patton Hall	12
Finney Hall	6

### **Chess Center Computers**

Black and white printer available on second floor

LOCATION	# PCs
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Chess Center Library Annex	4
Chess Center Hallway Kiosks	3

### Quad Computer Labs

These labs are open for general use when not reserved for classes

Each lab is equipped with a black & white laser printer

Hours are posted on the lab door and on the CNS website

LOCATION	# PCs	Notes
Cambridge Hall 248	14	
Caldwell Hall 360	16	Includes a color laser printer
Boyd Science Center 204	30	
Boyd Science Center 239	25	

### Library Public Computers

LOCATION	# PCs
Reference Room	10
Open Lab	24
Kiosks	15

### Specialty Academic Labs

LOCATION	# PCs	Purpose
Science Center 305	25	Education Center (laptops)
Walter Hall 10	30	World Languages
Walter Hall 112	8	Music
Science Center 124	8	Physics
Science Center 125	8	Physics
Science Center 134	8	Astronomy
Cambridge Hall 203	24	Psychology
Library 007	25	Library

When using shared facilities, students are expected to demonstrate common courtesy and respect toward classmates as well as the available equipment. Students should review the “Statement of Computer Ethics” found in the policies and regulations pages of this handbook.

### Counseling Services

The Office of Counseling Services is located in Montgomery Hall, Ground Floor, Suite 2. Hours of operation are 8:00 a.m. to 5:00 p.m., Monday through Friday during the academic school year. Personal counseling is available to all students; consultation and referral services are available to faculty and staff. All services are free of charge.

Confidentiality is the foundation of the counseling relationship. Information you share in a counseling session will be treated by the Counseling Services staff with strict confidentiality following all legal and ethical guidelines.

Counseling Services assists students in overcoming personal, emotional, and psychological issues that may negatively impact their ability to reach their academic goals and to make the most of their experience at Muskingum University. Our goal is to support students as they acquire the skills, knowledge, and resources to succeed academically and pursue satisfying and productive lives.

Appointments can be made by contacting the Office of Counseling Services at (740)826-8142 or via email at [counseling@muskingum.edu](mailto:counseling@muskingum.edu).

## **Health Services**

The Wellness Center (740) 826-8150 is located on South Street (east campus) behind Lakeside Drive. Hours of operation are 8:00 a.m. to 5:00 p.m., Monday through Friday while classes are in session during the traditional school year. Each weekday afternoon a walk-in clinic is available for consultation with a physician.

Services include treatment for injury and illness, appropriate referral for x-ray or specialist when indicated, and provision of loaned equipment if needed (crutches, ice bags, etc.). Allergy injections are given only during clinic hours.

The Wellness Center does not provide an excuse for class absence due to illness or injury. Students are encouraged to contact their instructor before the class is missed to report that they will be absent. If an illness or injury requires leaving campus for treatment involving a prolonged absence, the student should notify the Academic Dean's Office.

**If an emergency should arise at the time the Wellness Center is closed,** students are advised to contact residence life personnel or University Police (740) 826-8155.

## **Library Services**

The Muskingum University Library plays a major part in the academic life of students. The Library offers students with easy access to 48 million items through the integrated statewide shared OhioLINK catalog of books, DVDs, CDs and more. Included in the holdings are 69,000 e-books; 70,000 e-journals, 9,000 of which are offered as full text; 150 databases; and thousands of images, sounds and videos. The local collection provides the campus community with more than 210,000 books and multimedia resources, 150 print journals and 12 daily/weekly newspaper subscriptions. As a member of OhioLINK, library services to Muskingum students, faculty and staff include borrowing privileges at 90 academic libraries throughout the state of Ohio. As a Federal depository Library for Ohio's 18<sup>th</sup> Congressional District, the Muskingum University Library receives electronic and print government publications from the United State government and the State of Ohio.

The library catalog and electronic resources can be accessed in residence hall rooms, computer labs or from off-campus. A link to the Library resources is available from the University's website. For direct access to the Library resources, go to:

<http://www.muskingum.edu/home/library/>

Muskingum University Library is a member of OPAL (Ohio Private Academic Libraries) and OhioLINK. Through these consortia memberships, students have borrowing privileges at 88 public and private academic libraries in Ohio, as well as, Cuyahoga County Public Library, Westerville Public Library and the State Library of Ohio. By using the OhioLINK Library Catalog students have access to over 34 million items. Library items not owned by Muskingum can be requested through OhioLINK and it will be delivered to campus within 2 to 3 days.

Library instruction classes are offered throughout the semester to help students learn how to use electronic and print library resources more effectively for research. Students can also receive individualized help with research by stopping by the Reference Desk.

## Quad Center

The Center's many facilities include:

**Student Affairs Offices**—Career Services, Campus Activities, Student Conduct, Student Life, International Student Services, and Housing and Residence Life are all located on the 2nd floor of the Center. The floor also includes a general lounge area and the Student Senate Office.

**University Bookstore**—The Muskingum University Bookstore serves the entire campus community. The bookstore has all of the books you need for class and saves you money by offering rental, used and digital textbooks, along with new books. The bookstore buys back books, no matter where you bought them, year-round! But the best time to sell back to get the most cash is during finals week. Plus, the bookstore is your one-stop-shop for Muskingum pride. Get all of your school spirit clothing and gifts from brands like Alta Gracia, Champion, JanSport and Red Shirt. The bookstore also carries supplies to get you ready for class and snacks to keep you focused and energized. Textbooks and merchandise may also be purchased online at [muskingum.bncollege.com](http://muskingum.bncollege.com).

**University Mail Center** – All students (including commuters) have a mail box at the Mail Center. Items from departments or organizations on campus as well as all regular deliveries (e.g., letters, packages, floral arrangements) for students on campus are distributed to students through their mail box in the Mail Center. This mail box is provided for students to receive items which are for their own personal use, not for students acting as a business buying and selling items. The mailroom will only accept packages sent to the student's name (or, if need be for some items, to his/her parent's or guardian's name). Since we have had trouble in the past with being reimbursed for items which arrive postage due, the mailroom does not accept such items. Notification from the post office will be put in the student mailbox and it will be up to the student to go to the post office in a timely fashion to pay the postage due and collect the item.

For space concerns, when students accumulate 15 or more packages, or when packages are left at the mailroom for over a week, we will first contact the student via email to notify him/her that a package needs to be picked up. If there is no response, we will contact the student via a second email and let him/her know that any of those packages which are still in the mail room 30 days from the date of the email will be considered abandoned. Abandoned items will be either discarded or donated to charity.

The hours for student mail pick-up are posted by the Mail Center door and on the web page reached via the Business Office website. Students must show their University ID to pick up mail. The Mail Center is open all year, but not on weekends, nor when the University is officially closed (holidays, weather closings, etc.). Any deliveries attempted when the mailroom is not open will not be completed until the mailroom is open. In addition, nothing will be delivered directly to student University housing.

Mail items should be addressed in the following manner:  
Full Student Name (Please, no nicknames)  
199 Stormont Street  
New Concord, OH 43762-1118

The Mail Center tracks and requires signatures for packages or other items which are sent with tracking. If something important is being sent, and there is an option, it is better to have that item sent with tracking. With tracking, the journey the package/letter takes may be followed and if there is a delay in shipping, that is apparent. Without tracking there is no way to verify where an item is, when it will be arriving on campus, or when the student has picked it up.

The Mail Center is able to send out letters and packages for students via USPS, FedEx and UPS. We charge our costs for such shipping and are only able to accept cash or check payments for this service. If the student already has a shipping label, items may also be dropped off at the mailroom to be picked up by UPS or FedEx, or to be taken to the post office with our regular afternoon trip.

**Postings and Displays**—Those wanting posters or bulletins displayed in the Center or on the Center bulletin boards should examine the Posting and Distribution Policy (please see Section VII of the Student Handbook) and consult with the Student Life Office before the materials are prepared to determine whether they can be approved for posting on designated bulletin boards or other spaces. Any signs posted directly on painted walls or doors will be immediately removed and disposed of properly.

### **Walter K. Chess Center**

The Walter K. Chess Center provides students with a space dedicated to their academic, physical fitness, and social growth.

**Hours of Operation**—The Chess Center is open the following hours during the academic year while classes are in session (hours may be adjusted to fit the needs of students and the University): Monday – Thursday, 10:00am – 12:00am, Friday, 10:00am – 2:00am, Saturday, 10:00am – 2:00am, Sunday, 10:00am – 12:00am

**Access/Guests**—Considered part of the Residential Complex at Muskingum University, the Chess Center is open to all current, full-time undergraduate students who are eligible to live in a residence hall and their occasional guests. Students must have their student ID on them in order to access the building. Students bringing guests to the Chess Center must sign in their guest at the Front Desk.

**Day Lockers**- Day lockers are available for student use on the 2nd floor to store items securely while students and their guests use the Chess Center. Students are encouraged to use their personal padlocks or combination locks during their use of the building as the Chess Center does not provide locks. All locks and personal items must be removed prior to the buildings closing each evening. Any locks remaining will be removed and any damage to the lock and/or personal items left in the locker are not the responsibility of the University.

**Meeting Rooms**—Several meeting rooms are available on the third floor of the Chess Center to conduct host meetings, study sessions, programs, etc. Meeting rooms are available for study while unreserved. Please be courteous to those groups that have reserved a space. Reservations are posted every day outside of each room. Front Desk staff can access reservation calendars upon request. If you would like to reserve space in a meeting room for a student event, please request

a Room Reservation through the Directory on the Muskingum website under Room Scheduling.

**Computers/Study Spaces**—The Chess Center has wireless internet connection available throughout the building. There are a limited number of computers available for student use in the Moore-Ryan Library (room 317) as well as 3 email stations located on the first and second floor. Please be courteous to those using public spaces for studying.

**Gardner Fitness Center**—The Fitness Center is furnished with a wide array of cardio, selectorized, and free weight equipment. Please use caution when using any fitness equipment. Exercise within your personal limits and read all safety instructions on the equipment prior to use. Cleaning materials are available throughout the fitness floor for students to wipe down equipment after they are done working out. Report all equipment issues to the reception desk on the 3rd floor. Use of speakers, or any similar equipment, in the Fitness Center is not permitted. Please be courteous of others and use headphones while using the facility.

**Winn Café**—The Winn Café is open the following hours while classes are in session (hours may be adjusted to fit the needs of students and the University): Sunday – Thursday, 7:00pm – 11:00pm, Friday – Saturday, 7:00pm – 1:00am.

### **Other Services**

**Lost and Found**—Lost and found items (not including those articles abandoned in residence halls) are stored at the University Police office. Articles may be turned in at any time or claimed between 8:00 a.m. and 5:00 p.m., Monday through Friday by appointment. All unclaimed articles are disposed of after six (6) months.

**Check Cashing**—Students may cash personal checks in the business office (Montgomery Hall) in amounts not exceeding \$25.00. Student I.D.s may be required as identification. A student having a check returned by the bank that is marked “Do not present again” will automatically lose check cashing privilege and will be subject to a thirty dollar (\$30.00) fee, which will be added directly to the students account. Check cashing hours are posted in the Business Office.

**Muskingum Emergency Text Alert**—The META system gives Muskingum University officials the ability to communicate emergency information quickly via the text message capability of your cell phone or PDA. By registering for META\*, you will be notified of any safety or security related issues in a timely fashion. While META is a free\*\* service to Muskingum University students, staff, and faculty, it does require you to register. To do so, go to: <http://www.muskingum.edu/home/meta/index.html>, log on to the META registration site using your Muskingum University email user name and password and fill out the on-line form. Follow the directions to verify your registration and you’re all done. \*All individuals must reactivate their accounts each academic year. \*\* BE ADVISED that standard text messaging rates will apply. Contact your carrier for rate information.

## **III. Campus Life**

### **Student Organizations**

**Student Governance—Student Senate** - Student Senate meets regularly and the meetings are open to all members of the University community. Student Senate includes members elected from classes, student organizations, and residential areas.

The Executive President, Vice-President, Secretary, and Treasurer are elected each fall and other representatives are elected each spring.

Senate has numerous responsibilities. In addition to serving as a representative board which solicits and conveys student feedback to appropriate parties, Senate allocates funds from the student activity fund and works with their advisor to appoint students to campus and Board of Trustees committees.

**Student Programming—Muskingum’s Programming Board (MPB)** – MPB is a student led organization that plans programs that aim to provide involvement and entertainment for Muskingum students. MPB, the programming arm of Student Senate, aims to provide entertainment that enhances the college experience for all students. This organization allows students access to a variety of free programs on and off campus every Friday and Saturday night. From home grown events to nationally recognized entertainers to collaborating with various student organizations and departments across campus, MPB serves to form community for Muskingum University students.

### **Residence Life Governance and Programming—Residence Hall Association**

**(RHA)**—RHA serves as a link between the residence halls staff and residents to further enhance the residential living and learning environment. RHA develops activities and programs for resident students to enhance the on-campus living atmosphere and promotes facility improvements which address student interests.

**Academic, Professional, and Honor Societies**—Muskingum University’s academic clubs and societies promote interest and foster excellence in many disciplines. Departments host organizations for those with an interest in education, music education, physics, and theater; as well as those whose distinctions in academics have been recognized in: sociology, biology, mathematics, drama, economics, business, history, modern languages, psychology, physical education, English, scientific research, education, and geology and earth science.

**Alpha Psi Omega (National Theatre Honorary)** is the largest national honor society in America. Colleges and universities of recognized standing, having an established theatre program or theatre club for the purpose of producing plays, will be eligible for membership.

**Alpha Kappa Delta (1978)** is a national sociology honorary formed to encourage sociological research and service. Students must have at least a B average in sociology and rank in the upper 35 percent of their class to qualify for membership.

**Beta Beta Beta (1969)** is a national biology honor fraternity which serves to encourage serious scholarship in the field of biology. To be a member one must be at least a second semester sophomore, declare a major in biology, complete three courses in biology with a “B” average in these courses, and be in good academic standing.

**Kappa Delta Pi (2003)** is an international honor society in education dedicated to scholarship and excellence in education. The Society as a community of scholars pledged to the ideals of: scholarship and excellence in education, promotion of the development and dissemination of worthy educational ideas and practices, enhancement of continuous growth and leadership among its diverse membership, the fostering of inquiry and reflection on significant educational issues, and the maintenance of a high degree of professional fellowship.



**Kappa Mu Epsilon (1969)** is a national collegiate honor fraternity in mathematics which holds the purpose of furthering an interest in mathematics and computing science among undergraduates. Students are eligible to join Muskingum's Ohio Zeta Chapter if they have completed three courses in mathematics and computing science, including Math 220, with a minimum overall grade point ratio of 3.0 (3.3 for sophomores) in mathematics and are in the upper 35% of their class academically.

**Kappa Pi (2004)** is an international honorary organization for studio and art history students. While the fraternity was established in 1911 at the University of Kentucky, the Muskingum University chapter was recently established to provide a special community for those in pursuit of education in the arts as well as promoting artistic and academic excellence within this community.

**Lambda Sigma** is a sophomore honor society established to promote leadership, interest in scholarship, and participation in student activities among all first year students. Membership requirements are a G.P.A. of 3.0 for the first semester of the first-year students, an active interest in campus affairs, and loyalty to Muskingum's standards. New members are chosen in the spring of each year.

The **Ohio Collegiate Music Education Association, Student Chapter 122**, is an organization dedicated to providing future music educators opportunities to further their musical education and experiences. Speakers are brought to campus to discuss various elements of music to supplement the curriculum. Students participate in the annual conference and local events such as solo and ensemble adjudicated events as adjudicator assistants.

**Omicron Delta Epsilon**, a national honor society in the field of economics, attempts to aid in the establishment of a more thorough understanding of the fundamental concepts of economics. The academic requirements for membership in Omicron Delta Epsilon are completion of four courses of economics with a grade point ratio of 3.0, or higher, and junior standing. The chapter was established in 1965.

**Omicron Delta Kappa** is a national junior and senior honorary dedicated to those who have attained a high standard of efficiency in collegiate activities. The local circle became a national organization on April 21, 1991. Membership is based upon academic performance and campus leadership.

**Phi Alpha Theta** is a national honorary organization dedicated to the promotion of historical studies. The local chapter, Alpha Psi, was organized in 1947. Membership is based upon high academic achievement, overall grade point ratio of 3.0, and completion of four courses in history with a 3.5 grade point average in all history courses.

**Phi Beta Lambda** is a nonprofit, education association of students preparing for careers in business and business-related fields.

**Phi Kappa Delta** is an honorary fraternal organization for intercollegiate debaters, individual events competitors, non-classroom audience speakers and instructors teaching courses in oral communication. Its purpose is to promote scholarship, especially in the field of forensic speaking in senior American colleges and universities.

**Phi Kappa Phi** - In April, 2009, a chapter of The Honor Society of Phi Kappa Phi, the nation's oldest and largest all-discipline honor society, was installed at Muskingum. Phi Kappa Phi membership recognizes and rewards

academic excellence and provides access to exclusive resources and benefits designed to serve the academic and professional needs of its members.

**Phi Sigma Iota (1948)** is a national foreign language honor society. The Muskingum chapter, Phi Nu, is dedicated to the promotion of cultural enrichment and sensitivity toward international amity derived from the use of foreign languages. All students are welcomed to participate whether or not they are enrolled in a language class.

**Psi Chi (1968)** is a national honor society which recognizes scholastic achievement and interest in psychology. It is open to students who have completed three psychology courses with at least a 3.00 grade point average for this course work, while maintaining a class rank in the upper 35% of their class.

**Sigma Alpha Iota** is an international music fraternity for women. The purposes of this organization are to foster interest in music and to promote social contact among persons sharing an interest in music. It is a specialized fraternity which confines its membership to persons interested in the single discipline-music-in accredited colleges and universities. It may initiate members of social University fraternities or sororities. Sigma Alpha Iota organizes its group life specifically to promote competence and achievement within its field.

**Sigma Delta Psi (1949)** is a national physical education honorary fraternity for University men and women. The purpose of this organization is to promote physical, mental, and moral development.

**Sigma Tau Delta** is a national honorary society in English. Membership is based on academic performance and creative writing.

**Sigma Xi (1974)** is an organization (also known as The Research Society of North America) for those students majoring in biology, chemistry, computing science, geology, mathematics, psychology, or sociology who show promise of ability to do original research in their field. Students must be nominated for student membership by two members of Sigma Xi and be elected by a 2/3 vote of the active membership.

**The Society for Collegiate Journalist** is a National Society of Collegiate Mass Communications.

**The Society of Physics Students** meets as the **Physics Club** to present and discuss topics of interest in physics. The meetings are open to anyone who has an interest in the subject. Membership in the local S.P.S. relates the student to the American Institute of Physics and brings to the student the monthly issue of the journal Physics Today.

**Theta Gamma Epsilon (1976)** is an honor fraternity for those interested in scientific investigation in the fields of geology and earth science. The objectives of the organization are to stimulate research and scholarship and to promote the exchange of ideas among those interested in geology and earth science in a scientific, professional or cultural way. Membership requirements for students include full-time student status and the completion of three courses in geology with a grade point average of at least 3.0 in those courses.

**Greek Life**— Greek Life has long been a part of the Muskingum University experience. Fraternities and sororities play an important role in the lives of many Muskingum undergraduate students. Thirty percent of Muskingum University students are involved in the Greek community. Through these organizations,

students have the opportunity to develop skills which will be useful later in life. Living and working together, learning about others, experiencing diversity, managing a small business, becoming socially aware, getting involved in the community, and learning to lead are some of the opportunities which await new members. Many of the organizations have their own living environments which include residence hall floors with private lounges, on-campus houses leased and operated by the group and off-campus houses managed by members and alumni advisors.

**Greek Affairs Office**—The mission of the Greek Affairs Office at Muskingum University is to promote a fraternity and sorority community of excellence with a focus on the areas of academic achievement, leadership development, and community engagement. By developing these skills, we hope to empower our students to conduct themselves in a manner that reflects the values and standards associated with membership in a fraternal organization, while complementing and enhancing the educational mission of our institution.

**Greek Council**—Greek Council is the guiding board for fraternities and sororities. The council is composed of two appointed representatives from each organization and the council's executive board. A representative from the Student Affairs staff serves as the group's advisor. Greek Council's purpose is to guide and support the Greek Community.

**Order of Omega**—Order of Omega is a leadership honor society for members of Greek organizations. Order of Omega recognizes juniors and seniors who have exemplified high standards in the areas of scholarship, leadership, involvement within their respective organization and within the Greek, campus, and local community.

## **Musical Organizations**

There are numerous musical organizations active on the Muskingum University campus, including:

**Concert Choir**—The premier choral ensemble at Muskingum, the Concert Choir performs sacred and secular music from a variety of cultures and historical periods, from Renaissance pieces to contemporary choral works. The Concert Choir performs numerous concerts each year as well as an annual tour, and is open to all undergraduate students by audition.

**Chamber Singers**—The Chamber Singers are a select, mixed-voice chamber ensemble auditioned from within the membership of the Concert Choir. In addition to singing and touring with the Concert Choir, the Chamber Singers perform for university functions, worship services, and civic events in New Concord and around the region.

**Musical Theatre Workshop**—A class designed to provide a creative approach to music theatre and operatic scene study and performance. Performances include fully staged scenes from musicals, operettas and operas.

**Choral Society**—Open to both students and the surrounding community, the group performs major choral works with the Southeastern Ohio Symphony Orchestra.

**Wind Ensemble**—The premier wind band at Muskingum University, the Wind Ensemble performs a wide variety of works, ranging from wind band classics to 21<sup>st</sup> century contemporary repertoire. The Wind Ensemble performs several concerts each year as well as an annual tour, and is open to any Muskingum student by audition.

**Jazz Ensemble**—An organization dedicated to the study and performance of this uniquely American art form. The ensemble performs a regular concert series as well as numerous other performances and tours.

**Marching Band**—A highly spirited organization that has become a tradition on the Muskingum sports scene. The Marching Band appears at all home football lending its sound to the excitement and spirit of the games as well as many other campus activities.

**SEOSO**—The Southeastern Ohio Symphony Orchestra is a regional orchestra whose home is Muskingum University. Students may join the orchestra through audition.

**Muskingum Valley Symphonic Winds**—The Muskingum Valley Symphonic Winds is a collection of professional and gifted amateur musicians from throughout the southeastern Ohio area who have gathered to perform a wide spectrum of wind and percussion literature ranging from the works of the great composers, through the twentieth century compositions for the wind band, to selections from the Broadway stage.

**Chamber Ensembles**—Students learn and perform chamber music through participation in various ensembles, including flute choir, clarinet choir, saxophone quartet, brass quintet, percussion ensemble, and guitar ensemble. The chamber ensembles perform two concerts per year, and also play for various community and university events. All chamber ensembles are coached by Department of Music faculty.

**Men's Chorus**—Offered to all male students who desire to sing various styles of men's music, and refine basic concepts and skills necessary for choral singing. The ensemble is comprised of music majors and non-majors alike.

**Sinfonia**—The Beta Lambda Chapter of Phi Mu Alpha Sinfonia, Men's Music Fraternity of America, was established in 1930 and re-chartered in 1995. The gentlemen have been proud to be of service to the Department of Music, the University and the community over the years. The group joined the campus Greek organization system in 2005.

**Sigma Alpha Iota, Alpha Gamma Chapter** is an international music fraternity for women, founded in 1903. The Alpha Gamma chapter was initially installed at Muskingum University in 1927 and reactivated in 1990. The women in the group have at least one music credit and participate in majors outside of music, including psychology, education, journalism, biology, as well as music and music education. Since the reactivation, Sigma Alpha Iota has been an active force in the music department serving as ushers and lights technicians at all concerts, and performing in musicales each semester.

**Ohio Collegiate Music Educators Association, Student Chapter #122** is Muskingum University's chapter of OMEA (Ohio Music Educators Association), which is also a part of the larger national organization, MENC (Music Educators National Conference). The group takes pride in music advocacy. OCMEA also works to promote the music field by informing legislators of the importance of an education that includes music and helping parents and community leaders support music education.

**American Choral Directors Association (ACDA)**—ACDA is dedicated to the advancement of choral singing. Its member include public and private school music teachers, church musicians, children's choir and community choir directors, and singers of all types. The Muskingum student chapter exists to

support the Muskingum choir and promote choral music through its meetings, seminars, guest lectures, clinics, and concerts.

### **Religious Programs & Organizations**

The Office of the University Chaplain seeks to enhance a student's spiritual experience. The Spiritual Life of Muskingum includes many different Christian perspectives—ranging from Roman Catholic, Evangelical, Presbyterian and Nondenominational. Students who choose to express their spirituality in a Christian perspective attend a weekly Thursday morning worship in Brown Chapel at 11 am. Chapel features: student led-music, contemplative prayer, theologically rich/biblically inspired messages and moments of quiet to center us from the often busyness of university life. Chapel is a time of Christian worship. It is a time in which we acknowledge that God is present in the world. Chapel provides a space for the deep human need to express gratitude for God's grace. It is a place of welcome and hospitality. Chapel is where we seek to be transformed and renewed so that we are equipped for God's service in the world. Muskies gather in the basement of Brown Chapel for lunch right after chapel worship—this is a great time to get to know other Muskies who care about their faith!

Every student is given opportunities not only for academic study of the Christian faith and of other world religions, but also for participation in extracurricular programs and groups provided to stimulate intelligent reflection upon, and develop mature understanding of, the Christian faith. Campus Crusade for Christ, for example, is an organization which meets on a weekly basis for discussion, study, fellowship and fun.

The Office of the University Chaplain encourages all spiritual perspectives that embraces other people and is committed to honoring the sacred worth of every human being. Muskingum University through the Office of the University Chapel also welcomes students of other faith traditions (Judaism, Muslim, Hindu, Buddhist and others) to explore their spirituality while on campus. Spirituality is an important part of what Muskingum University seeks to nurture and grow while students study, socialize, athletically compete, and discover their full potential.

### **Student Media**

Muskingum University presents opportunities for students to become involved in the production and presentation of media in the areas of FM radio, television, and newspaper. Each of these programs are run by students under the day-to-day policies and procedures established by the WMCO/Orbit TV Director of Broadcasting and *Black & Magenta* faculty advisor.

**Orbit Media**—Housed in the Department of Communication, Media, & Theatre, Orbit Media is the converged news media organization at Muskingum University. Orbit Media is made up of *The Black & Magenta* newspaper, Orbit Television, and WMCO 90.7 radio outlets.

Orbit Media is driven by integrity and community, thriving from collaborations with Muskingum University to create informative and entertaining content for audiences of all mediums. Orbit Media participation is open to any full-time undergraduate student with a minimum 2.0 GPA, regardless of academic major. Academic practicum credit is required for initial WMCO participation, but is available for students interested in any branch of Orbit Media. Orbit Media facilities are used by students in media production, journalism, and digital media design courses. More information is available at [www.OrbitMediaOnline.com](http://www.OrbitMediaOnline.com).

**WMCO**—WMCO is a stereo FM broadcast station operated by Muskingum University students. Established in 1961, WMCO is available locally on 90.7 FM and streams live worldwide on TuneIn Radio and the App Store. Regardless of major, Muskingum University students are encouraged to become involved as disc jockeys, news and sports announcers, and management members. Successful completion of a training program course (COMM 101-1/201-1) is required to become part of WMCO staff. WMCO participation is additionally open to Muskingum community members who have an interest in hosting an airshow.

**Orbit TV**—Orbit Television is operated by Muskingum University students and airs locally on New Concord Cable Channel 9 or 96-204. A training program course (COMM 101-2/201-2) covering areas of television writing, editing, and production is available. Orbit TV produces news programs in addition to local public affairs and sports productions, including coverage of campus events. Orbit TV programs are also available on Orbit Media’s YouTube Channel, linked at [www.OrbitMediaOnline.com](http://www.OrbitMediaOnline.com).

**The Black & Magenta**—Since 1894, *The Black & Magenta* is Muskingum University’s student-run newspaper. *The Black & Magenta* serves the campus and surrounding communities by providing accurate and engaging information about news, sports, community events, and entertainment. Students can get involved through Orbit Media News as reporters, photographers, editors, or graphic designers. *The Black & Magenta* publishes weekly—issues are available on campus and in New Concord, and digitally via <https://issuu.com/bandm>.

## Student Sports Program

### Intercollegiate Athletics

Muskingum University strives to make competitive athletics available to all of its students. For those with more than average skills, there is an opportunity to engage in intercollegiate competition on 21 varsity teams, 11 men’s and 10 women’s teams. For others, the University offers a strong program of intramural activities.

Muskingum is a member of the Ohio Athletic Conference, the third oldest in the nation, competing in baseball, basketball, cross country, football, golf, lacrosse, soccer, tennis, track and wrestling for the men and basketball, cross country, golf, lacrosse, soccer, softball, tennis, track and volleyball for the women. The other nine members of the OAC are: Baldwin-Wallace University, Capital University, Heidelberg University, Wilmington University, John Carroll University, Marietta University, Mount Union University, Ohio Northern University and Otterbein University.

Muskingum University is also a member of the National Collegiate Athletic Association’s (NCAA) Division III. First-year students are eligible to compete in all varsity sports.

The Student Athlete Advisory Council (SAAC) is an organization made up of a representative from each varsity sport. SAAC’s purpose is to give student athletes a voice in the athletic program, as well as provide opportunities for student athletes to provide service and education to the community.

### Intramurals Mission Statement

While there are several rules/regulations attached to each individual sport and the Intramural Program as a whole, we in Intramurals strive to have major overarching aspects to guide us in those rules/regulations.

1. Intramurals is a place for all to come out and enjoy any sport or recreation activity solely for the love of the sport and/or activity; regardless of your abilities, Intramurals is welcoming to any and all individuals
2. While we expect and accept a certain level of competitiveness from our participants, we ask that they all remember this is just Intramurals. Please leave your attitudes, egos, and poor sportsmanship off of our fields and courts and just enjoy the camaraderie of your fellow students, staff and faculty members participating in Intramurals.

### **Intramurals Purpose Statement**

The purpose of Muskingum University Intramurals is to provide opportunities for students, faculty, and staff to actively engage in healthy competition through sports and other recreational activities; while providing structure for an experiential education which fosters a safe and welcoming environment built upon peaceful play.

### **Liability and Injuries**

Each individual participating in intramurals assumes the risk for any harm or injuries incurred while participating. Therefore, it is strongly suggested that each individual obtain sufficient health insurance coverage either through the University or through their own personal insurance carrier.

### **Eligibility**

- i. Any full or part-time student, faculty or staff, or immediate family member of a faculty or staff member is eligible to participate.
- ii. Current members of varsity or junior varsity intercollegiate teams at Muskingum University are ineligible to participate in that sport or its related sport (example: softball to baseball, flag football to football, etc.) unless otherwise stated by the Professional Coordinator of Intramurals.
- iii. Any member of an intercollegiate team is eligible to participate in an intramural sport the year following their disassociation from the roster.
- iv. Any individual classified as a “hardship” athlete and who works out with the intercollegiate team is not eligible for that sport or its related sport.
- v. No player may compete as a member of two teams in the same sport in the same intramural season unless all team captains agree to allow a person to do so. Except if they are competing in an all gender league and a co-rec league.
- vi. A person who has received professional playing status in a particular sport may not compete in that sport or a related sport at the Intramural level.
- vii. Participants will be required to check in with officials and/or the primary staff member at each event prior to playing. Intramural staff members at any time during play may ask for identification to verify participants are who they claim to be and are indeed on the most up to date roster for said team.
- viii. Alumni are not permitted to participate in intramural sporting events.

### **How to Enter**

Entry forms, which can be obtained from the box outside of the Chess Center Office or on Orgsync before the start of each activity, must be fully completed and returned to the Student Coordinator of Intramurals by the indicated deadline.

## **Sportsmanship and Team Conduct**

Good sportsmanship is vital to conducting a successful intramural program.

Officials and supervisors will make decisions on whether to warn, penalize, eject, or suspend individuals or teams for poor sportsmanship. At any point during a game, an official or supervisor may eject a player for unsportsmanlike conduct, stop the game at any point, or declare a forfeit.

Finally, a participant may be ruled ineligible to compete in future contests because of unsportsmanlike conduct, mistreatment of officials, or the use of improper language. Additionally, it should be noted that unsportsmanlike conduct which violates the Muskingum University behavioral standards will not be tolerated and the responsible individuals or groups will be forwarded to the Student Affairs division for behavior education/disciplinary review.

### **Sportsmanship Ratings Expectations & Guidelines**

1. Each team will be given a sportsmanship rating by the game officials and/or primary staff person overseeing each event.
2. A team must have an average score of 2.5 or higher to be eligible to earn any awards associated with that sport. Team not meeting this standard could forfeit their ability to participate in post-season tournaments as well.
3. Special game situations:
  - a. A team winning a game by way of a forfeit shall receive a score of 4.
  - b. A team losing a game by way of a forfeit shall receive a score of 1 unless they give 12 hours advance notice in which case they will receive a 2. This is because by not showing to an event or giving any notification shows disrespect for the time of the other team's participants as well as the time of the Intramural Staff.
4. **4 points or Excellent Conduct** = Players cooperate fully with officials and their own team members as well as the other team's members. The captain calmly converses with the officials about rule interpretations without disrupting the play of the game. The captain has full control of their team.  
**3 points or Good Conduct** = Players may verbally complain about a couple of decisions made by officials or show minor dissension with ref, their team or other team's members, but never directly attack or question the referee, their team, or other team's members and does not disrupt the play of game. The team captain is able to maintain control of their team and able to step in and prevent minor dissentions from escalating.  
**2 points or Below Average Conduct** = Players shows clear verbal dissension toward referees and/or their team members or other team's members to the point of disrupting the event or unsportsmanlike conduct. Captain exhibits minor control over team, but is in control of their own actions.  
**1 point or Poor Conduct** = Players consistently make negative comments to referees, their team members or other team's members from on the court/field and/or sidelines. The team captain exhibits little control over their team's actions and their own actions. Captain of teams receiving this score could be required to meet with the Professional Coordinator prior to their team being permitted to play their next game.  
**0 points or Unacceptable Conduct** = Players are completely uncooperative. Captain has no control over teammates and/or themselves. Any team causing a game to be forfeited, other than by not showing up shall receive this rating. Any team receiving this rating will be ineligible for the playoffs. All members of a team which receives this rating shall also be required to meet with the Professional Coordinator or all members will be ineligible for future contests in all intramural events until this requirement is met.



## **Protests**

No protests regarding rules, penalties, or interpretations are allowed. Discrepancies and controversies must be resolved on site by officials, the supervisor, and involved parties. If you have major concerns with the rules of play, or the way interpretations are being made on a consistent basis you may set up an appointment with the Professional Coordinator and Student Coordinator.

Protests regarding the eligibility of a player may be made before, during, or within 24 hours after the completion of the game. If a player is found to be ineligible before the game, then the game must be played without the ineligible player. If the protest is made during the game, the player in question will finish the game, but if the protest is upheld the game will be forfeited by the offending team. If a player is protested within 24 hours after the completion of the game and the protest is upheld the offending team will forfeit.

## **Forfeits**

If any specific team forfeits more than one game, they will lose eligibility for sportsmanship awards, their ability to receive any prizes associated with that sport, and could forfeit their ability to play in any playoffs, unless proper notification is given to the Intramural Staff.

A forfeit is defined as not having enough people to play in a game. Teams should be ready to play at scheduled time. Failure to have enough players present or failure to be ready to play at schedule time can result in a forfeit. The opposing team's captain does have the option to grant up to a 5 minute grace period to allow a team to get ready or have the remaining team members show up. If neither team is ready or shows up a double forfeit will result.

## **Alcohol/Drug Policy**

Any team or individual who has alcohol or drugs in their possession at an intramural event or is perceived to be intoxicated by officials and/or intramural supervisors will forfeit that contest and the incident will be forwarded to the Student Affairs Division for behavior education/disciplinary review as appropriate.

## **Recreation Center/John Glenn Gym Facility Utilization Swimming Pool Regulations**

- i. Muskingum University, its directors, officers, employees and agents are not responsible for accidents or injuries;
- ii. Swimming and water activities are at "OWN RISK" as there is no lifeguard on duty;
- iii. No one is permitted to swim alone! Every individual must be accompanied by another swimmer at all times;
- iv. NO diving, horseplay, pushing, and/or running is permitted in or about this facility, as safety must be the foremost concern;
- v. No street shoes are permitted on the pool deck except in cases when the public is invited or when a lecture is occurring during a class;
- vi. A pool schedule will be posted detailing open swim and class time at the pool entrance. Please note, however, that though ample open swim periods are planned, Physical Education Department class time and other usage have priority

**Open Swimming Times:**

Sunday-Friday: 6:30am - 9:00pm Saturday: CLOSED

(Student, faculty, staff, guest ID card is required to use the facility; pool is not open to the public)

- vii. NO glass products are permitted in the pool area;
- viii. NO drinks or food are allowed in the pool area;
- ix. NO pets are allowed in the pool area or recreation buildings;
- x. Band-Aids, bandages, and chewing gum should be disposed of before entering the pool area;
- xi. People with long hair should wear bathing caps;
- xii. Cut-off blue jeans are not allowed as swim gear - - - proper swim apparel must be worn at all times;
- xiii. Children under the age of 14 should not be in or about pool without an adult in attendance in accordance with state law; and University policy.
- xiv. University officials reserve the right to deny the use of the pool to anyone or dismiss people from area.
- xv. The swimming pool will be closed when the University is hosting an athletic event.

**Gymnasium Use Policies General Use**

The University assumes no responsibility for accidents when activities are not being sponsored by the University or not being supervised by University personnel or staff members.

Individuals will be responsible for all equipment used during non-supervised periods. If any equipment is issued by a faculty member or University personnel and is not returned, the person who took responsibility for checking out said equipment must return same or pay for it.

**Specific Use**

Gym shoes are to be worn at all times.

Building hours during Academic Year:

Sunday- Saturday	6:30 a.m. to 11:30 p.m.
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Building hours during Summer Period:

Monday through Friday	6:30 a.m. to 6:00 p.m.
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Saturday through Sunday	Closed
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Swipe cards a required for entrance after 6:30pm except when hosting a home athletic or University event.

**Priority Usage:**

The gymnasium in the Recreation Center is to be available for varsity practice until 7:00 p.m. daily. Intramural events will be given priority scheduling after 7:00 p.m. and can be scheduled before 7:00 p.m. if the recreation center gymnasium is not being used for practice or intercollegiate games.

The gymnasium in the John Glenn building is to be available for varsity practices Monday through Friday from 2:30 p.m. to 7:00 p.m. After 7:00 p.m., intramural and recreation use are given priority. During weekend open hours, the gyms are to be available for recreation use if no practices are scheduled.

For more information about recreation, refer to the links on the Athletic

## IV. Residence Life & Housing

### Residency Requirement

Muskingum is a residential university which requires all undergraduate students to live on campus and maintain a university meal plan for a minimum of six semesters. Students who are 25 years of age or older at the time residency begins are not required to live in campus housing. Students 25 years of age or older must request permission to live in campus housing from the Director of Residence Life.

Exceptions are made for:

- Students who commute from their parents’/guardian’s home (within a 30 mile radius to Muskingum University); or
- Students who are married or have children; or
- Students who transfer from a previous institution and either lived on campus for the equivalent of 6 semesters, or lived at home with their parent/guardian.

### Housing Options

All housing arrangements are coordinated through the Student Life Office, and include residence halls; club, sorority, and fraternity houses; and Lakeside houses, townhouses and University apartments. All regulations for residential living apply equally to all University traditional and non-traditional residence facilities.

**Residence Halls**—There are eight residence halls on the campus: Moore Hall for men, Memorial Hall for women; and Finney Hall, Kelley Hall, Thomas Hall, Patton Hall, and Circle 240 which are coeducational.

**Greek Program Club, Sorority and Fraternity Houses on Campus**— These residential facilities are designated as University-approved housing for current fraternity and sorority members and are considered parts of the residential complex. Members are not allowed to live in these organization houses/lounges until the semester following their new member education process. All room changes in club and fraternity houses must be approved through the Student Life Office. Fraternity, sorority, and social club housing must be at their designated full occupancy capacity prior to club members being allowed to participate in the University housing selection process.

**Non-Traditional Housing**—Designated University owned houses, townhouses, Lakeside houses, and apartments are available for individual accommodations. Student groups may apply each spring to live in these houses or apartments during the housing selection process.

### Room Assignment Process

**Residence Halls Selection Process—Room Draw is the housing selection process in which students select their housing for the upcoming year.** This process is held in the second semester of each academic year. Specific instructions for the process are distributed early in the second semester each year.

**Social Club House Selection Process**—Organizations requesting social club housing who have not entered into an organizational lease with the University may be awarded social club housing on an annual basis. Failure to maintain residency standards or behavioral expectations may result in revocation of this privilege. Students wishing to live in social club houses must request a room following the procedures established by the individual organization. Fraternity, sorority, and social club housing groups must attain and maintain full occupancy, as designated by the Student Life Office, prior to club members being allowed to participate in the University's housing selection process. Only initiated, active members of a fraternity, sorority, or social club will be permitted to reside in that group's house/living area.

**Lakeside House and Townhouse Selection Process**—Students interested in living in Lakeside houses and/or Townhouses should follow the specific instructions for the process, which are distributed early in the second semester each year.

## Facilities and Services

**Furnishings**—Each residence hall bed space has a closet or wardrobe, a bed, with a twin mattress, a desk and chair, and at least one chest of drawers. The majority of student rooms are set-up as double room accommodations, although a limited number of single, triple, and quad arrangements are in the residence inventory. **Residence hall room or public furniture and furnishings are not to be moved from their assigned room or space.** Additionally, to maintain the furnishings and environment for current and future users, the following expectations exist: mattresses must stay on the bed springs and may not be laid on the floor; window screens are not permitted to be removed; walls and other surfaces are not to be defaced in any manner (e.g. tacks, glue, nails or tape should not be used to post or fasten anything to any wall, door, or piece of furniture). To facilitate personalization of the room, bulletin boards or pictures may be hung from the picture molding and appropriate precautions taken to ensure minimal damage.

**Abandoned Items**—The University reserves the right to dispose of any items left in the hallway or rooms for any period of time, and the University will take no responsibility for those items.

**Residential Data Network (Internet)**—Access to the Residential Network (ResNet) is controlled through a policy management system. In order to successfully connect to the campus network and access the internet, each personal computer system will be checked for (1) a current, subscribed virus protection software product, (2) a spyware protection software product, (3) your personal firewall enabled, (4) a current operating system update, and (5) automatic updates enabled. It is the student's responsibility to keep his/her system current and protected. Failure to protect your computer system will result in lack of access to the residential network infrastructure. Should you not have your own preferred product, virus protection software is available from the University at no charge to the student, and links to download spyware protection software are also provided.

**Locks and Keys**—Either one or two keys will be issued to each resident to access the front door to their building/ house and/or their individual room. It is the responsibility of residents to keep the room locked and keep the key on their person. Lost keys will be replaced at the rate of \$65.00 per core and \$ 2.75 per key. Supplemental locks, chains or guards are not permitted in any campus residence

space (including social club residence spaces on campus property), and any barrier to proper access by campus officials which results in damage to the facility due to the presence of such improper items will be the responsibility of the residents of the space.

The Walter K. Chess Center, Finney Hall, Kelley Hall, Memorial Hall, Moore Hall, Patton Hall, and Thomas Hall are all accessed by proximity card readers. Individual student ID cards will be coded appropriately to grant access to the building(s) in which they reside. The dining halls and Student Success Center will be accessible to all students within the parameters of their hours of operation. If an ID card is lost and/or stolen, students are to contact University Police immediately to ensure card deactivation. Cost of a replacement ID card is \$25.

Buildings in the Residential Complex have their exterior doors locked 24hours/day. It is the responsibility of the building residents to maintain hall security by not propping outside doors. For security purposes, entrances and exits from the hall must be made only through designated proximity card reader doors. Only residents and their escorted guests will be permitted access to residence halls.

All guests to a residence hall are required to sign in at the front desk of the facility each time they enter the building. A guest is defined as anyone who does not reside in that residence hall facility. For the full guest and visitation policy information, please reference the Visitation Policy in the Code of Student Conduct.

**Kitchenettes** are available in some residence halls and must be kept clean and orderly. The kitchenettes may be used at any time by the residents for food preparation. Dishes, pots and pans must be washed and removed immediately. Kitchenettes are subject to close upon documentation of misuse by residents.

**Front Desks** are operated in the lobby of each residence hall. The front desks are staffed by student staff members and maintain recreation and cleaning equipment for resident use. Hours of operation will be posted each semester.

**Laundry Facilities** are located in each traditional living unit on campus and most non-traditional facilities as well. Through a student referendum process a semester fee arrangement was implemented which allows students to use the machines without needing to provide money or tokens. Those who do not live in facilities where this fee is applied may not use the machines in the aforementioned areas.

**Dining Services** All students living in University housing are required to have a University meal plan. Students can choose from four meal plans with varying amounts of meals per week and varying amounts of Dining Dollars. Contact the Campus Services Office for the current information on available meal plans.

Meal plans can be used in Patton and Thomas Dining Halls. Dining Dollars are dining services currency that deduct with each purchase like a debit card. These can be used at the Winn Café (in the Walter K. Chess Center), Bait Shop (in the Bottom of the Quad Center), Patton and Thomas Dining Halls. Members of the University Community may dine at the University dining halls by using cash or Dining Dollars. Dining Dollars may be purchased from the Campus Services Office.

Dining service hours vary for each facility and are posted in the food service locations and on the Dining Services website

([www.muskingumcampusdish.com](http://www.muskingumcampusdish.com)), which is linked to the University website on the Campus Life page. If a student is unable to access meals during the scheduled times due to scheduling conflicts, they may coordinate the pick-up of sack lunches with the Food Service Director. Food may not be taken from the dining halls without prior permission of the Food Service Director. Improper behavior may result in repercussions such as suspension from the dining hall for a period of time (without release from the meal plan or any refund/reimbursement for loss of meals). Call 740-826-8147 with any questions or comments regarding food service on campus.

**Custodial Services** clean hallways, restrooms, lounges and lobby areas Monday through Friday. Cleaning that is needed as a result of improper behavior is to be done by the person(s) involved, or the cleaning will be assessed as a community damage charge. Residents are responsible for cleaning their own rooms.

**Insurance** for personal possessions should be provided by the student as the University is not responsible for loss or destruction of personal property, including loss by theft, fire, flooding, power surges, etc. Therefore, students should assure that their family insurance plan provides sufficient coverage for their possessions while away from home or examine whether a “renter’s” insurance policy will best meet their needs.

## **Residence Life Policies**

This section addresses a number of Residence Life and Housing policies, however, this supplements the Code of Student Conduct which has a section on Residence Life and Housing.

**Room Assignments** will be managed solely by the University according to the Room Assignment Process.

**Access and Occupancy**—Access to University residence facilities is available only when the University is in session. Occupancy of student residence spaces is contingent upon the resident maintaining registration as a full-time student, as defined by the University. All University residential facilities (which include residence halls; fraternity, sorority, and social club houses on campus; Lakeside houses; Townhouses; and University apartments) close during all scheduled vacations, and all students must vacate the buildings as designated by the Student Life Office. Any students staying past their designated closing time, without proper prior permission of the Student Life Office, will be assessed a charge of \$25 per day that they are in the residence halls in addition to any fines for failure to properly check-out. Also, as the right to occupancy terminates at the end of each semester, continued occupancy during these periods or any unauthorized entrance into a locked residence hall room, other than the student’s own room, or other locked University facility will subject a student to suspension from the University and/or criminal trespass.

**Capacity** is defined as 3 times the number of students as assigned occupants within the living area (room/wing/floor/house/etc.). Example: If a house has 10 residents assigned, there can be no more than 30 students (including those assigned to the house) present. When more than 3 times the amount of registered students are present, the gathering is considered a Social Event that must be registered (see Social Event policy).

**Expectation of Privacy** by residents in their rooms is recognized and supported by the University to the extent that it does not conflict with the University’s

responsibility to assure a safe and secure living and learning environment. This expectation of privacy carries with it the responsibility for students to conduct themselves within the policies of the University. In support of the foregoing standard, a student's room will be protected from search unless **authorized for cause** by the VPSA/Dean of Students or his/her designee. If a search is conducted and illegal or unauthorized items are found in a room, those items are subject to confiscation. The university also reserves the right to search any vehicle on university property or any real property owned or controlled by the university whenever the university has any suspicion of prohibited conduct.

**Right of Inspection** by authorized University representatives within student residence areas will be retained by the University to address standards of maintenance, preservation of existing physical structure, safety and security of University property, or when a violation of University policy is suspected. Advance notification of room inspection will be given when possible. Throughout the year, including vacation periods, the University reserves the right to check and repair student rooms. The University will exercise reasonable care with the personal belongings of the student at all times. If, during a routine inspection by a University staff member, illegal or unauthorized items are found in a room or common area, those items are subject to confiscation.

**Room Changes** will be facilitated in accordance with the policy which recognizes that residency is an expectation, as well as a learning/growing experience. For this reason, all possible solutions to resolve roommate conflict situations will be pursued before a change will be approved. Any roommate difficulty should be discussed with the Resident Assistant to try and resolve the issues presented. However, **NO** roommate changes will be allowed during the first two weeks of a semester. Students requesting a roommate change must follow the format established by the Student Life Office. Area Coordinators responsible for the individual facilities, will make and approve all final changes and residents who do not follow the appropriate room change process may be subject to Student Conduct action and improper check-in/check-out fines.

**Lofts** and similar structures are not permitted in residence hall rooms.

**Damage or Loss to Personal Property:** Prior to, during, and subsequent to the period of the agreement, the University assumes no legal obligation to pay for the loss of or damage to items of personal property that occur on its grounds or in its buildings or storage areas. In the event that assigned accommodations are destroyed or made unavailable, and the University does not furnish other accommodations, the housing license agreement shall terminate. All rights and liabilities of the parties involved shall cease and payments previously made will be refunded on a prorated basis. Though optional, the University encourages all students to purchase Renters Insurance to cover their personal belongings while living in campus housing.

**Physical Damage/Vandalism**—Students are requested to report physical damage and/or vandalism to Physical Plant (740-826-8160) or University Police (740-826-8155) within 24 hours of its occurrence in order to avoid unnecessary fines.

### **Residence Life Emergency Procedures**

In the event of an emergency, University staff will communicate with students in a number of ways, possibly including the use of META. Students are encouraged to sign up for META to stay updated on any such major emergency.

**Fire Procedures**—Any fire, of whatever origin or size, must be reported to University Police (x8155) in order to ensure the safety of residents. In the case of an alarm sounding, secure your room (windows and doors) and immediately leave the area. Leave everything behind except your key(s). Exit in an orderly fashion (evacuation plans are posted on each floor). Do not use elevators. Walk, do not run. Keep calm. Move at least 30 feet away from the entrances and buildings once you are outside to allow emergency personnel unimpeded access to the building. Do not re-enter the building until told to do so by University staff. Additionally, mandated fire drills will be held two times each semester in compliance with federal and state fire laws and to promote the awareness of all residents and assure the functionality of systems and processes dedicated to resident safety. Resident and guest participation and cooperation is mandatory. Failure to evacuate during a fire drill in a timely manner will result in Student Conduct action.

**Severe Storm/Tornado Procedure**—In the event of a severe thunderstorm or tornado watch, students are advised to listen to local radio/ television stations for current weather information. A weather siren will sound if a tornado has been spotted in the local area. In the event of a warning, students are to seek shelter in University buildings, preferably near the center of the building away from windows. Students may also want to seek protection under heavy furniture. Do not leave buildings during a storm/ tornado warning.

Weather Watch—conditions are conducive for producing severe thunderstorms/tornadoes.

Weather Warning—severe weather, thunderstorms or tornadoes have been observed in the local area.

**Injury/Illness**—In the event of injury or illness, students should contact the Wellness Center (x8150) or University Police (740-826-8155).

## V. Student Conduct

The term “student” includes all persons admitted to the institution through such time as they receive their diploma or officially withdraw from the University, including both full-time and part-time students taking undergraduate or graduate classes, whether pursuing a degree or auditing courses, and in break periods or on-going academic terms.

### Standards for Personal & Community Conduct

Muskingum University is an intentional community - one that is purposely set apart from the world around it. Its focus is on education, and it seeks increased development and integration of the “whole person” in the intellectual, spiritual, social, and physical aspects of life. As an educational community, it respects and encourages the development of individual virtues such as integrity, rationality, compassion, self-discipline, and personal responsibility. The University also places special emphasis on certain community ideals such as tolerance, civility, and respect for the person and conscience of others. Additionally, students are expected to participate in the building of a mutually supportive, responsible, and accountable community in which persons are expected to refrain from actions which are directly or indirectly harmful to other persons or to the community as a whole. Students are expected to actively participate in the process of deterring harmful conduct, through counseling others or reporting cases to the proper authorities. As a University related to the Presbyterian Church, it holds additional values such as honesty, the value and worth of each individual, the seriousness and inevitability of human shortcomings,



and the hope for a remedial behavior. Such a community must depend upon the respect for certain principles and patterns of behavior by its members in order to function effectively.

The policies concerning academics provide the definitions, operation structure, and policies for the academic programs and are codified in the University Catalogue. The Code of Student Conduct provides the definitions, structure, and policies for community life on campus. Adherence to the Code will be considered an understood prerequisite for acceptance to and ongoing membership in the University community. Failure to comply with the Code will result in progressive disciplinary sanctions ranging from a warning to expulsion.

### **Authority, Scope, & Jurisdiction**

Ultimate authority for student discipline is vested in the Board of Trustees of the University and operational authority is delegated through the President of the University to the Vice President for Student Affairs for matters falling under the Non-Academic Code of Student Conduct and to the Vice President for Academic Affairs for matters related to academic conduct. Students and organizations are expected to manage their individual and group behaviors. The Vice President of Student Affairs empowers the Student Affairs staff with the responsibility to respond to behavior that is in conflict with the expectations of the University.

Behavior that may result in discipline through the University Student Conduct process may be conducted by an individual student, or a club or organization. Behavior that takes place on University property, at University events, and behavior occurring off-campus may result in University staff responding through the Student Conduct process. Students are also subject to external legal systems in addition to University policy. In such cases involving legal action, the University may pursue a conduct hearing and impose appropriate sanctions before, during, or after criminal or civil proceedings.

Due to the complexity of community responsibility, and the nature of human behavior, a complete list of prohibited behaviors is impossible to provide. The Code of Student Conduct sets out specific standards and expectations as examples, and is not intended to be exhaustive in scope nor detail.

### **Expectations**

Muskingum University students are expected to exhibit appropriate, responsible behavior at all times when associated with University activities. Some of the characteristics of this behavior are:

- 1. Respectful of Human Dignity**—It is expected that students will act with concern for the physical and emotional well-being of others.
- 2. Building a Caring Community**—Students are expected to participate in the building of a mutually supportive, responsible, and accountable community. Students are expected to refrain from actions which are directly or indirectly injurious to other persons or to the community as a whole. They are expected to actively participate in the process of deterring injurious conduct, through counseling others, and where other means fail or are inappropriate, reporting cases to the proper authorities.
- 3. Encouraging Individual Fulfillment**—Students' primary goal is education. Muskingum University is firmly committed to the basic premise that the academic program, with the individual student as the focal point, is the heart

and pulse of the University. The educational program assumes individual and group responsibility. The willing and enthusiastic acceptance of this responsibility by every student will broaden the scope of opportunities available. Studying at Muskingum is a privilege that can best be safeguarded by each student through continued use of good judgment. Development of the “whole person” - intellectual, spiritual, social, and physical is encouraged.

4. **Positive Action**—Students are expected to know the minimum standards of behavior required as members of this community and to be personally responsible for conducting themselves in ways appropriate to these standards. As a church-related, liberal arts University with a Christian purpose, Muskingum aims high in its standards. The regulations and traditions are not designed to legislate the morals of individual students. They are, however, intended to set a high level of expectation and to describe the general conditions under which learning is to take place at Muskingum.
5. **Personal Responsibilities**—When students enroll at Muskingum University, they accept the personal responsibility to uphold the honor and ideals of the University in all areas of University life and to maintain high standards of personal behavior. It must be understood that students are held responsible for their behavior at all times, both on and off campus. By their registration for academic credit students agree to adhere to the policies detailed in this handbook.

### **Alcohol and Controlled Substances Alcohol Policy**

The Alcohol Policy is in direct compliance with the laws of the State of Ohio, Muskingum County and the Village of New Concord, prohibiting possession or consumption of alcohol by persons under 21 years of age. Alcohol will only be allowed on campus in the areas designated in this policy. Students or groups who fail to comply with this policy will be subject to disciplinary action. Muskingum University has based the Alcohol Policy on the recognition that:

- The majority of Muskingum University students cannot legally consume alcohol;
- A number of students who are of legal age to consume alcohol choose not to do so;
- Healthy alcohol consumption is one alcoholic drink per hour; and
- Alcohol abuse is a health concern on University campuses around the country.

Given these facts, the University acknowledges the desire of those students who are of legal age to consume alcohol responsibly while also ensuring the social life of the campus does not revolve around an activity in which a majority of the students cannot participate.

Muskingum University neither forbids nor encourages members of its community regarding drinking alcoholic beverages. However, the University discourages binge drinking or unhealthy consumption of alcohol as an irresponsible act. The decision to consume alcohol or not is a value judgment on the part of each individual.

### **Expectations**

Under no circumstance is a person of legal age permitted to provide alcoholic beverages to an individual under 21 years of age. Students and guests who are at least 21 years old are permitted to possess wine and malt beverages (beer, ale, hard

lemonade, etc.). Students or guests are allowed to possess a maximum of six 12 oz. containers of malt beverage, or up to one 750ml bottle of wine on their person or in their control (room, backpack, car, etc.) for personal consumption. No liquor or other intoxicating liquid is permitted. For BYOB events, individual may only bring the number of beers equal to the number of hours the event is being held. For example, for a four hour event, an individual can bring four beers.

Constructive possession occurs when a student is in close proximity to prohibited items, and a hearing could conclude that the prohibited items could have belonged to them. Accountability based on constructive possession often results when prohibited items are found in a residence and more than one person is present who could arguably be the owner of the prohibited items. This approach prevents students in violation from merely removing prohibited items from their personal possession upon confrontation by University officials. Practically speaking, as it relates to University students, constructive possession means that students should be aware of their surroundings and avoid situations where prohibited items may be present, even if the student does not actually intend to use or handle the prohibited items personally.

Students and guests are not permitted to drink alcoholic beverages in open or public spaces, including stairwells, porches, lawns, balconies, and residence hall hallways and lounges. Students who are at least 21 years old may not consume or possess alcohol in the residence of a student who is under the legal drinking age.

If an organization is affiliated with a national group, it is the responsibility of the local chapter to comply with the rules and regulations of their national governing bodies. If Muskingum University policies are more stringent than the national policies, the local chapter is expected to abide by University policy.

## **Controlled Substance Policy**

Muskingum University is committed to encouraging compliance with all state and local laws. Muskingum University is opposed to the possession and use of hallucinogens, drugs, and narcotics by all members of the University community. In keeping with Ohio and federal laws which prohibit the use, possession, sale or offering for sale of narcotics and hallucinogens, including marijuana, and other drugs, Muskingum University will encourage and cooperate in the enforcement of these laws including possible prosecution of its students or employees by local law enforcement agencies.

### **Expectations**

Students may not possess or use any controlled substances, including narcotics, hallucinogens, or any other drugs, including prescription drugs without a prescription. Smells or sounds related to use of controlled substances are reasonable evidence to initiate a drug search or for use in a student conduct hearing. Students may not possess any drug paraphernalia, including constructive possession of paraphernalia.

Students may not sell, provide, or give controlled substances to any individuals. Due to the severity of the impact on the community, trafficking controlled substances is considered a serious violation of the Code of Conduct.

Students may not use or abuse any substance in a manner that alters one's mental state, including abuse or misuse of prescription drugs.

## **Alcohol and Controlled Substance Policy Enforcement Outcomes**

Violations of the Alcohol Policy may result in the following minimum sanctions, or some combination of these sanctions, or additional sanctions as determined by the Hearing Officer through the Student Conduct process:

- **Non-Disruptive Violations**
  - 5-10 hour community service project to be approved and monitored by the Student Life staff
  - Educational assignment and reflective component
- **Disruptive or Repetitive Violation**
  - 10-15 community service hours
  - Participation in substance abuse counseling assessment, follow-up substance abuse treatment plan inclusive of individual and/or group therapy as determined appropriate
  - Educational assignment and reflective component
  - Parental contact letter detailing incident written by the student (if under 21)
  - Minimum of one semester conduct probation (may be suspension or deferred suspension based upon specific situation)
- **Controlled Substance Policy Violation**
  - Participation in substance abuse counseling assessment, follow-up substance abuse treatment plan inclusive of individual and/or group therapy as determined appropriate
  - 25-40 community service hours
  - Parental contact letter detailing incident written by the student (if under 21)
  - Educational assignment and reflective component
  - Minimum of one semester conduct probation (suspension may be sanctioned based upon the circumstances of the incident).

- **Organization and Event Violations**

If an individual is not wearing a wristband at an event or is underage and caught drinking alcohol at a social event, that individual will face sanctions in accordance with the guidelines above as well as being prohibited from attending another event where alcohol is present for a minimum of 90 academic school year days.

Sanctions for a recognized student organization or group that is found to be responsible for hosting a registered event that violates the alcohol policy a period of social probation during which the organization or group may not have an event where alcohol is present on campus for a minimum of 3 months to be served immediately during the current or subsequent academic year.

Sanctions for an unregistered event or for subsequent registered event offenses during a calendar year or while on probation, may result in suspension or revocation of the group's charter and they may be prevented from hosting an event on campus for a minimum of six months to be served immediately during the current or subsequent academic year, as appropriate. Sanctions are to be served during months which are in the academic year and may be carried over to the following academic year. (For example, a sanction of three months set in April will apply for 90 school days in April, May, August and September.)

**If the offense involves other violations of the Code of Student Conduct, additional sanctions may be imposed.**

### **Amnesty Policy**

For the purpose this policy, amnesty is defined as exempting a person(s) from the conduct process for a policy violation. The University's primary concern is the health and safety of all community members. Generally, in the event of a health or safety emergency, the University may offer amnesty to the reporting parties and/or person(s) at risk. Emergencies caused by consumption, use or ingestion of alcohol or drugs will fall under this policy. Those who are found to have coerced, forced, laced or hazed others into using intoxicating substances will not be granted amnesty.

In circumstances where an organization is found to be hosting an event where a health and safety emergency occurs and medical attention is sought for a guest, the organization (depending upon the circumstances) may be held responsible for policy violations. However, the organization's willingness to seek medical assistance for a member or guest will be viewed as a mitigating factor in determining a sanction for any violations.

Muskingum University believes all students can learn and grow from their choices. A student who is offered amnesty may still be required to go through an educational process with educational outcomes. This process will not be punitive or be included in a student's conduct record.

### **Alcohol and Drug Risks**

The safety risks resulting from the abuse of alcohol and other drugs are significant, especially for University age students. The leading cause of death for University age students is alcohol-related car crashes. The number one reason for hospital admissions for University-age students is alcohol-related injury and overdose. University age students represent 25% of all automobile passenger fatalities. Higher blood alcohol levels for drivers and passengers result in higher likelihood of permanent injury or death. In addition, the statistics measuring adult drowning, death by fire, and violent crime including sexual violence, are strongly related to the abuse of alcohol and other drugs.

The general health risks related to alcohol and other drug abuse may be immediate or build for some time. Some of the physical effects of alcohol or other drug abuse can include: damage to the liver, heart and pancreas; malnutrition; sexual problems; high blood pressure; brain damage and mental impairments (including negative effects on perception, information processing, learning, judgment, reaction time, sound processing and peripheral vision); increased risk of cancer, heart attack and stroke; and infections in general.

Alcohol is the drug of choice for many students who abuse drugs. Alcohol is a central nervous system depressant which slows down respiration. Alcohol abuse/dependence can ultimately rob a person of self-control which eventually can lead to broken relationships, loss of jobs, self-esteem, self-respect and even suicide. Alcohol problems can also lead to legal problems such as domestic violence and even criminal offenses and incarceration. Pregnant women who drink may produce a fetus with fetal alcohol syndrome, or has defects of the heart or other organs. University students who engage in alcohol/other drug abuse also report experiencing other unpleasant consequences and behaviors including hangovers, vomiting,

injuries, blackouts, fights, missing classes, lower grades, damaging property, pulling fire alarms and other disciplinary problems which can result in suspension from school. Thus, alcohol/other drug abuse can contribute to academic failure and misconduct.

**A major consequence of alcohol or other drug abuse may cause the development of an addiction. While almost anyone may develop an addiction, some students are more vulnerable than others due to inherited biological factors. In particular, students whose parents or grandparents had an alcohol or other drug problem may develop an addiction more quickly and easily than other students.**

**Alcohol or drug addicted students often suffer from arrested development with the onset being at the age they began using. Alcohol or drug addicted students may cease growing intellectually and emotionally and may never learn to cope with problems constructively, but attempt instead to avoid and compound problems by getting “high”.**

**Muskingum University is committed to increasing awareness about alcohol/drug issues, to prevention strategies that discourage irresponsible and illegal use, and to providing ongoing support for those individuals who have decided not to use alcohol and illegal drugs.**

## **Code of Student Conduct**

The Code of Student Conduct consists of specific standards and expectations, though they are not exhaustive in scope or detail.

### **Alcohol**

**Underage possession or constructive possession of alcohol-** Students who are under the age of 21 cannot possess, distribute, or consume alcohol. Constructive possession occurs when multiple students are present in a space with a prohibited item that could reasonably belong to any of the students, but no student claims responsibility for the item.

**Unauthorized possession of alcohol-** Students and guests who are at least 21 years old are permitted to possess wine and malt beverages (beer, ale, hard lemonade, etc.). Students or guests are allowed to possess a maximum of six 12 oz. containers of malt beverage, or up to one 750ml bottle of wine on their person or in their control (room, backpack, car, etc.) for personal consumption. No liquor or other intoxicating substance is permitted.

**Public consumption of alcohol-** Students and guests who are at least 21 years old are not permitted to drink alcoholic beverages in open or public spaces, including stairwells, porches, lawns, balconies, and residence hall hallways and lounges.

**Intoxication-** Students who choose to consume alcohol are expected to do so in a responsible manner. Intoxication presents a threat to oneself and potentially others, and is not permitted. Intoxication may be determined through various means, including field sobriety tests conducted by University Police, and physical signs of intoxication (slurring speech, alcoholic odor, etc.).

**Providing alcohol to underage persons-** Students over the age of 21 are not permitted to provide alcohol to an individual under 21 years of age. Providing alcohol to underage persons could occur constructively when, for example, a single of age student is present with multiple underage persons in the presence of multiple open containers of alcohol.

**Driving under the influence-** The University prohibits the operation of a motor vehicle while intoxicated or impaired.

For purposes of this policy, “driving under the influence” is defined as a situation in which the operator of any motorized vehicle is determined by admission, by testing for blood alcohol content, or by commonly accepted behavioral observations (e.g., slurred speech, staggering, etc.), to be driving such vehicle after having consumed alcoholic beverages or ingested other drugs or legally controlled substances to a degree that has altered, inhibited or impaired the student’s ability to think and/or act.

**Drinking games-** Drinking games of any kind are not permitted on campus, including those without alcohol present.

**Common source-** Students may not possess alcohol in a common source, including punch bowls, kegs, and so on. If a clear possessor is not able to be determined, the students responsible for the space may be held accountable.

**Consumption in an unauthorized location-** Students who are of legal age to consume alcohol may not consume or possess alcohol in the residence where all assigned occupants are under the legal drinking age.

**Possession of alcohol paraphernalia-** Students may not possess alcohol paraphernalia used to ingest alcohol at an increased rate, including funnels, beer bong, drinking game items, etc. Shot glasses, flasks, beer mugs, wine glasses, etc. are only permitted when they are empty and dry.

**Alcohol displays-** Students may not display alcohol containers, empty or full (beer can pyramids, liquor bottles, all or any part of cardboard cases, etc.).

### Controlled Substances

**Possession, constructive possession, or use of controlled substances-** Students may not possess or use any controlled substances, including narcotics, hallucinogens, or any other drugs, including prescription drugs without a prescription. Smells or sounds related to use of controlled substances are reasonable evidence to initiate a drug search or for use in a student conduct hearing.

**Possession or constructive possession of drug paraphernalia-** Students may not possess any drug paraphernalia. Any item that is or has been used for use of drugs or masking use will be considered paraphernalia.

**Trafficking controlled substances-** Students may not sell, provide, or give controlled substances to any individuals. Due to the severity of the impact on the

community, trafficking controlled substances is considered a serious violation of the Code of Conduct.

**Inhaling or ingesting any mind-altering substance-** Students may not use or abuse any substance in a manner that alters one's mental state, including abuse of prescription drugs.

### **Disorderly or Disruptive Behavior**

**Failure to comply with University staff-** Students are expected to comply with University faculty and staff, including University Police and Student Affairs professional or student staff. This expectation includes showing identification, stopping concerning behavior when requested, and granting access to any person, place, or thing involved in an investigation.

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**Failure to comply with classroom behavioral expectations-** Faculty may set standards of behavior for their classrooms and prohibit the use of specific items or behaviors. This may include use of smokeless tobacco, cell phones, chewing gum, or other items and behaviors. Students are expected to comply with such expectations and requests.

**Disrupting University operations-** Students should be respectful of the daily operations of the University. Behavior should never intentionally or recklessly disrupt teaching, research, administration, University events or activities, or infringe on the rights of members of the University community.

**Negative impact on the University Community-** Students are expected to refrain from conduct that has, or threatens, a negative impact on the health, safety, rights, educational mission, and property of the University community, its members, or visitors.

**Police involvement-** Students are expected to behave respectfully and appropriately at all times. Behavior that draws the attention of law enforcement officials is not acceptable.

**Pattern of misconduct-** Students are expected to learn from their past mistakes or bad choices in order to become more productive members of the community. Students who show signs of failing to learn from these past incidents may find themselves facing consequences for their pattern of behavior above and beyond a single incident.

**Vandalism-** Students may not destroy, damage, tamper with, or deface property of the University, its community members or guests.

**Attempting to violate University Policies-** Students are expected to refrain from attempting any behavior that could be a violation of the Code of Conduct. Even if



unsuccessful, attempting a violation may result in the same outcomes as if the act had been completed.

**Threatening University staff-** Students are expected to refrain from any physical, verbal, or written threats or abuse toward University staff, including student staff. Threats or abuse directed toward any University staff will not be tolerated and will constitute a serious violation.

**Aiding or encouraging a policy violation-** Students are expected to refrain from aiding or encouraging others to violate any University policies.

**Retaliation-** Students should expect to take action to address community concerns without retaliation. Retaliation is defined as anything that would negatively impact someone's ability to participate in an investigation (such as filing a report or participating in an investigation or conduct hearing). Retaliation will not be tolerated and will constitute a serious violation.

**Unauthorized pictures or recording-** Taking photos or making audio or video recordings without permission in any context in which the person has a reasonable expectation of privacy is prohibited. Such physical areas on campus include but are not limited to on-campus housing, private offices and restrooms. In such areas, permission must be granted by all persons being photographed or recorded. Any action that captures any sexual-based activity will fall under the parameters of the Sex and Gender Based Discrimination policy.

**Unauthorized gambling-** Students are expected to refrain from unauthorized gambling for material gain.

**Failure to follow dining facility expectations-** Students are expected follow the expectations set for dining facilities including, but not limited to: wearing shoes and shirts at all times; clearing own trays or packaging waste; not lending meal/board card to another; not removing food (except when authorized), dishes, silverware and other service items; and refraining from blatant misconduct with food.

**Operation of skateboards, roller blades, or similar device in prohibited areas-** Use of skateboards, hoverboards, roller blades, or similar devices on the Muskingum University campus are limited to riding on the sidewalks and crosswalks (with the exception of the Chess Center bridge and the campus lake bridge) and must yield the right of way to pedestrians, bicyclists, and motorists. The use of these devices is prohibited in all other areas, including roadways, bicycle paths, inside any Muskingum University building, in any parking lot, or upon furniture, architectural elements, steps, or ramps. Any device used in violation of any of these expectations may be confiscated and held by University Police.

**Unauthorized entry-** Students may not gain unauthorized access to University property, including buildings, rooms, roofs, or fire escapes.

**Improper use of restrooms-** Students are expected to maintain appropriate use of restrooms, including refraining from entering the restroom of the opposite sex.

Student are permitted to use the restroom facility consistent with their gender identity. Shower stalls are to be used by only one person at a time.

**Public Indecency** – Students are expected to refrain from engaging in private or sexual acts in a publicly viewable location, such that it is offensive to accepted standards of decency including, but not limited to: Exposing one’s genitals or private areas; Public urination; Defecation; and/or Public sex acts. Some violations of this policy may also be violations of the Sex and Gender Based Misconduct Policy.

**Unauthorized use of University property-** Students may not use University property without expressed consent. Use of such property includes, but is not limited to, equipment, resources, telephone system, mail system, computer system, or vehicle keys. Students are not permitted to duplicate, or give to another person, University keys of any kind.

**Theft or attempted theft-** Students may not steal or attempt to steal any property that does not belong to them. Students may also not commit theft by deception.

**Obstruction of walkways or roads-** Students must be conscientious to not disrupt pedestrian or vehicular movement on campus

**Initiating a false report-** Students may not initiate, or cause to be initiated, any false report, warning, or threat of fire, explosion, crime, or other emergency on University premises or at University sponsored events.

### **Harm to Others**

**Inflicting mental or bodily harm-** Students are expected to behave in a manner that does not inflict mental or bodily harm to others.

**Intimate partner violence:** Students should expect to enter into a relationship free of violence, coercion, and other harm or abuse. Violence between those in a sexual and/or comparably personal and private relationship will generally be considered a violation of the Sex and Gender Based Misconduct Policy.

**Reckless or endangering behavior-** Students are expected to refrain from intentional or reckless behavior that could result in loss of life, mental or bodily harm to others.

**Threatening mental or bodily harm-** Students are expected to refrain from creating situations that could cause a person to believe that they will receive mental or bodily harm.

**Intentional negative impact-** Students are expected to refrain from conduct which has a negative impact on the educational, social, physical, or mental well-being of any member(s) of the university community.

**Harassing behavior-** Students are expected to refrain from harassing behavior, including, but not limited to, violations of the Peer Harassment and Sex and Gender-Based Misconduct Policies.

**Discrimination-** Students are expected to treat others equally. Behavior directed against a person due to their perceived race, ethnicity, religion, national origin, sex, age, gender, disability, veteran status, or sexual orientation is not acceptable.

**Stalking-** Students are expected to refrain from stalking others. Stalking is defined as repetitive or menacing pursuit, following, or interference with the peace or safety of a member of the community. Some incidents of stalking may be considered violations of the Sex and Gender Based Misconduct Policy

### **Health and Safety**

**Possession of weapons-** Students may not store, use, or possess any weapons on campus property, including items in vehicles. A weapon is defined as any gun, including toy guns and ammunition (live and discharged rounds, bullets, shotgun shells, pellets, and bbs) bows, arrows, axes, knives, excluding kitchen knives and pocket or multi-function knives with blades 3 inches or smaller, and any item designed to function as a weapon. Additionally, any item which is used in a manner that causes or threatens harm, such as waving a baseball bat at a person, will be considered a weapon. Suspension from the University may automatically be considered in any case involving weapons.

Students wishing to hunt during state approved seasons or to use equipment falling under this policy in physical education classes, must contact University Police to store their firearm or bow. Successful completion of a background check, performed by University Police or any authorized law enforcement agency, must be completed before a weapon can be released. Any unauthorized items may be subject to confiscation.

**Possession of explosives or dangerous substances-** Students may not store, use, or possess any explosives or dangerous substances, including firecrackers and fireworks, explosives, flammable materials, or bio hazardous, volatile, or poisonous materials of any kind. Combustible engines are not permitted to be stored in any University buildings.

**Setting an unauthorized fire-** Students are not permitted to start any fires on University premises. Ground fires in any form are not permitted on campus without permission, which must be obtained from the Fire Chief and Police Chief of the Village of New Concord and through the Student Life Office. Grills and barbecues may not be operated on any balcony, porch, or under any eaves or overhangs.

**Tampering with fire safety equipment-** Students may not tamper with fire extinguishers, signage fire alarms, including battery removal, wire disconnection, covering to block smoke, etc., or other fire equipment.

**Failure to comply with emergency alarms-** Students are expected to comply with electronic evacuation alarms, including fire alarms and directions given through META.

**Obstructing evacuation routes-** Students must follow fire regulations requiring that halls, stairways, entrances, porches, evacuation routes, and balconies be kept clear of obstacles at all times.

**Unauthorized recreation-**Students may only partake in authorized recreational activities. Unauthorized recreation on campus (including residence hall common areas, hallways, etc.), or misuse of recreation equipment in any gymnasium or recreation area is prohibited.

**Jumping off a structure-** Students may not use any structure for repelling, base jumping, or similar activities, including jumping from the bridge into the University lake.

**Smoking-** Students are expected to follow campus smoking designations. Smoking is not permitted in any building, including residence halls, the Walter K. Chess Center, and the adjacent bridge. Smoking is prohibited within twenty-five feet of all residential building entrances, exits, air intakes and operable windows. Smoking includes all tobacco and tobacco derived products (cigarettes, cigars, electronic cigarettes, cloves, etc.).

### **Honesty/Identification**

**Abuse or misuse of the University conduct process-** Students are expected to be honest during the course of an investigation. Students may not falsify, distort, or misrepresent information in a University investigation or proceeding

**Disruption of or interference with an investigation-** Students may not disrupt or interfere with an investigation or proceeding, including attempting to intimidate, harass, discourage, or influence a member of a hearing panel, witness or other involved person over the course of an investigation.

**Failure to comply with sanctions-** If a student has sanctions assigned by a hearing officer or board, they are expected to comply with those sanctions, including completing projects on time.

**Tampering with an election-** Students may not tamper with the election process of any recognized or chartered student organization.

**Altering University records-** Students may not forge, alter, or tamper with any University document, record, ID card, or method of communication.

**Misuse of University ID cards or keys-** Students may not transfer, lend, or borrow University identification or keys.

**Falsifying information-** Students are expected to provide truthful information to University officials. Students may not provide false identification, statements, or information to University staff or offices.

### **Residence Life**

**Unapproved appliances-** Students may not possess any unapproved appliances in the residence areas. Unapproved appliances are appliances that utilize an open heating element, such as space heaters, burners, sandwich presses, grills, toaster ovens, or halogen lamps. Additionally, appliances such as air conditioners, standalone microwaves (other than Microfridge units), and any appliance that requires wiring outside of the residence are prohibited. Students may possess a

small coffee pot, popcorn air popper, electric wax burner, or refrigerator up to 33 inches tall or 3.2 cubic feet in size.

**Possession of items using open flames-** Students may not possess any item that utilizes an open flame, including candles, incense, and so on.

**Possession of extension cords or multi outlet adapters-** Students are expected to use surge protector strip in any situation where additional outlets are needed.

**Possession of pets-** Students may possess fish in one bowl or tank up to ten gallons in size per room. All other animals and pets are prohibited in any University residence facility.

**Unsanitary conditions-** Students are expected to maintain a reasonable level of cleanliness in their residence areas. Conditions will be deemed unsanitary by University staff. Evidence of unsanitary conditions might include rotting food, excessive trash, smells, and so on.

**Unauthorized items-** Students may not possess items such as waterbeds, weight sets over 150 lbs., etc. which have the potential to result in dramatic damage to the residence facility.

**Obstruction of access-** Students must not arrange furniture in ways that block reasonable access to doors, windows, or heating and ventilation equipment.

**Over capacity-** Capacity is defined as 3 times the number of students as assigned occupants within the living area (room/wing/floor/house/etc.). Example: If a house has 10 residents assigned, there can be no more than 30 students (including those assigned to the house) present.

**Exterior decorations-** All items must be stored within the confines of a residence area. No item may be hung or placed out of a window, or placed on the exterior of any building without written approval from the Student Life Office. Items hung in windows may be subject to this policy if visible from the exterior of the residence.

**Unauthorized alterations-** Students may not make alterations or modifications the interior or exterior of a room, balcony, porch, apartment, or building without written approval from a professional staff member within Residence Life or the Student Life Office.

**Possession of propane-** Propane grills or tanks may not be present inside or outside of any residence hall, fraternity, sorority or social club house, Lakeside house, townhouse or University apartment.

**Guest visitation-** Guests are to be escorted to the room of visitation or through any area of the residence hall by their host or hostess. Guests must follow the restroom policy. Students are expected to inform their guests of all applicable University regulations and see that their guests act accordingly (e.g. payment for meals at dining halls, appropriate possession of alcoholic beverages, etc.). The student host is responsible for the behavior of a guest at any campus property.

Room Visitation Sunday through Thursday will be within the hours of 10:00 a.m. to 12:00 midnight.

Room Visitation on Friday and Saturday will be within the hours of 10:00 a.m. to 2:00 a.m.

Residence hall lounges will be open 24 hours for use of students residing in the halls or their guests. Overnight sleeping in the lounge is not permitted.

**Overnight guest visitation-** Overnight Guests are permitted if they are of the same gender as the resident host, the stay is limited to no more than two (2) nights in a given thirty (30) days, and permission of all roommates/ housemates is received. Each resident is limited to 2 overnight guests per night. Guests are to be escorted to the room of visitation or through any area of the residence hall by their host or hostess. Guests must follow the restroom policy. Students are expected to inform their guests of all applicable University regulations and see that their guests act accordingly (e.g. payment for meals at dining halls, appropriate possession of alcoholic beverages, etc.). The student host is responsible for the behavior of a guest at any campus property.

**Quiet hours-** Quiet hours are established at the beginning of the fall semester by each residence hall or living facility. The minimum quiet hours times are 10:00 p.m. to 10:00 a.m. Sunday through Thursday evenings; and Midnight to 10:00 a.m. on Friday and Saturday evenings. From the last day of classes for the semester through the beginning of the next semester, Quiet Hours are observed 24 hours a day, every day.

During quiet hours, residents are expected to maintain a noise level that cannot be heard from another room when the doors are closed. The maintenance of quiet hours is to be a cooperative effort on the part of all residents which is supported by the staff.

**Courtesy hours-** Courtesy hours are the times other than quiet hours. During these times, cooperation among residents is expected. Staff will encourage students to negotiate reasonable standards and noise levels, but if the students cannot reach an agreement, staff members will evaluate the noise level within the context of the residential facilities being conducive to the learning process.

### **Events & Organizations**

**Failure to comply with the Organizations Policy-** Please see the Organizations Policy in Section VII of the Student Handbook for full organizational expectations.

**Failure to comply with the Posting and Distribution Policy-** Please see the Posting and Distribution Policy in Section VII of the Student Handbook for full posting expectations.

**Failure to comply with the Computer Ethics Policy-** Please see the Statement of Computer Ethics in section VII of the Student Handbook for full computer ethics expectations.

**Failure to comply with the Solicitation, Sales, and Fundraising Events Policy-** Please see the Solicitation, Sales, and Fundraising Events policy in Section VII of the Student Handbook for full fundraising expectations.

**Failure to comply with the Social Event Policy-** Please see the Social Event Policy in Section VII of the Student Handbook for full social event expectations.

**Failure to comply with the Alcohol Event Policy-** Please see the Alcohol Event Policy in Section VII of the Student Handbook for full alcohol event expectations.

**Failure to comply with the Greek Affairs Policy-** Please see the Greek Affairs Policy in Section VII of the Student Handbook for full Greek Life expectations.

**Failure to comply with the Organization Code of Conduct-** In support of Ohio state law and Muskingum’s guiding principles, Muskingum University is opposed to any and all forms of hazing under whatever name or form it may occur. Please see the Organization Code of Conduct in Section VII of the Student Handbook for full organization expectations.

**Selected New Concord Ordinances**

As residents of the village of New Concord, all Muskingum University students have a responsibility to comply with the laws of the village. Several selected ordinances of specific interest to the University community are listed below. Questions about these ordinances or any village laws should be addressed to the Office of the Mayor, located in the village building on Main Street.

- a. Parking is permitted where painted white lines outline the parking spaces, except the business district of Main Street which is governed by signs indicating two hour parking. Parking is not permitted on or across sidewalks. (Sidewalk means that portion of a street between curb lines, or the lateral lines of a roadway and the adjacent property that is within five feet of the roadway).
- b. Speed is regulated by signs indicating the upper limit that should be observed to ensure the safety of persons and property. Many streets do not have sidewalks so drivers must watch for pedestrians and driveways. Some dangerous areas are Comin Street, Friendship Drive, North Liberty Street and coming in or going out of town.
- c. No person will have in his possession an opened container of beer or intoxicated liquor in any public place (reference NCVO Open Container 529.07).
- d. No individual under 21 years of age will knowingly possess or consume any beer or intoxicating liquor, in any public or private place (reference NCVO Underage 529.02).
- e. Burning of papers, leaves, brush and trash openly or in containers such as steel barrels or masonry containers is not permitted. If in doubt, check regulations at the Mayor’s Office.
- f. It will be unlawful for any person to produce, continue, or cause to be produced or continued, any noise disturbance within the limits of New Concord. Hours of restriction are as follows:  
Residential ..... 10:00 PM to 7:00 AM Monday through Saturday (not before 9:00 AM Sunday)  
Commercial ..... 10:00 PM to 6:00 AM Monday through Saturday

Noise will be plainly audible at a distance of at least 25 feet from the source upon public property or within 25 feet from the property line if upon private property (reference NCVO Noise Violation 509.08).

- g. “Stop” means a complete cessation of movement.
- h. Parades require a permit before the event from the Village.
- i. Driving on sidewalks, lawns or curbs is not permitted.
- j. Parking of bicycles upon a sidewalk must not interfere with pedestrian traffic.
- k. Discharging firearms and hunting are prohibited within the village limits. There is still much undeveloped land in the village.

### **Selected Ohio Statute**

§ 4511.18 Possession or sale of sign or device prohibited... “traffic control device” means any sign, traffic control signal, or other device conforming to and placed or erected...by authority of a public body or official having jurisdiction, for the purpose of regulating, warning, or guiding traffic, including signs denoting the names of streets and highways...No individual will buy or otherwise possess, or sell, a traffic control device.

### **Procedural Information**

Every community must have standards governing individual behavior, and a University is no exception. Such standards should be applied equitably and impartially. In keeping with this philosophy, it is the function of the student conduct process to apply institutional rules in such a way that protects students’ rights, while also emphasizing students’ obligation to abide by the University’s expectations. The student conduct process does not function as a legal process, as Muskingum is a private institution. The University’s hearing officers serve as an appointed group of representatives from the campus charged with upholding expectations for student conduct.

Any member of the University community may file a report alleging misconduct on the part of any student, group or organization. Charges will be prepared in writing by the Student Life Office. Alleged violations of students while abroad may be resolved by an abbreviated hearing process. The timing guidelines for submission of reports is 30 days from the date the complainant should have reasonably been aware of the identity of the alleged party responsible for the incident (except sexual harassment or sexual assault reports which may be submitted at any time). The Dean of Students has discretion in accepting matters for review beyond this timeframe.

### **Confiscation Policy**

Certain items are prohibited on University property or at University events because of village, state or federal law, or University policy. When these items are discovered by University officials, they are subject to confiscation. The University and its employees will not be responsible for any incidental loss or harm caused by confiscation. Students may request permission to retrieve pets which have not been turned over to animal control if they agree to immediately remove the animal from University property and not return it to campus. Other confiscated items may be retrieved by the student at the end of the semester with the same agreement that it be immediately removed and not returned to campus.



Unless there is a specific need to retain alcohol for evidence from an incident, it will be disposed of upon confiscation (preferably by the student owning or possessing the alcohol). Weapons, controlled substances, and drug paraphernalia will be secured by University Police and will not be returned.

Any confiscated items which are not claimed by their rightful owner at the end of the academic year will be disposed.

## Definitions

**Administrative Agreement-** Students or organizations may choose to plead “responsible” to violations of University policy and complete an Administrative Agreement. An Administrative Agreement is a “contract” process between a student or organization and a hearing officer establishes mutually agreed upon sanctions for behavior in violation of University policy. The purpose of the sanction is to educate the individual or organization as to why the documented behavior was inappropriate in the University environment, mitigate any negative impact of the behavior, and protect the community. There is no appeal process for an Administrative Agreement. At any point during the discussion, either the hearing officer or the student/organization may choose to not complete the Administrative Agreement and pass the case on to the appropriate hearing body. Failure to comply with the sanctions of an Administrative Agreement will be cause the case to be referred for a new hearing.

**Administrative Hearing-** Students or organizations may choose to have their case adjudicated through an Administrative Hearing. This process would allow the student or organization to plead their case to one individual student conduct officer. That student conduct officer will listen to the information provided by the student or organization, may call in additional witnesses to understand the entire incident, and will render a decision of “responsible” or “not responsible” for violation of university policies or procedures. The student or organization may appeal the student conduct officer’s decision by following the appeal process. An Administrative Hearing is generally not an option to a student when suspension is a possible sanction.

**Confidentiality-** All cases involving violations of University policy are considered confidential (except for provisions under Family Education Rights and Privacy Act and Clery Act which provide for notification of accused’s parents in alcohol and drug violations and alleged victims in cases of violent crime and assault cases). Except as provided for below, information about these cases is only shared with the students, staff, and faculty members who sit on the adjudicating boards and prepare or hear the case directly, and the Student Life staff who consult on resolution issues. For the Community Standards Board, discussion of any case is prohibited outside of the hearing setting or beyond the one-on-one consultation between the hearing officer/chair and the student being charged. Information from conduct files is not available to persons on campus without an educational need to know nor to any person off campus without the express consent of the student involved, except under legal compulsion, in cases where the safety of persons or property is involved, or under the exception providing for informing alleged victims of violent crimes.

**Sanction Approval or Modification-** When the Community Standards Board determines that a student has violated the Student Code, the findings and sanction(s) will be recommended by the board to the chair or her/his designee.

Following the hearing, the chair or her/his designee will advise the accused in writing of the Community Standards Board's finding and the sanctions imposed.

**Student Sanction Records-** Other than University suspension or expulsion, disciplinary sanctions will not be part of the student's permanent academic record, but will be part of the student's confidential educational record.

Incident documentation must be kept in the student's file for seven (7) years from the date of the incident. After this time, a student's record may be expunged of disciplinary actions other than residence hall expulsion, University suspension, or University expulsion.

**Community Standards Board (CSB)-** Functions as the upper level disciplinary body of the University for resolving allegations of major violations of the Code of Student Conduct.

- The board is composed of students, staff and faculty members. Their responsibilities include determining whether an alleged is responsible or not responsible for violations of the Code of Student Conduct and recommending sanctions to the board chair. The chair is a non-voting (except in ties) permanent staff member, appointed by the Dean of Students or his/her designee.
- Faculty members will be appointed by the Vice President for Academic Affairs.
- Five members, with at least three students and two faculty/staff members will constitute a quorum.
- Whenever the regular hearing board is unable to hear a case, for example finals or vacation periods, a temporary board may be formed by the Dean of Students or his/her designee based on available persons on campus.

### **Student Rights**

Muskingum University students have the right:

- a. To organize a personal life and behavior, to pursue individual activities, including freedom of movement, except when these interfere with the rights of others or violate established University, local, state, and federal laws regulations and policies;
- b. To freedom from personal force, violence, threats or personal abuse and sexual harassment, either as individuals or groups within the University community;
- c. To dissent, to carry on individual or group activity which expresses grievances held against or changes desired in society, the University, or both (however, the activity needs to comply with campus policies and procedures);
- d. To have access to a statement of regulations published by the University and receive a copy of same upon request. The University will make reasonable effort to make its policies known to students;
- e. To a process of fundamental fairness as outlined by University policies and procedures, including reasonable notice of a hearing and a written statement of the policies and procedures at issue sent via campus email; a presumption of not being responsible for a violation unless or until an admission of responsibility is entered or responsibility is determined by a preponderance of the evidence (more likely than not) finding (as a

“beyond a reasonable doubt” standard is not applicable); and any sanction will be proportionate to the severity of the violation. The University may take interim sanction measures until completion of a hearing process if there appears to be a danger of the student causing harm to him/herself or others, or if the person poses a threat to the well-being of the University’s community;

- f. To request that an informal disciplinary meeting be conducted to resolve the matter when appropriate;
- g. To have an opportunity to present a challenge to the objectivity of a hearing board member;
- h. To speak on one’s own behalf including written and oral statements and physical exhibits, and to have material witnesses speak at the hearing;
- i. To decline to provide information at a hearing. Students are reminded, however, that the hearing is not a formal judicial or criminal proceeding and a hearing board may reasonably draw negative inferences from a refusal to answer questions or otherwise participate in the hearing process;
- j. To be present at all phases of the hearing except the board deliberations, and to examine and refute evidence introduced at the hearing (direct examination of witnesses is not be permitted, but questions will be reviewed by the CSB Chair and posed if determined to be appropriate);
- k. To be accompanied and assisted by an advisor/support person at all phases of the conduct process, provided that this person does not compromise the thoroughness or integrity of the investigation or process and that the advisor understands that his/her role is solely to observe and advise the student and not to participate in any way in the hearing, including questioning witnesses or addressing the hearing body;
- l. To receive a timely written decision via campus e-mail;
- m. To an appeal or review of the original hearing as outlined in the appeals process;
- n. To be assured of confidentiality, in accordance with the terms of the federal Family Education Rights and Privacy Act; and
- o. After a final decision has been rendered, to be free from subsequent hearing or sanctions for the same specific incident of alleged misconduct (except in cases where charges of intentional omission or ambiguity of information or dishonesty as related to the initial hearing are being reviewed).

### **Student Responsibilities**

Muskingum University students bear the responsibility:

- a. To act as mature, honest and respectful members of the University community;
- b. To present University identification and comply with the directions of authorized University officials upon request;
- c. To refrain from actions which deny other members of the community their rights;
- d. To refrain from the use of force against another person or group, or personal abuse of another person;

- e. To preserve the right to privacy of property of individuals, groups, the community, and the University itself;
- f. To respect confidentiality of academic information about members of the Muskingum University community;
- g. To observe all established University, local, state and federal rules, regulations, and laws. Nothing in this document can affect in anyway the jurisdiction of courts and other civil authorities over any Muskingum University student. Membership in the University community does not mean a privileged or immune status from the laws and regulations that other residents of Ohio must obey;
- h. To cooperate fully with any hearing officer or board/panel, to answer all questions truthfully and specifically, and to facilitate the body's discovery of truth however possible; and
- i. To give all statements before hearing officers and boards truthfully and honestly.

### **Options for Resolution**

There are different options available for resolution of incidents involving potential violations of University policy. The main options are:

- a. Mediation is encouraged as a means to resolve many interpersonal disputes. Student Life staff will inform complainants about the availability of mediation resources. Additionally, the Dean of Students may choose to place a hold on the resolution process until the parties make a reasonable attempt to achieve a mediated settlement with assistance from Student Life staff. For a mediation outcome to be binding such that parties to the agreement who violate same may be held accountable for such through the conduct system, the agreement must be facilitated by a Student Life hearing officer, approved by both parties, and approved by the Dean of Students. In situations of Sex and Gender Misconduct, mediation will not be appropriate.
- b. The student may choose to seek an Administrative Agreement with an assigned hearing officer;
- c. Alternatively, allegations of Code of Student Conduct violations can be forwarded to hearing officers or the Community Standards Board chairperson to convene a hearing to resolve major violations;
- d. Situations that are assessed to bring a maximum sanction of a warning may be addressed by the following procedure:
  - i. A letter of warning may be sent to the student along with a copy of the violation;
  - ii. In such a case, if the student wants either to address the situation further or pursue pleading not responsible, he/she will have three (3) days to contact the staff member who sent the letter to declare his/her desire for a meeting with said staff member. If the student does not respond, then the warning for the violation will stand.

### **Procedures for Resolving Allegations**

**Filing of Incidents-** Any student, faculty or staff member can file an incident report alleging a violation by an accused student(s). The University will investigate, and when appropriate, file charges through the conduct system. Such reports should be filed no later than 30 days after the complainant

reasonably should have become aware of the alleged violation and the identity of the student(s) involved. (Report of sexual harassment/assault may be filed at any time.) However, the timeliness guidelines may be extended at the discretion of the Dean of Students. If an alleged student has withdrawn or withdraws after the filing of such charges, at the University's discretion, the University may proceed to resolve the disciplinary action, in the student's absence.

**Administrative Agreement-** Upon the filing of charges, and prior to a hearing, the student or hearing officer may seek an Administrative Agreement meeting to discuss responsibility for and appropriate response to an alleged offense. The hearing officer conducting the meeting may withdraw any charge deemed to be without basis. In cases where students choose not to seek an Administrative Agreement, the case will proceed to a hearing with a hearing officer. A student may select to participate in a sanction-only hearing rather than a standard hearing upon affirming responsibility. Student who choose an Administrative Agreement will not be able to appeal the outcome of the conduct meeting.

**Delays-** Any student charged with violating the Code of Student Conduct may request permission from the chair of the hearing board for a delay in hearing. In a case where criminal charges are pending against a charged student, upon this student's request, at least a 7-day summary delay will be granted to secure the advice of legal counsel (however this will not impact the implementation of suspension upon review of a deferred suspension status nor will it impact the application of an interim suspension status). All other delays will be granted at the discretion of the Dean of Students or designee.

**Notification-** In the event of a hearing, the charged student will be notified through campus e-mail at least two calendar days prior to the date of the hearing (or one day for a hearing held to review an alleged violation of a summary/deferred suspension). Such notice will include the following:

- The specific charge(s) citing the appropriate University policies allegedly violated;
- A brief indication of the time and place the underlying behavior is alleged to have occurred;
- The time and place of the proposed hearing.
- The handbook web address and ability to obtain a printed copy.

**Advisor-** Any student may request the assistance of an advisor of choice. Anyone serving in the role of an advisor must first meet with the Director of Student Conduct or designee to discuss and explain the role. Advisors may only offer advice to students via written notes or side conversations as approved by the hearing officer or board chair. Advisors who are unable or unwilling to allow the student to represent him/herself will be removed from the hearing. When appropriate, students may speak through an interpreter.

#### **Community Standards Board Hearing Guidelines:**

- i. The hearing will be closed to all except the hearing board, complainant or situational representative, accused, and advisors.
- ii. All hearing board members will be given the opportunity to review the hearing documents before the hearing convenes. The chair will direct all present at the hearing to state their names and relationship to the case, explain

the format and procedures of the hearing, and answer any questions concerning the procedures to be followed during the hearing.

iii. When the complainant, accused, a member of the hearing board or the chair charges that another member may not be impartial or able to judge the facts of the case objectively, the charged member may make a statement in his/her behalf and must then leave the room with all other parties except the remaining members of the hearing board who will discuss and vote on the member's impartiality. If a majority of the members judges the charged member not to be impartial, that person will not be removed from the hearing panel for the case in question.

iv. The chair will review the nature of the incident in question.

v. The chair will ask for a plea from the alleged student. If the alleged fails to attend the hearing of which he/she has been formally notified, the hearing board will hear the case in his/her absence using any available information.

*If the plea is "responsible"-*

- The alleged and the complainant will be given an opportunity to make a statement.
- Hearing board members will be given an opportunity to ask questions of both party and available witnesses to clarify their understanding of the circumstances of the violation.

*If the plea is "not responsible"-*

- The complainant and alleged may give a statement summarizing the situation from their perspective. The chair may specify a time limit on statements.
- The hearing board will question the complainant.
- The hearing board will question the alleged.
- The hearing board will question any witnesses individually.
- Witnesses will appear as called by the hearing board, give their statement, and leave. The chair may specify a time limit on the witnesses' testimony.
- The alleged and complainant may question witnesses by asking questions to the chair, who will determine if a question will be asked of a witness.
- The alleged and complainant will be given the opportunity to question one another by asking questions to the chair, who will determine if a question will be asked of a witness.
- The complainant and alleged will be given the opportunity to make summary statements with the alleged having the final opportunity to address the Board.

vi. Any person who disrupts a hearing or who fails to adhere to the rulings of the chair may be removed from the proceedings.

vii. The chair will then outline the procedures for receiving a letter regarding the finding and sanctions (if appropriate), the appeal process, and answer any questions of the parties. All parties will then be asked to leave the room while the board deliberates. After deliberation, the board will render a finding of "responsible" or "not responsible" by consensus or a simple majority vote if consensus cannot be reached. The chair will participate in discussions of the allegations, but only vote in case of a tie.

viii. If the alleged is found "responsible" for any violations, the chair will inform the hearing board of any relevant history in the conduct file of the

accused. Such information will be considered as the hearing board determines an appropriate sanction recommendation for the case.

ix. Any recommendation of a hearing board will be based on the evidence and statements given at the hearing.

x. Within five working days of the hearing board's determination, the board chair will render the written decision, which will be sent to relevant parties via email.

**Immediate Removal-** Any student suspended or expelled may be required to leave campus immediately upon official notification of the sanction or outcome of the hearing, even if the student plans to file an appeal. Should the student seek to appeal the action, he/she will need to arrange for any further access through the hearing board chair or his/her designee.

### **Sanctions**

A sanction is any action or status assigned to a student by the University in response to misconduct. The purpose of sanctions will be to maintain behavioral expectations that uphold the educational mission of the community, as well as to help students recognize acceptable boundaries and consequences to their actions. In determining a sanction, a board or hearing officer will consider the student's demeanor regarding the situation, past disciplinary record, the nature of the offense, the severity of any damage or injury, and other relevant factors. The following sanctions may be assigned:

**Expulsion-** Permanent separation of the student from the University system.

Notification will appear on the student's transcript. The student will also be barred (considered Persona Non Grata) from the University premises and related activities.

**Suspension-** Separation of the student from the University system for a specified period of time, not less than the remainder of the semester, during which the student can demonstrate the ability to function as a responsible member of the campus community. After the suspension period and completion of other educational or restorative requirements, the student may apply for readmission and should the Dean of Students determine that it is in the student's best interests as well as that of the community, they will be permitted to rejoin the community. Notification may appear on the student's transcript. During the suspension, the student will not participate in any University-sponsored activity and will be barred (considered Persona Non Grata) from University premises. Suspension may be deferred when significant mitigating factors are present, however, if a student under such deferral is found responsible for another violation, the suspension will take effect.

**Summary Suspension-** The Dean of Students has the authority to invoke a Summary Suspension. This is final suspension without a hearing that is based on an egregious offense. Behavior which disrupts the educational or administrative operation of the university or which is coercive or threatening to the safety and well-being of self or others may be subject to immediate action which could include suspension, expulsion or other appropriate action.

**Interim Summary Suspension-** The Dean of Students or his/her designee has the authority to invoke a summary suspension or limit access to the University and its programs and properties until completion of the hearing if there appears to be a danger of the student causing harm to him/herself or others, or if the student poses a threat to the well-being of the University community. In such cases, access to a hearing will be expedited.

**Persona Non Grata (PNG)-** The student is banned from any public or private space on Muskingum University property or which is otherwise operated by the institution (including, but not limited to, the academic, residential, athletic, social, and

auxiliary spaces), or at any event sponsored or co-sponsored by Muskingum University. Unless prior arrangements have been made and written permission secured from the Dean of Students or her/his designee, any attempt to access Muskingum University property during the indicated period will be viewed criminal trespass and will subject the student to arrest.

**Access Restriction-** The student is denied permission or access to specific areas or events on campus.

**Loss of Privilege-** The student could lose any or a combination of the following privileges: Participation in intercollegiate and/or intramural athletics; participation in University sponsored events or events on campus; holding an office in a student organization; registration of a motor vehicle.

**No Contact Restriction-** Student is restricted from contact with named individual through verbal (speaking to, or about, in the physical presence of the named individual, in person or via electronic measures) or physical (touching, gestures, staring/leering/extended focus aside from a normal visual glance to identify named individual, etc.) means on or off University property. While it is understood that the nature of the Muskingum University environment will not provide for complete avoidance where the named individual is a student, reasonable compliance is expected and any unnecessary contact must be avoided.

**Parental Contact-** Student must write an original letter and submit it to their hearing officer. The letter will be reviewed for the following: (a) the full name and address of the student's parent or legal guardian, (b) a review of the student's conduct history, the violations for which the student has accepted or was assigned responsibility, the circumstances of the incident in question (who, what, where, when, why and how), the consequences of the student's actions (both in the community and with regard to the sanctions received), (c) the future outcomes expected should subsequent inappropriate behavior occur; and (d) the student's plan for future behavior as it relates to the incident and outcomes. If the sanction indicates that the letter will be "held," it will be retained on file pending any additional violation. If it does not indicate a hold, the letter will be sent immediately upon review.

**Reflection Paper-** The student must compose an original paper with one inch (1") margins and double spaced type of a font style providing at least two hundred seventy-five (275) words per page (e.g. 12 point Times Roman). The paper should address the following issues: (a) what led to the decisions for which the student was held accountable and how did the student determine such behavior was acceptable, (b) what the actions say about them to others and how they would feel if their actions were shared with the entire University community and their family and friends, (c) how their behaviors affected others, and how they feel about themselves in light of the incident; and (d) what strategies they have developed to address future situations like the one at issue. Only full pages count to satisfy length expectations (i.e. a two page paper means at least two full pages).

**Research Paper-** The student must compose an original paper with one-inch (1") margins and double spaced type of a font style providing at least two hundred seventy-five (275) words per page (e.g. 12 point Times Roman). The paper should address the topic assigned and should provide at least two properly cited articles/books per page. Only full pages count to satisfy length expectations (i.e. a two page paper means at least two full pages).

**Community Service/Work Alternative-** The student is required to secure service/work opportunities him/herself, but must propose and receive approval from Student Life staff member handling their case **in advance** of doing any service/work.



All submitted hours must be documented using the Community Service Reporting Sheet provided by the Student Life Office, including the name and contact information of on-site coordinator. Failure to complete hours on time for service will result in processing of charge of “failure to fulfill sanction,” but in case of work alternative, balance will be billed to student account by SLO.

**Educational Assignment-** The student will complete an education assignment or create an educational resource as defined by the hearing officer/board. Resources could include bulletin boards, flyers, brochures, or other items deemed relevant to the incident

**Counseling Assessment/Treatment Plan-** The student must engage in an assessment and treatment program facilitated by a certified counselor licensed to practice in the state of Ohio. This plan will be designed to support the student and prevent the recurrence certain behavior. An initial session must be completed by the listed deadline and continue under the terms established by the counselor (including individual counseling session length and frequency, as well as participation in any therapeutic activities). A disclosure form must be signed by the student and her/his selected counselor providing for communication between the counselor and the hearing officer managing the case regarding status in the plan, concerns, and that the student is actively participating in the treatment plan established by said counselor through to completion.

**Deferral-** Sanctions may be deferred under specific conditions, or the following standard expectations: a) s/he will not be involved in any further violations of Muskingum University policy or procedure, and b) s/he actively pursues the completion of any other sanctions assigned by the hearing officer or board in a thorough and timely manner. During the deferral period, any violation of University policy or failure to fulfill any portion of other sanctions, shall render the deferral of the underlying sanction null and void and the sanction shall be immediately implemented.

**University Housing Removal-** Removal of the student from University housing for a specific period of time. Any student receiving notification to vacate University housing facilities is generally entitled to forty-eight (48) hours in which to do so; however, in matters where the health or safety of others is in question, this timeline may be shortened. Removal from University housing may be deferred; however, if the student is found responsible for another violation of the Code of Student Conduct, removal from housing will take effect.

**Conduct Probation-** A specified period of time during which any further violation of the Code of Student Conduct will receive careful review and may subject the student to suspension or expulsion.

**University Housing Probation-** Specified period of time during which any further violation of the Code of Student Conduct, especially as it pertains to the maintenance of the University residence community, may result in the student being removed from University housing.

**Written Warning-** The student is given formal written notice that further misconduct will result in more severe action through the conduct system.

**Restitution-** The student is required to make payment to the University or another for loss or damage to property.

**Revocation or Appending of Degree-** The University reserves the right to revoke an awarded degree or append notation to the transcript for fraud in receipt of the degree or for serious disciplinary violations committed by a student prior to the student’s graduation.

**Other Sanctions-** Other sanctions may be imposed instead of or in addition to those specified above, such as work requirements, denial of participation in University activities, restriction of privileges, and solutions assigned through mediation, etc.

**Group/Organization Sanctions-** In addition to the sanctions listed above, the following sanctions may be imposed upon groups or organizations: Deactivation: Loss of all privileges, including University recognition, for a specified period of time; Loss of University housing for a group or organization.

### Appeal Procedures

There are two bases for appeal: a) the process indicated in this handbook was not followed (an initial letter was never sent, the sanction assigned is greater than the stated possible outcomes, etc.), and b) there is new evidence available which was not available at the time of the hearing.

Appeals must be in writing and received within five calendar days of notice being sent to the student of the official sanctions. Appeals are forwarded to the Director of Student Conduct or his/her designee, and will be heard by a 3-person representation of the Community Standards Board. Appeal decisions will be based on a review of the appeal letter, the summary of the hearing and other supporting documents presented in the hearing, and a discussion with the hearing officer or board chair. If the Board finds abnormalities, the case may be referred to the same or another hearing body as appropriate, or adjust the finding or sanctions to reflect the information determined through the appeal. After an appeal decision is rendered, the case will be considered closed.

Interim measures that are put in place for the protection of those involved in an incident, or the greater community, cannot be appealed.

## **VI. SEX AND GENDER-BASED MISCONDUCT POLICY**

### **Introduction**

Members of the Muskingum University community, guests, and visitors have the right to be free from all forms of gender and sex-based discrimination. Examples of such discrimination can include acts of sexual violence, sexual harassment, domestic violence, dating violence, and stalking. All members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others. Muskingum University believes in a zero tolerance policy for gender-based misconduct. When an allegation of misconduct is brought to an appropriate administrator's attention, and a student is found to have violated this policy, serious sanctions will be used to reasonably ensure that such actions are never repeated. This policy has been developed to reaffirm these principles and to provide a course of action for those individuals whose rights have been violated. This policy is intended to define community expectations and to establish a process for determining when those expectations have been violated. Use of alcohol or other drugs is not a defense for any behavior that violates this policy. The sexual orientation and/or gender identity of individuals engaging in sexual activity is not relevant to allegations under this policy.

### **Sexual Violence Risk Reduction Tips**

Risk reduction tips can often take a victim-blaming tone, even unintentionally. With no intention to victim-blame, and with recognition that only those who commit

sexual violence are responsible for those actions, these suggestions may nevertheless help you to reduce your risk of experiencing a non-consensual sexual act:

- If you have limits, make them known as early as possible.
- Tell a sexual aggressor “NO” clearly and firmly.
- Try to remove yourself from the physical presence of a sexual aggressor.
- Find someone nearby and ask for help.
- Take proactive responsibility for your alcohol intake/drug use and acknowledge that alcohol/drugs lower your inhibitions, including your sexual inhibitions, and may make you vulnerable to someone who views a drunk or high person as a sexual opportunity.
- Take care of your friends and ask that they take care of you. Attend events and parties in a group, and stay with those friends until you leave. A real friend will challenge you if you are about to make a mistake. Respect them when they do.

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

- Clearly communicate your intentions to your sexual partner and give them a chance to clearly relate their intentions to you.
- Understand and respect personal boundaries.
- DO NOT MAKE ASSUMPTIONS about consent, someone’s sexual availability, whether they are attracted to you, how far you can go, or whether they are physically and/or mentally able to consent. If there are any questions or ambiguity then you DO NOT have consent.
- Understand that consent to one form of sexual behavior does not automatically imply consent to any other forms of sexual behavior. Consenting to kissing a partner does not constitute consenting to intercourse, for example.
- Mixed messages from your partner are a clear indication that you should stop, defuse any sexual tension, and communicate better. You may be misreading your partner’s signs. For example, they may not have figured out how far they want to go with you yet. You must respect the timeline for sexual behaviors with which they are comfortable.
- Don’t take advantage of someone’s drunkenness or drugged state, even if they put themselves in that state.
- Realize that your potential partner could be intimidated by you, or fearful. You may have a power advantage simply because of your gender or size. Don’t abuse that power.
- Silence and passivity cannot be interpreted as an indication of consent. Read your partner carefully, paying attention to verbal and non-verbal communication and body language.

### **Expectations Regarding Physical Sexual Misconduct**

In order for individuals to engage in sexual activity of any type with each other, there must be clear, knowing and voluntary consent prior to and during sexual activity. Consent is sexual permission. Consent can be given by word or action, but non-verbal consent is not as clear as talking about what you want sexually and what

you don't. Consent to some form of sexual activity cannot be automatically taken as consent to any other form of sexual activity. Silence, without actions demonstrating permission, cannot be assumed to show consent.

Additionally, coercion is different than seduction or courtship. Coercing someone into sexual activity violates this policy in the same way as physically forcing someone into sex. Coercion happens when someone is pressured unreasonably for sex, and is defined later in this policy.

Because alcohol or other drug use can place the capacity to consent in question, sober sex is less likely to raise such questions. When alcohol or other drugs are being used, a person will be considered unable to give valid consent if they cannot fully understand the details of a sexual interaction (who, what, when, where, why, or how) because they lack the capacity to reasonably understand the situation. Individuals who consent to sex must be able to understand what they are doing. "No" always means "No," however, "Yes" does not necessarily mean "Yes" to everything, and can be withdrawn at any time during the activity. Anything but a clear, knowing and voluntary consent to any sexual activity is equivalent to a "no."

### **Expectations Regarding Consensual Relationships**

There are inherent risks in any romantic or sexual relationship between individuals in unequal positions (such as professor and student, supervisor and employee). These relationships may be less consensual than perceived by the individual whose position confers power. The relationship also may be viewed in different ways by each of the parties, particularly in retrospect. Furthermore, circumstances may change, and conduct that was previously welcome may become unwelcome. Even when both parties have consented at the outset to a romantic or sexual involvement, this past consent may not remove grounds for a later charge of a violation of applicable sections of the faculty/staff handbooks. The University does not wish to interfere with private choices regarding personal relationships when these relationships do not interfere with the goals and policies of the University. For the personal protection of members of this community, relationships in which power differentials are inherent (faculty-student, staff-student, administrator-student) are generally discouraged.

Consensual romantic or sexual relationships in which one party maintains a direct supervisory or evaluative role over the other party are unethical. Therefore, persons with direct supervisory or evaluative responsibilities who are involved in such relationships must bring those relationships to the timely attention of their supervisor, and will likely result in the necessity to remove the employee from the supervisory or evaluative responsibilities, or shift the student out of being supervised or evaluated by someone with whom they have established a consensual relationship. This includes RAs and students over whom they have direct responsibility. While no relationships are prohibited by this policy, failure to self report such relationships to a supervisor as required can result in disciplinary action for an employee.

### **Sexual Misconduct Offenses Include, But Are Not Limited To:**

- 1. Sexual Harassment**
- 2. Non-Consensual Sexual Contact (or attempts to commit same)**
- 3. Non-Consensual Sexual Intercourse (or attempts to commit same)**
- 4. Sexual Exploitation**

## **Sexual Harassment**

Sexual Harassment is:

- unwelcome, gender-based verbal or physical conduct that is,
- sufficiently severe, persistent or pervasive that it,
- unreasonably interferes with, denies or limits someone's ability to participate in or benefit from the University's educational program and/or activities, and is
- based on power differentials (quid pro quo), the creation of a hostile environment, or retaliation.

Examples include: an attempt to coerce an unwilling person into a sexual relationship; to repeatedly subject a person to egregious, unwelcome sexual attention; to punish a refusal to comply with a sexual based request; to condition a benefit on submitting to sexual advances; sexual violence; intimate partner violence, stalking; gender-based bullying.

## **Non-Consensual Sexual Contact**

Non-Consensual Sexual Contact is:

- any intentional sexual touching,
- however slight,
- with any object,
- by a person upon another person,
- that is without consent and/or by force.

Sexual Contact includes, but may not be limited to:

Intentional contact with the breasts, buttock, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; any intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth or other orifice.

## **Non-Consensual Sexual Intercourse**

Non-Consensual Sexual Intercourse is:

- any sexual intercourse
- however slight,
- with any object,
- by a person upon another person,
- that is without consent and/or by force.

Intercourse includes, but may not be limited to: vaginal penetration by a penis, object, tongue or finger, anal penetration by a penis, object, tongue, or finger, and oral copulation (mouth to genital contact or genital to mouth contact), no matter how slight the penetration or contact.

## **Sexual Exploitation**

Sexual exploitation occurs when a student takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to:

- Invasion of sexual privacy;

- Prostituting another student;
- Non-consensual video or audio-taping of sexual activity;
- Going beyond the boundaries of consent (letting your friends hide in the closet to watch you having consensual sex);
- Engaging in voyeurism;
- Knowingly transmitting an STI or HIV to another student;
- Exposing one's genitals in non-consensual circumstances; inducing another to expose their genitals;
- Sexually-based stalking and/or bullying may also be forms of sexual exploitation

## Additional Definitions

**Consent:** Consent is clear, knowing and voluntary. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable clear permission regarding willingness to engage in (and the conditions of) sexual activity.

- Consent to any one form of sexual activity cannot automatically imply consent to any other forms of sexual activity. For example, consenting to kissing a partner does not constitute consenting to intercourse.
- Previous relationships or prior consent cannot imply consent to future sexual acts.
- In order to give effective consent, one must be of legal age.

**Force:** Force is the use of physical violence and/or imposing on someone physically to gain sexual access. Other forms of force include threats, intimidation (implied threats) and coercion that overcome resistance or produce forced consent.

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

**Incapacitation:** Sexual activity with someone who one should know to be -- or based on the circumstances should reasonably have known to be -- mentally or physically incapacitated (by alcohol or other drug use, unconsciousness or blackout), constitutes a violation of this policy.

- Incapacitation is a state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing consent (e.g., to understand the “who, what, when, where, why or how” of their sexual interaction).
- This policy also covers a person whose incapacity results from mental disability, sleep, involuntary physical restraint, or from the taking of rape drugs. Possession, use and/or distribution of any of these substances, including Rohypnol, Ketamine, GHB, etc. is prohibited, and administering one of these drugs to another student is a violation of this policy and others.

NOTE: There is no requirement that a person resists the sexual advance or request; however, resistance is a clear demonstration of non-consent. The presence of force is not demonstrated by the absence of resistance. Sexual

activity that is forced is by definition non-consensual, but non-consensual sexual activity is not by definition forced. Additionally, other misconduct will fall under Title IX when based on sex or gender.

## **Confidentiality and Privacy When Reporting Misconduct**

Different people on campus have different reporting responsibilities and different abilities to maintain confidentiality, depending on their roles at the University and upon University policy. Some resources can offer you confidentiality, sharing options and advice without any obligation to tell anyone unless you want them to. Other resources are expressly there for you to report crimes and policy violations and they will take action when you report your victimization to them. Most resources on campus fall in the middle of these two extremes. Neither the University nor the law requires them to divulge private information that is shared with them except in certain circumstances, some of which are described below. A victim may seek assistance from these University officials without starting a formal process that is beyond the victim's control, or violates her/his privacy.

### **To Report Confidentially**

If one desires that details of the incident be kept confidential, they should speak with on-campus mental health counselors from Counseling Services, campus health providers at the Wellness Center, the University Chaplain, or off-campus rape crisis resources who can maintain confidentiality. Campus Counselors are available to help you free of charge, and can be seen on an emergency basis.

### **Reporting To Those Who Can Maintain The Privacy of What You Share**

You can seek advice from certain resources who are not required to tell anyone else your private, personally identifiable information unless there is cause for fear for your safety, or the safety of others. These are individuals who the University has not specifically designated as "responsible employees" for purposes of putting the institution on notice and for whom mandatory reporting is required, other than in the stated limited circumstances. If you are unsure of someone's duties and ability to maintain your privacy, ask them before you talk to them. They will be able to tell you, and help you make decisions about who can help you best.

Some of these resources have been instructed to share incident reports with their supervisors, but they will not share any personally identifiable information about your report unless you give permission, except in the rare event that the incident reveals a need to protect you or other members of the community. If your personally identifiable information is shared, it will only be shared as necessary with as few people as possible, and all efforts will be made to protect your privacy.

### **Non-Confidential Reporting Options**

You are encouraged to speak to officials of the institution to make formal reports of incidents, including Student Life staff, Human Resources, coaches, faculty, student organization advisors, and other University officials. The University considers these people to be "responsible employees." Notice to them is official notice to the institution. You have the right and can expect to have incidents of sexual misconduct to be taken seriously by the institution when formally reported, and to have those incidents investigated and properly resolved through administrative procedures. Formal reporting means that only people who need to know will be told, and information will be shared only as necessary with investigators, witnesses, and the accused individual. For your convenience, the following individuals have been identified as primary reporting options:

Title IX Coordinator-  
Amber Farley  
Director of Student Conduct  
TOC 211 740-826-8087  
[azifzal@muskingum.edu](mailto:azifzal@muskingum.edu)

### **Federal Statistical Reporting Obligations**

Campus officials have a duty to report sexual assault, domestic violence, dating violence and stalking for federal statistical reporting purposes (Clery Act). All personally identifiable information is kept confidential, but statistical information must be passed along to campus law enforcement regarding the type of incident and its general location (on or off-campus, in the surrounding area, but no addresses are given) for publication in the annual Campus Security Report. This report helps to provide the community with a clear picture of the extent and nature of campus crime, to ensure greater community safety. Mandated federal reporters include: Student Life staff, University Police, coaches, Human Resources staff, advisors to student organizations and any other official with significant responsibility for student and campus activities. The information to be shared includes the date, the location of the incident (using Clery location categories) and the Clery crime category. This reporting protects the identity of the victim and may be done anonymously.

### **Federal Timely Warning Reporting Obligations**

Victims of sexual misconduct should also be aware that University administrators must issue immediate timely warnings for incidents reported to them that are confirmed to pose a substantial threat of bodily harm or danger to members of the campus community. The University will make every effort to ensure that a victim's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the danger. The reporters for timely warning purposes are exactly the same as detailed at the end of the above paragraph.

### **Resolving Sexual Misconduct**

Once a report of sexual misconduct is filed, an investigation will take place. This investigation will be managed by University staff members who have been trained to appropriately investigate these allegations, along with the Title IX Coordinator. The investigation will only involve individuals who are necessary for the process. Upon completion of the investigation, a report will be made to the Title IX Coordinator and the matter may be resolved a number of different ways. Cases involving physical contact or severe harassment will likely be resolved through the Community Standards Board hearing process. Please see the appropriate section in the Student Handbook for specific details regarding this process. Cases involving lower levels of misconduct may be resolved by the Board process, or by other means through the Student Conduct office including mediation, one-on-one hearings, or other remedial measures. The Title IX Coordinator will determine the most appropriate method for resolving the matter after reviewing the investigators' report.



## Sanctions

- Any student found responsible for violating the policy on Non-Consensual or Forced Sexual Contact (where no intercourse has occurred) will likely receive a recommended sanction ranging from probation to expulsion, depending on the severity of the incident, and taking into account any previous campus conduct code violations.\*
- Any student found responsible for violating the policy on Non-Consensual or Forced Sexual Intercourse will likely face a recommended sanction of suspension or expulsion.\*
- Any student found responsible for violating the policy on sexual exploitation or sexual harassment will likely receive a recommended sanction ranging from warning to expulsion, depending on the severity of the incident, and taking into account any previous campus conduct code violations.\*

\*The Hearing Officer or Board reserves the right to broaden or lessen any range of recommended sanctions in the case of serious mitigating circumstances or egregiously offensive behavior. Neither the initial hearing officers nor any appeals body or officer will deviate from the range of recommended sanctions unless compelling justification exists to do so.

## Frequently Asked Questions

Here are some of the most commonly asked questions regarding University's sexual misconduct policy and procedures.

Does information about a complaint remain private?

The privacy of all parties to a complaint of sexual misconduct must be respected, except insofar as it interferes with the University's obligation to fully investigate allegations of sexual misconduct. Where privacy is not strictly kept, it will still be tightly controlled on a need-to-know basis. Dissemination of information and/or written materials to persons not involved in the complaint procedure is not permitted. Violations of the privacy of the complainant or the accused individual may lead to conduct action by the University.

In all complaints of sexual misconduct, all parties will be informed of the outcome. Certain University administrators are informed of the outcome within the bounds of student privacy (e.g., the President of the University, Dean of Students, Chief of Police). If there is a report of an act of alleged sexual misconduct to a conduct officer of the University and there is evidence that a felony has occurred, police will be notified. This does not mean charges will be automatically filed or that a victim must speak with the police, but the institution is legally required to notify law enforcement authorities. The institution also must statistically report the occurrence on campus of major violent crimes, including certain sex offenses, in an annual report of campus crime statistics. This statistical report does not include personally identifiable information.

Will my parents be told?

No, not unless you tell them. Whether you are the complainant or the accused individual, the University's primary relationship is to the student and not to the parent. However, in the event of major medical, disciplinary, or academic jeopardy, students are strongly encouraged to inform their parents. University officials will directly inform parents when requested to do so by a student, in a life-threatening situation, or if an accused individual has signed the FERPA waiver form which allows such communication.

Will the accused individual know my identity?

Yes, if you file a formal complaint. Sexual misconduct is a serious offense and the accused individual has the right to know the identity of the complainant/alleged victim. If there is a hearing, the University does provide options for questioning without confrontation, including closed-circuit testimony, Skype, using a room divider or using separate hearing rooms.

Do I have to name the alleged perpetrator?

Yes, and No. Yes, if you want formal disciplinary action to be taken against the alleged perpetrator. No, if you choose to respond informally and do not file a formal complaint (but you should consult the complete confidentiality policy above to better understand the University's legal obligations depending on what information you share with different University officials). Victims should be aware that not identifying the perpetrator may limit the institution's ability to respond comprehensively.

What do I do if I am accused of sexual misconduct?

DO NOT contact the alleged victim. You may immediately want to contact someone who can act as your advisor. Please see the appropriate section of the Student Handbook for information regarding advisors. You may also contact the Student Conduct Office, which can explain the University's procedures for addressing sexual misconduct complaints. You may also want to talk to a confidential counselor at the Counseling Center or seek other community assistance.

As a victim, do I have the right to an advisor?

Yes. All parties involved may have an advisor present. Please see the appropriate section of the Student Handbook for information regarding advisors

Will I (as a victim) have to pay for counseling/or medical care?

Not typically. Any services provided on campus are done so free of cost. If a victim is accessing community and non-institutional services, payment for these will be subject to state/local laws, insurance requirements, and so on. In Ohio, victims may be ineligible for state-based assistance if they were engaged in any illegal activity during the assault or if they fail to cooperate with criminal prosecution.

What about changing residence hall rooms?

If you want to move, you may request a room change. Room changes under these circumstances are considered emergencies. It is typically institutional policy that in emergency room changes, the student is moved to the first available suitable room. If you want the accused individual to move, and believe that you have been the victim of sexual misconduct, you must be willing to pursue a formal or informal University complaint. No Contact Orders can be imposed and room changes for the accused individual can usually be arranged quickly. Other accommodations available to you might include:

- Assistance from University support staff in completing the relocation;
- Arranging to dissolve a housing contract and pro-rating a refund;
- Assistance with or rescheduling an academic assignment (paper, exams, etc.);
- Taking an incomplete in a class;
- Assistance with transferring class sections;
- Temporary withdrawal;
- Assistance with alternative course completion options;
- Other accommodations for safety as necessary.

What should I do about preserving evidence of a sexual assault?

Police are in the best position to secure evidence of a crime. Physical evidence of a criminal sexual assault must be collected from the alleged victim's person within 120 hours, though evidence can often be obtained from towels, sheets, clothes, etc. for much longer periods of time. If you believe you have been a victim of a criminal sexual assault, you should go to the Hospital Emergency Room, before washing yourself or your clothing. The Sexual Assault Nurse Examiner (a specially trained nurse) at the hospital is usually on call 24 hours a day, 7 days a week (call the Emergency Room if you first want to speak to the nurse; ER will refer you). If a victim goes to the hospital, local police may be called, but the victim is not obligated to talk to the police or to pursue prosecution. Having the evidence collected in this manner will help to keep all options available to a victim, but will not obligate him or her to any course of action. Collecting evidence can assist the authorities in pursuing criminal charges, should the victim decide later to exercise it.

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

Will a victim be sanctioned when reporting a sexual misconduct policy violation if they have illegally used drugs or alcohol?

No. The severity of the infraction will determine the nature of the University's response, but whenever possible the University will respond educationally rather than punitively to the illegal use of drugs and/or alcohol. The seriousness of sexual misconduct is a major concern and the University does not want any of the circumstances (e.g., drug or alcohol use) to inhibit the reporting of sexual misconduct.

Will the use of drugs or alcohol affect the outcome of a sexual misconduct conduct complaint?

The use of alcohol and/or drugs by either party will not diminish the accused individual's responsibility. On the other hand, alcohol and/or drug use is likely to affect the complainant's memory and, therefore, may affect the outcome of the complaint. A person bringing a complaint of sexual misconduct must either remember the alleged incident or have sufficient circumstantial evidence, physical evidence and/or witnesses to prove his/her complaint. If the complainant does not remember the circumstances of the alleged incident, it may not be possible to impose sanctions on the accused without further corroborating information. Use of alcohol and/or other drugs will never excuse a violation by an accused individual.

Will either party's prior use of drugs and/or alcohol be a factor when reporting sexual misconduct?

Not unless there is a compelling reason to believe that prior use or abuse is relevant to the present complaint, at the discretion of the University.

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

If you believe that you have experienced sexual misconduct, but are unsure of whether it was a violation of the institution's sexual misconduct policy, you should contact the Student Conduct or Residence Life offices. These staff members can help you define and clarify the event(s), and advise you of your options.

If I am accused of Sex or Gender-Based Misconduct, will I be allowed to stay on campus and go to class?

That depends on the type of allegations. If there is concern for the safety or well-being of any member of the University community, a student alleged of misconduct may be given an interim suspension from all University property and activities, including class. This suspension would be reviewed after the completion of the investigation process, including any hearings and appeals.

If I don't know the assailant, should I still report it?

Yes. Any misconduct should be reported so that an investigation may take place. There might be other victims that have reported similar incidents that you are unaware of, making your report more significant than you realized. Additionally, reporting the incident will help you connect with resources to assist in your recovery.

Is it still Sexual Harassment if the aggressor is my girlfriend/boyfriend or a spouse?

Yes. Unwelcome conduct from any source is unacceptable. Conduct that falls into this category may be considered domestic violence or dating violence in addition to the specific type of violation.

*(Much of the information found in the above section has been adapted from the ATIXA Gender-Based and Sexual Misconduct Policy by the National Center for Higher Education Risk Management and the Association of Title IX Administrators, 2014)*

## **VII. General University Policies**

### **A. Peer Harassment Policy & Reporting Procedure**

Muskingum University does not condone harassment of any kind. The campus community constitutes an environment where any form of harassment is unacceptable. This policy is in keeping with the spirit and intent of federal, state and University guidelines concerning discrimination and harassment. Sex and gender passed harassment or discrimination may be a violation of the sex and gender-based misconduct policy, and as such, may follow the policies and procedures outlined in section VI.

#### **Definition**

Harassment is physical, verbal or any other behavior, including written, electronic or pictorial expression, that either recklessly disregards the harmful effect of the behavior on, or that intends to hurt, a specific individual, group of individuals, or campus organization.

#### **Reporting Procedures**

The reporting procedures outlined below are designed to provide sufficient flexibility in responding to allegations of harassment. They are intended to be as formal or informal as the allegations dictate.

Any individual who believes he/she has been harassed (as defined above) should contact the Student Life Office, which will help the individual explore the options available to him/her. Initial contact with the Student Life Office will be kept confidential; no formal records will be kept, and all individuals are assured of anonymity (except as required by law [e.g. anonymous statistical reporting which may be required under the federal Campus Right to Know or Cleary Act, or judicial subpoena]). The student may wish to consult someone with special sensitivity or expertise and the Student Life Office will facilitate a referral to such a person if desired. If an individual desires to seek assistance outside the Student Life Office, they are encouraged to approach someone in the Counseling, Wellness, or Chaplain areas.

#### **Informal Reporting Procedure**

An Informal Reporting Procedure may be the first step proposed to resolve an allegation of harassment. Any individual with a complaint may be provided the option to discuss the issue directly with the alleged harasser in the presence of the Dean of Students or designee. This option is often viewed as beneficial as, should the behavior not be so egregious as to warrant removal from campus, the high likelihood of future interaction (even if only in passing) on a campus the size of Muskingum

University, can make an amicable resolution desirable for the complainant. However, if the individual does not desire a face-to-face meeting with the responding party, he/she may write a letter or choose a contact person to mediate on his/her behalf, if they wish to pursue an informal resolution.

### **Formal Reporting Procedure**

Formal Reporting Procedure should be used if the individual making the complaint believes the severity of the complaint warrants it. The individual who desires to file a formal complaint of harassment will submit a detailed report of the incident directly to the Dean of Students. Note that any individual bringing forth a complaint of harassment may petition to terminate the proceedings at any stage, however, once a formal investigation is initiated, the Dean of Students will determine whether the University may continue as the complainant due to the dual nature of harassment offenses being both an offense against the individual and an offense against the community.

Evidence of retaliation in response to formal or informal grievance procedures will itself be regarded as harassment and will result in the filing of allegations to address said retaliatory behavior.

Formal reports will include information about the date, time, place, participants' names and the harassing behavior. The report will be handled in accordance with the resolution procedures of the Code of Student Conduct with possible additional stipulations because of the nature of the allegations as herein indicated or as deemed appropriate by the Dean of Students or his/her designee. In harassment/assault cases, modification of the standard hearing procedures may be implemented by the Dean of Students or his/her designee to comply with legal expectations and to promote a fair and equitable process for the resolution of allegations.

Modifications to the hearing may include measures such as the presence of an additional faculty or professional staff member, segregation of the reporting party and responding party with desired inquiries of the opposite party directed to the Community Standards Board Chair who will determine whether the question is appropriate and, if so, in what phrasing it is to be posed.

### **Principles**

In investigating complaints of harassment, the following principles will be adhered to:

- Each complaint will be handled on an individual, case-by-case basis, considering the complete record and all relevant circumstances.
- Investigation will be conducted as promptly as possible.
- In investigating complaints of harassment, confidentiality should be maintained in consideration to both the reporting party and the responding party (except as mandated by law or subpoena).
- The complaint will be resolved in a manner which is consistent with this policy and equitable to all parties concerned.

## **B. Statement of Computer Ethics**

Muskingum University provides a variety of computer and computer-related resources for students, faculty, administration, and other affiliated parties. Because these resources are limited and shared, it is important that all users adhere to ethical and legal limitations. This statement lists minimum commitments and understandings of users to these limitations. All users of Muskingum computer and network resources will abide by these policies and practices:

1. Users must access only those computers and computer accounts which have been authorized for their use.
2. Users are responsible for all use of these facilities. They should make appropriate use of system-provided protection features and take precautions against others obtaining access to their computer resources.
3. Unless authorized, users must not search for, access, or copy directories, programs, files, or data not belonging to them.
4. Users should not encroach on others' use of computer facilities by monopolizing computer time, interfering with proper access to resources, or in any other way.
5. Users must not attempt to modify system facilities, attempt to crash any system or attempt to subvert the restrictions associated with their accounts.
6. Users are responsible for sensible treatment of hardware and software to which they have access and should report problems with hardware, software or network facilities immediately to Computer and Network Services.
7. Users should not abuse telephone line or other remote access to the Muskingum University computer and network facilities or to any other computer facilities.
8. Unless otherwise authorized, users should employ Muskingum University computer and network facilities for projects directly related to Muskingum University work.
9. The following statement endorsed by the national higher educational computing consortium (EDUCAUSE) should be read and considered carefully:

“Respect for intellectual labor and creativity is vital to academic discourse and enterprise. This principle applies to works of all authors and publishers in all media. It encompasses respect for the right to acknowledgment, right to privacy, and right to determine the form, manner, and terms of publication and distribution.

Because electronic information is volatile and easily reproduced, respect for the work and personal expression of others is especially critical in computer environments. Violations of authorial integrity, including plagiarism, invasion of privacy, unauthorized access, and trade secret and copyright violations, may be grounds for sanctions against members of the academic community.”

10. Data files and messages traversing the University network are not private communication. The University reserves its right, as owner of the network

and the computers in question, to examine, log, capture, archive, and otherwise preserve or inspect any messages transmitted over the network and any data files stored on University-owned computers.

Abuse of computer and network privileges is subject to disciplinary action. Violations by students will be adjudicated by the Community Standards Board. Violations by faculty will be adjudicated by the Professional Relations Committee. Violations by administrators or staff will be adjudicated by the Director of Human Resources in consultation with the President's Cabinet. Nothing in this policy precludes enforcement under the laws and regulations of the State of Ohio and/or the United States. Questions concerning computer ethics and responsibilities should be directed to the Director of Computer and Network Services.

Communications on sites such as Facebook, MySpace, Xanga, and LiveJournal, though logins are often required, are public and open communications. Communications on such sites will not be regularly policed by student affairs officials, but communications can be documented when they are seen as derogatory, harassing or inappropriate in nature. As with other public arenas, information found on internet sites is admissible as evidence in Community Standards Board hearings as well as other student conduct proceedings. Information that is admissible will include, but will not be limited to: wall postings, journal entries, blog postings, pictures, comments, and other openly accessible communications.

Messages between individuals can also be used in the student conduct process. Harassing communications can involve instant messenger notes, text messages, emails, Facebook messages, or other electronic forms of communications.

Students should be aware that the internet is considered a public forum and information posted on the internet can be viewed by anyone. Please be cautious of the information you make available to others.

### **C. Organizations Policy**

The University recognizes (1) the importance of organized student activities as an integral part of the total educational program of the University; (2) that University learning experiences are enriched by student organizational activity; and (3) that organizations provide a framework for students within which they may develop their own special talents and interests.

Inherent in the relationship between the University and organized student groups is the understanding that the purposes and activities of such groups should be consistent with the main objectives of the University. All student groups are to comply with the procedures and policies regarding registration and operation as set forth by this document.

#### **Procedure for Registration of New Organizations**

The group will file its name, statement of purpose, constitution or statement regarding its method of operation, faculty/staff advisor, and the names of its officers or contact persons with the Student Life Office via the organizational software, OrgSync. In cases where a potential faculty/staff advisor is unknown to the group, Student Affairs staff will assist in identifying a University faculty or staff member who may wish to serve as an advisor. Organizations are required to have a faculty/staff advisor.



The University uses an online program, OrgSync, to maintain student organization records and communication. Student leaders are expected to use the system throughout all the steps involved with registration and operation as a student organization.

Should the group not have elected its officers or completed other work connected with its formation at the time they initially see the Student Affairs staff, the organization will not be permitted to reserve space on campus, request funds from Student Senate or Student Affairs, or sponsor events. Once the requirements are completed and approved, full organization permissions will be granted. Having ascertained that the group's purpose is lawful and within University regulations and that the group has filed the required forms and disclaimers, the Dean of Students or his/her designee will approve the application. Appropriate University personnel are notified by Student Affairs that the group is then eligible for all of the rights of student organizations and the Student Senate will be informed that the group may be eligible for student fee funding as per the procedures of the Student Senate.

Should the reviewing staff member feel that the organization does not meet the requirements for registration, a written copy of the decision and reasons will be furnished to the applicant. The group may appeal the decision to the VPSA/Dean of Students whose decision on the matter will be final.

### **Membership Regulations**

Registered student organizations have freedom of choice in the selection of members, provided that there is no discrimination on any protected class, which includes, race, color, religion, national origin, age, sex, pregnancy, citizenship, familial status, disability, veteran, and genetic information, except that a waiver of this section may be granted by the Dean of Students or his/her designee if membership restriction is necessary to achieve the stated lawful purpose of the organization. Membership in registered student organizations is restricted to currently enrolled University, undergraduate students.

### **Officers Regulations**

Student organizations are free to set qualifications and procedures for election and holding office, with the following provisions:

- All officers must be regular members of the organization;
- There is no discrimination against any protected class (except where the organization's lawful and University recognized purpose supports such restriction); and
- Persons not currently enrolled at the University as a full time undergraduate students may not run for election, be appointed to an officer position, hold office or direct organizational activities.

Because student organizations and leadership activities are part of the total educational program of the University, a student who is on academic probation (as determined by the office of Academic Affairs) and/or conduct probation (as determined by the office of Student Conduct) may not be allowed to represent the University in an official capacity. This includes, but is not limited to the following activities: holding an office in a student organization, including social clubs, Student Senate, and Muskingum's Program Board; participation in new member recruitment of a fraternity,

sorority, or social club, and participation as a member of the Community Standards Board or Greek Council.

### **Records**

All registered student organizations must maintain the following records with the Student Life Office. This information is gathered in OrgSync, the online program for student organization registration:

- The organization's current officers and faculty/staff advisor shall be listed on the organization's profile within the group's OrgSync portal. This information is to remain up-to-date throughout the academic year. Any changes to the group's leadership positions during the year must be updated on OrgSync within 10 days.
- Membership rosters are to be provided at the beginning of each semester and maintained through OrgSync.
- A copy of the organization's current constitution (or statement of purpose and statement regarding its method of operation), is to be stored in the "Files" section of the organization's OrgSync portal.

**Rights and Responsibilities of Registered Student Organizations** Registered student organizations exist on the University campus on the assumption that their activities and programs contribute to the educational, civic and social development of the students involved. Registration of a campus organization does not imply University sanction of the organization or its activities. Registration is simply a charter to exist on the University campus and may be withdrawn by the University at any time if the organization is found in violation of any federal, state or local laws, or University regulation or policy.

### **Use of the University's Name**

Organizations may not use the name of the University or an abbreviation of the name of the University as part of its name, except to designate location or chapter, nor advertise or promote events in a manner which suggests that the function is sponsored or sanctioned by the University unless the event is formally cosponsored with an administrative or academic unit of the University.

### **Rights**

Registered Student Organizations may:

- Use general University facilities subject to compliance with pertinent regulations (e.g. receiving approval from Student Life for off-campus speakers, performers or presenters), proper scheduling procedures, and the prior needs of the University itself.
- Request funding for an organizational event or program (Subject to the rules and regulations of the appropriate funding entities [e.g. Student Senate, Weekend Programming Funds, etc.]).
- Distribute literature relating to the organization's purpose and activities. All literature (flyers, brochures, etc.) must be pre-approved by the Student Life office and can be distributed only in those areas authorized by the current posting & distribution policies.
- Reserve space on campus for the purpose of meetings and events\*. Room reservations must be made no less than 24 hours in advance and will not be approved unless the corresponding event is registered on OrgSync. Please note some reservations such as bonfires and stage setups require a minimum 72 hour advance notice.

- Student organizations are responsible for cleaning the space they use. If space is not cleaned, the organization will be charged for cleaning staff at a minimum of four hours overtime rate.
- Sponsor profit-making activities and solicit funds for organizational activities upon approval from VP/SA/Dean of Students in accordance with University regulations; and
- Use an academic building (Caldwell Hall, Cambridge Hall, Montgomery Hall, Walter Hall or Boyd Science Center) for social activities\* provided they adhere to the following guidelines:
  - Set up time for an event may not begin until after the end of the last scheduled class in the building, including graduate classes.
  - Alcohol is not permitted at any student organization event in an academic building.

\*Reservation requests are subject to availability.

### **Responsibilities**

It is the responsibility of every registered student organization and/or its representatives to:

Manage itself and carry out its activities within its own constitution while adhering to all applicable local, state and federal laws, as well as all University regulations and policies;

Anticipate, provide for and promptly meet its legitimate financial obligations;

Act accordingly in the best interests of its members and the University;

Properly register all organization sponsored meetings and events via the organization's portal on OrgSync. Directions for registration may be found in leadership materials provided by the Student Life Office and found on OrgSync

Take reasonable precautions for the safety and comfort of participants at organization events; and

Notify the appropriate staff person in Student Affairs of any and all changes in the organization's officers/contact persons, addresses, telephone numbers or constitution. These updates and changes must be submitted into the organization's OrgSync portal.

### **Conduct of Student Organizations**

Student groups and organizations may be charged with alleged violations of local, state and federal laws and/or University policies. A student group or organization and its officers may be held collectively and/or individually responsible when alleged violations occur either during an event sponsored by the organization or by an individual representing or associated with that organization or group.

Sanctions for group or organization misconduct may include revocation or denial of registration or recognition in addition to any other appropriate sanctions provided herein or in the Code of Student Conduct. Student groups and organizations may appeal any sanction through the Appeals Process outlined in the Student Conduct section of the Student Handbook.

## D. Social Event Policy

Social life is an important component of any University experience. Because the University takes seriously the positive value of developing social relationships in a sensitive and mature manner, it has established guidelines and expectations to further that purpose for all Muskingum students. Muskingum University provides these guidelines in hopes of helping and encouraging students to develop this aspect of their life in an acceptable and responsible way.

A Social Event is an event that must be registered if one or both of the conditions below apply:

- a. It is attended by individuals who are not members of the Muskingum University community (for example: alumni, friends, siblings, etc.);
- OR
- b. It is attended by more than 3 times the number of students as assigned occupants within the living area (room/wing/floor/house/etc.). Example: If a house has 10 residents assigned, there can be no more than 30 students (including those assigned to the house) present at an unregistered event. More than 30 individuals present is considered a Social Event that must be registered (see below).

If it is a members only event where alcohol is not present, the event does not need to be present.

Hosting a Social Event at Muskingum University requires that students:

- a. Submit the event on Orgsync, discuss the event with the Dean of Students or his/her designee, and receive approval before further action is taken. All Social Events, including Greek events, must be registered. Greek events must be registered within the Greek Affairs umbrella on Orgsync; all other events should use the Event Planning Form;
- b. Select a date with the Dean of Students or his/her designee;
- c. Carry out the event. Assure cleanup of the area in which the Social Event was held immediately following conclusion of the event.
- d. Any Social Event where alcohol is present must follow the Alcohol Event Policy.

## E. Alcohol Event Policy

**Muskingum University community members are criminally and civilly liable for violations of the state and local laws especially pertaining to the consumption and distribution of alcohol. The guidelines of this policy do not absolve any community member from compliance with state and local law.**

All alcohol events must be registered and are limited to two (2) open social events per weekend night on campus. Any alcohol event that does not adhere to the guidelines stated in this policy is subject to immediate termination. If that should happen, all alcohol will be disposed of, individuals in attendance will be required to leave the designated area, and the hosting organization will face additional sanctions.

#### Alcohol Event Definitions:

A closed alcohol event is defined as a Social Event where alcohol is present with a predetermined guest list created by the organization(s) hosting the event. Only those individuals listed on the guest list (which must be submitted to the Associate Dean of Student or his/her designee a week prior to the event date) will be allowed to attend. The guest list must not exceed more than 3 times the number of members of the hosting organization(s), including the members of the hosting organization.

An open alcohol event is defined as a Social Event where alcohol is present without a limited guest list.

#### Guidelines for Hosting Alcohol Events

- a. No events with alcohol may take place Sunday through Thursday. No events with alcohol will be held from the last day of classes of a semester until the first day of classes for the following full semester. No events with alcohol will begin before 7 p.m., extend past 2 a.m., or last longer than 4 hours.]
- b. In an effort to encourage healthy and responsible alcohol consumption, guests will be limited to one drink per hour of the event. For example, at a four hour event, each guest will only be permitted a total of four beers.
- c. No alcohol events will be held during certain weekends, such as Board of Trustee Weekend, Homecoming, Parents' Weekend, Orientation, Muskiepalooza, Bid Day or Big Concert weekend or other all-campus functions as determined by the Dean of Students or his or her designee.
- d. There may only be two (2) open alcohol events on campus per weekend night. If an organization chooses to host an open event where alcohol will be present, that organization must host an approved open event without alcohol before another event with alcohol will be approved.
- e. All alcohol events must be registered and approved through the Alcohol Event Planning form on Orgsync by 5:00pm the Wednesday, one and a half weeks prior to the event date. (If the hosting organization provides the alcohol, the State of Ohio requires an F-Permit which must be requested from the state a minimum of 30 days prior to the event.) Organizations wishing to host registered alcohol events must meet with the Dean of Students or his/her designee. At that meeting the students must present for review a specific plan for the service of alcohol, a list of individuals who will coordinate and be responsible for the event (TIPS Servers, dry guys, etc.), as well as any guest list.
- f. An organization hosting a party where alcohol will be served must have the proper F-permits verified with the Student Life Office and must be present at the event. It is required that organizations must apply for F-Permits from the state of Ohio a minimum of 30 days before their event. An organization having an open event where alcohol will be served may possess a maximum of two kegs or equivalent for the entirety of the event; if it is a closed event where alcohol is being served, a maximum of one keg or equivalent will be permitted (however, service of alcohol must strictly comply with the alcohol consumption limit listed above for an individual of age).
- g. Non-alcoholic drinks other than water must be provided as an alternative beverage throughout the event. Substantial food in sufficient quantity for the

numbers present will be provided during the entire time of the scheduled event (e.g. finger sandwiches/subs, cheeses, vegetables, brownies, cookies, pizza, fruits and dips, not merely popcorn or pretzels). Both the non-alcoholic beverages and food must be invitingly laid out and maintained throughout the event.

- h. A bar area must be set-up at all alcohol events so the alcohol is served in a designated location. At a BYOB event, students must turn over their alcohol at the door where it will be conveyed by a TIPS server to the bar and distributed from there only to the owner. Only one beverage at a time will be distributed by the TIPS server to an individual.
- i. All alcohol events must have bartenders selected, trained and approved by the University as certified TIPS servers or an approved third party vendor. A minimum of six trained TIPS servers must be provided by the event sponsoring organization to dispense any alcohol and monitor admission policy compliance at these events. The TIPS servers must not have consumed alcohol for the entirety of the day of the event. The aforementioned minimums may be adjusted at the discretion of the Dean of Students based upon the designated area for service of alcohol.
- j. All individuals attending an alcohol event must enter at the sole access door of the event. All individuals must provide a valid state ID and Muskingum University ID upon entrance to the event.
- k. All individuals who are of legal age to consume alcohol will be provided and must be identified through a wrist band securely affixed around their wrist so it cannot be slipped off the arm. These bands will be provided to the sponsoring organization by the Student Life Office. Anyone consuming alcohol and not wearing a wristband is to be escorted out of the event and reported to Student Life Office personnel for violation of the Alcohol Policy. Any individual misbanding or allowing someone to circumvent this process will be charged with a violation of the Code of Student Conduct. The failure of event hosts to support this process through appropriate staffing and control of guests will result in the event being cancelled and possible review and rescinding of future privileges.
- l. Students will not be permitted to claim more than one container of alcohol from the host at a given time and will be found responsible for violation of the Alcohol Policy if in possession of more than one container after entrance to an event.
- m. No alcohol will be consumed at or about the entrance of the event and the entrance to the event will be established such that the flow of individuals entering and exiting the venue can be reasonably managed.
- n. No person under the age of 18 is allowed at an event where alcohol is present, unless he or she is a full-time Muskingum University student.
- o. Any and all kegs or alcohol containers (whether tapped, opened or not) must be drained at the conclusion of the event and removed from the property/returned to the proper vendor within a period of 3 calendar days from the event.
- p. Assure clean-up of area in which event was conducted (including lawns, porches, parking lots) immediately following conclusion of event.

## **F. Greek Affairs Policies**

**Recognition-** All Greek Organizations voted in by Greek Council, approved by the Dean of Students, and in good conduct standing with the University will be recognized under the following stipulations:

- a. Greek organizations must have liability insurance coverage on file with the University.
- b. Greek organizations must have the minimum of 8 members to begin the expansion process and must maintain a membership of 10 throughout the duration of the organization.
  - i. If an organization's drops below 10 members, the organization will face a probationary period of one year.
  - ii. If an organization's membership does not meet the minimum standards of 10 members after a one year probationary period, the organization will be placed under a University reorganization plan.
  - iii. If an organization's membership does not meet the minimum standards of 10 members for 3 consecutive years, a result of indefinite suspension of the organization's charter may occur.

**Housing-** Greek Organizations are not guaranteed housing at Muskingum University. If an organization to requests housing the following will be taken into consideration:

- Greek Organizations must maintain a membership of 12 for 3 consecutive years before applying for housing.
- Greek Organizations must go through the application process in order to be considered for housing.
- Greek Housing will be granted by the Vice-President of Student Affairs and/or designee(s).
- Greek Organizations must be able to fill the occupancy of housing provided to them (i.e. residence hall floor, duplex, house, etc.) over the course of the academic year.
- Greek Organizations will be given a housing offer letter every academic year. It is expected that members will abide to the expectations and guidelines outlined in the housing offer letter.
- Failure to fill the occupancy of housing provided could result in removal from the housing.
- Failure to follow university policies could result in removal from housing.
- Failure to abide by the organizations specific housing offer letter could result in removal from housing.

## **Fraternity and Sorority Recruitment Procedures**

To be eligible to be a new member and/or receive an invitation to membership from an organization, a first year student must have attained the established high school minimum cumulative grade-point ratio of 2.5. In order for Muskingum students to be eligible they must have attained the established Muskingum minimum cumulative grade-point average of a 2.35 and have completed one semester as a full-time student at Muskingum University. First semester transfer students must transfer into Muskingum University with a minimum 2.35 grade- point average to be eligible. Individual organizations

reserve the right to require a higher standard for the cumulative GPA. More detailed information can be found below:

a. General Recruitment and Initiation Notes

- i. A new member education program may be conducted for all new members throughout an established period under the direction of the Greek Affairs Office. All new member programs must conclude by the Tuesday before Thanksgiving break and the Friday before Spring Break and be no more than 6 weeks long.
- ii. Guidelines for new member education programs will be set in the fall semester by the Dean of Students or his/her designee.
- iii. The Dean of Students or their designee, chapter advisor, and National Headquarters (if applicable) must approve all new member education programs and/or calendars at least one week prior to the start of new member education.
- iv. Initiation ceremonies are at the discretion of each individual organization, but are subject to approval by the Greek Affairs Office.
- v. An organization's faculty advisor has the right and is encouraged to be present for all activities and events of the organization including initiation. Student Life professionals and University Police personnel will be provided access to all activities and spaces on campus.
- vi. Hazing in any form is strictly forbidden.

b. NPC (National Panhellenic Council) Organizations Recruitment and Initiation Notes

- i. The preferential system of bidding is used.
- ii. Potential new members are not permitted in organization houses/lounges except during open houses and scheduled recruitment functions.
- iii. Violations of Greek Council Rules are referred to the Dean of Students or his/her designee for appropriate action.
- iv. All procedures, timelines, and deadlines for the recruitment process will be communicated through Greek Council each Fall.
- v. All NPC organizations have a maximum total/quota for membership as determined by Greek Council.

c. Interfraternity Council (IFC) Organizations Recruitment and Initiation Notes

- i. Potential new members are not permitted in organization houses/lounges except during open houses and scheduled recruitment functions.
- ii. Restrictions are placed on potential new members and current members during the recruitment period. These are published in the Greek Council Constitution.
- iii. All procedures, timelines, and deadlines for the recruitment process will be communicated through Greek Council each Fall.
- iv. Violations of Greek Council Rules are referred to the Dean of Students or his/her designee for appropriate action.



## **G. Organization Code of Conduct**

*In support of Ohio state law and Muskingum's guiding principles, Muskingum University is opposed to any and all forms of hazing, whether or not consent is given, under whatever name or form it may occur. Decisive action will be taken to prevent it. Any organization chartered or sanctioned by Muskingum University may have its right to function revoked if it is found responsible for a violation of the Organization Code of Conduct. Similarly, an individual found responsible of a violation under this Code may be separated from the University.*

The State of Ohio's Hazing Law is set forth in Section 2307.44 of the Ohio Revised Code. Any person who is subjected to hazing, as defined in division (A) of Section 2903.31 of the Revised Code, may commence a civil action for injury or damages, including mental and physical pain and suffering that result from the hazing. Section 2903.31 (A): As used in this section, "hazing" means doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person.

Muskingum University recognizes that membership in co-curricular activities can significantly enhance the learning and growth experiences of students. In accordance with state and federal laws, the university adamantly prohibits any form of hazing by groups, organizations, or individuals. All member orientation and initiation activities are expected to be unquestionable in their purpose and intention.

A group is defined as a number of persons who are associated with the University and each other, but who have not registered, or are not required to register, as a student organization (e.g. athletic teams, musical or theatre ensembles, academic or administrative units).

An organization is defined as number of persons who are associated with each other and who have registered with the University as a student organization under the Student Life Office policies for recognized student organization.

Individuals are defined as any student who directly/indirectly partake in prohibited act by encouraging, witnessing, or condoning the act in any manner. All students are encouraged to take action when witnessing inappropriate behavior.

### **Definition**

A violation of the Organization Code of Conduct will include any knowing, intentional or reckless act or behavior for the purpose of being initiated into, affiliating with, holding office in or maintaining membership in any group or organization, whether such behavior is on campus or off campus, or by one person or in concert with others, which, regardless of willingness of the participants:

1. Produces or is reasonably likely to produce mental or bodily harm (including, but not limited to, stress, intimidation, ridicule, fear of ostracism, or otherwise compromises the inherent dignity of an individual);
2. Compels an individual to participate in any activity which is unlawful and/or contrary to the rules, policies and regulations of the University; or
3. Will, unreasonably or unusually, impair an individual's academic efforts.

### **Behavioral Concerns**

As an aid to the organizations and groups on our campus, the following illustrative, but not exhaustive list of “traditional” new member activities are deemed to be inappropriate by Muskingum University [and may well be illegal]. If you are uncertain, you should not engage in the activity without consulting in advance with the Director of Greek Affairs or the Dean of Students:

- a. Paddling in any form, shoving or otherwise striking individuals, or corporal punishment of any kind, or creating a fear of similar behavior;
- b. Compelling physically demanding activity of any kind including, but not limited to, calisthenics, running, or other types of required strenuous activity;
- c. Compelling an individual to be shaved, branded, tattooed, pierced, etc.;
- d. Compelling physical acts, such as walking backwards or confinement in a small space, which create the potential for physical or mental injury;
- e. Compelling individuals to engage in sexual behaviors, sexual or racial harassment or slurs, or exhibitionism;
- f. “Line-ups” in which new members are verbally harassed, intimidated, or abused;
- g. Compelling an individual to engage in acts of personal servitude;
- h. Compelling an individual to forego opportunity for sufficient sleep, consumption of decent edible meals or access to or use of personal hygiene;
- i. Excluding an individual from social contact for prolonged periods of time;
- j. Compelling individuals to consume alcohol or drugs or any other substances (e.g. undue amounts or odd preparations of food or drink);
- k. Having substances thrown at, poured on or otherwise applied to the bodies of individuals;
- l. Compelling individuals to wear or carry unusual, uncomfortable, degrading/provocative or physically burdensome articles or apparel; or causing an individual to be indecently exposed or exposed to the elements  
(Note - The wearing of small pledge pins or small ribbons is allowed, however, any non-apparel items worn with the intent or effect of degradation, humiliation, or bringing undue attention to a new member is not permitted);
- m. Compelling individuals to participate in pranks or scavenger hunts (Note—Scavenger Hunts may only be permitted upon prior written approval of the Dean of Students or his/her designee. Scavenger hunt items must be approved at least two weeks in advance and any lewd or inappropriate items will not be permitted. Furthermore, scavenger hunts will not be permissible at any time in the Residence Halls or Academic buildings or during academic hours);
- n. Engaging in activities which impair an individual's academic efforts by causing exhaustion, loss of sleep or reasonable study time, or by preventing an individual from attending class (e.g., late night or early morning house duties);

o. Transporting individuals against their will, abandoning individuals at distant locations, or conducting any “kidnap,” “ditch” or “road trip” that may in any way endanger or compromise the health, safety or comfort of any individual;

### **Applicability of Community Standards**

The terms and concepts cited in this policy will be interpreted by University boards or officials in relation to acceptable and applicable community standards.

### **Accountability Expectation**

All membership-related activities must be approved by the president, chair or leader of the group and the adviser to the group prior to the activity. The activity must not interfere with the rights and activities of others and will reflect the best interests of the members of the organization it represents as well as the University community as a whole.

### **Enforcement**

The president, chair or leader of each group or student organization is responsible for informing the members (new members, associate members, initiated members, affiliates, etc.) of the organization of the policy regarding hazing. It is suggested that the policy be read and distributed to each member of the organization during the first meeting of each semester.

The president, chair or leader of each group or student organization is responsible for informing guests and alumni members of this policy and is additionally responsible for controlling the actions of guests and alumni members relative to this policy.

Officers of organizations violating hazing policies may be held individually, jointly, and severally responsible for the group’s actions, in addition to whatever organization accountability may be established.

It is the responsibility of any and all individuals who have firsthand knowledge of the planning or actual occurrence of a hazing activity to promptly report said knowledge to the Student Life Office.

### **Accusation**

If alumni, active, new member, or a community member of Muskingum University report a concern of hazing in a Greek organization, it will be investigated by University Police and/or Dean of Students or her designee. Organizations that are being accused may be placed on interim suspension until the hazing investigation or Community Standards Board hearing is conducted. Interim suspension means that all organization’s operations will cease and organizations may be asked to vacate their designated housing area on campus.

## **H. Posting & Distribution Policy**

These regulations are designed to permit the orderly use of University property and resources by Muskingum University students, faculty, staff with regard to posting and distribution on, in, or about University property. Failure to comply with these policies could result in suspension of an organization's posting privileges.

### **General Policies**

- Student organization sponsored events must be registered with the Student Life Office before they can be publicized and promoted on campus. Event registration is managed through the OrgSync system.
- Materials being posted must be sponsored by a registered student organization or a University department and must include the full name of the sponsoring organization.
- All content must be printed or translated in English.
- All materials to be posted in the Quad Center, Chess Center or residence halls are to be approved and stamped by the Student Life Office staff. Posting in other academic buildings is permitted, but must be approved by a representative in each respective building.
- Materials may only be posted in designated areas, specifically bulletin boards and some tile/cement walls. Any postings on glass, doors, or painted walls will be removed. Materials should be posted using masking tape only and must not damage the surface in any way.
- Materials must be removed within 48 hours of the event.
- Postings may not be left on vehicles.

### **Content Regulations**

No obscene, discriminatory, or offensive materials, as determined by the Student Life Office, will be approved for posting. No materials promoting the possession or consumption of alcoholic beverages, promoting gambling, or designed for the purpose of personal gain (except used book sales) will be approved.

### **Banners**

Banners may be hung on a first come, first served basis from the John Glenn Gym windows or the Quad Center windows. Banners may be hung for a maximum of 1 week prior to an event. The sponsoring organization is responsible for removing their banner by noon on the day following the event. Banners not removed by the deadline are subject to disposal.

### **Handbills**

A "handbill" is considered as any printed or pictorial matter distributed by hand on University property. With the permission of the Dean of Students or his/her designee and the appropriate space reservation, handbills may be distributed outside University buildings or within the Quad Center. Handbills may not be forced on individuals.

### **Mass "Mailing"/Mailbox Stuffing**

Registered student organizations are allowed one all-campus mailing each semester. The item must be approved by the Student Life Office and must meet the following criteria:

- Event must be open to the entire University community.
- The Mail Center staff must approve the mailing. Organizations must submit a sample copy to the staff prior to printing.
- The sponsoring organization must include the organization name and contact information on the flier.

### **Student Digest Email**

Registered student organizations may submit event information for distribution through the daily Student Digest e-mail. Events must be registered and approved on OrgSync prior to requesting distribution through the Digest. Event information may be e-mailed to bshank@muskingum.edu.

## **I. Policy Statement on AIDS**

### **Introduction**

These guidelines apply to all students or employees who may be infected with the virus thought to cause AIDS (HIV). This includes those who have one of the lesser manifestations of infection (AIDS-Related Complex, or ARC) and those who are currently healthy but have evidence of exposure to or infection by the virus by virtue of the presence of a serum antibody to HIV. Throughout this statement, the term “AIDS” is intended to reflect any one of these conditions.

Regrettably, there is no specific medical treatment for AIDS or AIDS-Related Complex (ARC); nor is there currently available any known effective vaccine against AIDS, ARC, or the HIV virus. Muskingum University will offer compassionate, current and up-to-date educational materials in an attempt to prevent further spread of the disease and an attempt to deal with reactions which it may evoke. Through such an educational process, the University will strive to provide information on the transmission of the virus and on risk reduction procedures. The University will further facilitate access to proper medical, administrative, and counseling assistance and will endeavor to identify work situations where specific precautions may be advisable.

The principal philosophy which will guide the University’s response to AIDS is that each situation or concern must be addressed individually, and a case-by-case basis, as determined by medical facts currently available. An AIDS Advisory Committee consisting of the Vice President for Academic Affairs, Director of Human Resources, and Dean of Student life will endeavor to facilitate such determinations. The University premises this response on recommendations issued by the U.S. Public Health Service, Centers for Disease Control, and the Ohio Department of Health. As these recommendations are modified or altered from time to time, the University will endeavor to revise these guidelines and its approach to the topic as appropriate.

## **The University Response to an Employee or Student Suspected of Having AIDS**

Current knowledge indicates that students or employees with AIDS do not pose a health risk to other individuals on campus in the normal working or educational context. The Centers for Disease Control states, however, that AIDS can be transmitted through sexual contact, the invasion of contaminated blood or blood products into body tissue, or from mother to unborn child. While the virus has been isolated from body fluids including blood, semen, saliva, urine, and breast milk, current epidemiologic evidence has indicated that only blood semen are active agents in the transmission process. No current medical evidence supports a case for AIDS, through the air, or from contaminated environmental surfaces.

There is currently no medial justification for restricting students or employees with AIDS, ARC, or a positive HIV antibody test from access to the Student Faculty Center, classrooms, the Student Health Center, the cafeteria, the gymnasium, the swimming pool, or any other recreational facility, residence hall, work setting, or common areas.

If any student or employee suspects that he or she may have AIDS or ARC or may have been exposed to the HIV-virus, the University will encourage that individual to get a detailed medical evaluation including a blood test for the HIV antibody. The University may refer a student to the University Health Center and both students and employees may be referred to local physicians or the Muskingum County Health Center and both students and employees may be referred to local physicians or the Muskingum County Health Center for confidential evaluation and counseling.

### **The Muskingum University Response to Testing for AIDS**

Following the Centers for Disease Control guidelines, the University currently does not intend to engage in routine testing for the presence of an HIV-virus. Unless there is significant change in currently available medical evidence on the subject, routine testing will not be a requirement for admission, financial aid, personnel decisions, employment or other campus business.

### **Confidentiality of Muskingum Medical and Employment Records**

At present, medical records are confidential and may be released only upon written consent of the subject student or employee. Medical records, however, may be placed in the employee's personnel records for purposes of determining disability benefits, or other legitimate reasons. The University will release confidential medical, personnel or other AIDS related information about students or employees only where required by or by public safety consideration.

### **The Muskingum Response to Complaints of Discrimination or Harassment Against Students or Employees with AIDS or ARC, or Who Have Positive**

## **HIV-Test Results, or Who Simply are Perceived to be in a High Risk Group**

The University will respond to conflicts or harassment involving persons in the captioned groups first by informal means, through counseling and education of the individuals involved. If harassment continues, however, such conduct will be dealt with through established procedures as a student or employee.

### **J. Handicap Discrimination Grievance Procedure**

Muskingum University has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints made by students and employees alleging any action prohibited by U.S. Department of Education, Office for Civil Rights, regulations implementing Section 504 of the Rehabilitation Act of 1973 which prohibit discrimination on the basis of handicap.

Grievance procedures pertaining to matters other than alleged handicap discrimination may be found in other University publications.

Complaints should be addressed to the Coordinator of Human Resources, Compliance Coordinator, Room 16 Montgomery Hall, phone 826-8114, who has been designated to coordinate the University's compliance activities pursuant to the above noted regulations.

1. A complaint should be filed in writing, containing the name and address of the person filing it and a brief description of the alleged violation of the regulations.
2. The complaint should be filed within 45 days after the alleged violation or the date on which the complainant reasonably should have become aware of such alleged violation.
3. An investigation, as may be appropriate, will follow the filing of a complaint. The investigation will be conducted by the Director of Human Resources. Grievances involving an academic matter may be referred to the Vice President for Academic Affairs. Grievances involving a Student Affairs matter, i.e. discipline, may be referred to the VPSA. Grievances involving an athletic gender/equity matter may be referred to the Vice President for Administration. This procedure contemplates informal but thorough investigations, affording all interested persons an opportunity to submit evidence relevant to a complaint.
4. Under Section 504, Muskingum University need not process complaints from applicants for employment or from applicants for admission to post-secondary educational institutions.
5. A written determination as to the validity of the complaint and a description of the resolution, if any, will be issued by the appropriate authority and a copy forwarded to the complainant no later than 45 days after its filing.
6. The University's designated compliance coordinator, Coordinator of Human Resources, will maintain the files and records of Muskingum University relating to the complaints filed.
7. The complainant can request a reconsideration of the case in instances where he or she is dissatisfied with the outcome of the investigation or the resolution of the complaint. The request for reconsideration should be directed to the President of Muskingum University and made within 30 days after issuance of the above-referenced written determination.

8. The right of a person to a prompt and equitable resolution of the complaint filed hereunder will not be impaired by the person's pursuit of other remedies such as the filing of a Section 504 complaint with the responsible Federal department or agency. Utilization of this grievance procedure is not a prerequisite to the pursuit of other remedies.
9. This procedure will be construed to protect the substantive rights of interested persons, to meet any applicable due process standards, and to assure that Muskingum University is complying with Section 504 and their implementing regulations.

### **K. Missing Student Notification (as required by the Higher Education Opportunity Act)**

Muskingum University has adopted the following Missing Student Notification policy, as required by the Higher Education Opportunity Act:

1. If a member of the university community has reason to believe that a Muskingum University student is missing, they should immediately notify the Muskingum University Police Department at 740-826-8155 (anytime) or the Student Life Office at 740-826-8080 (during normal business hours), whether the student resides on campus or not. All possible efforts will be made to locate the student to determine his or her state of health and wellbeing through the collaboration of the Muskingum University Police Department, the Student Life Office, and the Admissions Office.
2. Once the location of the residence of the missing student is established, the Muskingum University Police Department will secure authorization from the Student Life Office to conduct a welfare entry into the student's room, or collaborate with the police department with jurisdiction for assistance off-campus. The Student Life Office along with other university officials will attempt to determine the student's whereabouts through contact with friends, associates, and/ or employers of the student. All available resources will be contacted in an effort to determine if the student has been attending classes, labs, scheduled organizational, and/ or academic meetings. If located, verification of the student's state of health and intention of returning to the campus will be made. When and where appropriate, a referral will be made to the University Counselor or Wellness Center.
3. If the missing student is not located, notification to the family will be made within 24 hours of receiving the initial report to determine if they are aware of the student's whereabouts. If the student resides off campus, the family members will be encouraged to file a missing persons report with the local police department with jurisdiction. If the missing student is under the age of 18 and is not an emancipated individual, the Student Life Office or the Muskingum University Police Department will notify the parents or legal guardian immediately after the police department has determined that the student has been missing for more than 24 hours.
4. If the student resides on-campus, the Muskingum University Police Department will be notified immediately to start an investigation and retain status as the primary investigative unit. The department will follow the outlines published by the Ohio Attorney General's Office on missing persons. If the student resides off- campus, the Muskingum University Police Department will assist the police department with jurisdiction in any way possible. Upon closure of the missing person investigation, all parties previously notified will be contacted.



5. All students have the option to confidentially identify an individual to be contacted by the Muskingum University Police Department or the Student Life Office in the event they are determined to be missing for more than 24 hours. If a student has identified such an individual, the department will notify that individual no later than 24 hours after the student is determined to be missing. Students who wish to identify a confidential contact, to be notified in case they are missing, can do so through the department. The department will set up an ongoing data program for that purpose, and only authorized campus officials and law enforcement officers may have access to this information.

## **L. Motor Vehicle Regulations**

The policies and procedures authorized by the University and enforced through the Vice President of Student Affairs by the University Police Department regarding the use of motor vehicles on Muskingum University property are distributed with vehicle registration tags, can be obtained from the University Police station, and can be viewed at the Muskingum University Police page on the Muskingum University web site at

<http://www.muskingum.edu/home/campuspolice/downloads/mvregulations.pdf>.

## **M. Transportation Policy**

The University has a comprehensive transportation policy for any student or academic group requesting to travel from campus. Group coordinators should contact their appropriate Vice President for a detailed description of the policy. For academic programs travel plans, contact the Vice President of Academic Affairs. For student organization travel plans, contact the Vice President of Student Affairs.

## **N. Solicitation, Sales, and Fundraising Events**

Solicitation on any campus property or at any campus event is generally prohibited. However, registered student organizations with the approval of the Dean of Students or his/her designee may engage in fundraising projects for the benefit of worthwhile purposes of the organization with the following expectations:

- Most campus sales will only be approved to be held in the Quad Center or other areas where students, staff and faculty are not a “captive audience;”
- If the activity is desired to be conducted in a facility beyond the Quad Center, the Quad (green space/ patio area), or the residence halls, permission must also be received from the administrator responsible for that area (e.g. fundraising at an athletic event requires not only VPSA permission, but also the permission of the Athletic Director);
- No harassment will be permitted and there will be no door-to-door sales in the residence halls nor sales by individuals for profit (e.g. magazines, makeup, etc.) and;
- See applicable policies on gambling under the Code of Student Conduct.

Proceeds that are collected should be deposited into the organization’s on-campus account in the Business Office until the funds are to be donated.

If monies are collected by organizations from their members, for the purchase of goods or services for members, those monies should be deposited into the organization’s on-campus account until it is time to pay for the goods or services via a check request or purchasing card.

## **O. Availability of Student Records (FERPA)**

Muskingum University abides by the Family Educational Rights and Privacy Act of 1974 (FERPA) as amended. All students have access to their education records on file with the University and have the right to challenge records they feel are inaccurate. Further information is available from the Registrar's Office.

## **P. Parental Notification**

Muskingum University recognizes that students, parents, and the University are in a partnership in which each has the responsibility to promote a healthy and productive educational experience. The Student Conduct process exists to provide corrective action which is educational and developmental, to protect the campus community, and to maintain an environment conducive to learning. Violations of the University alcohol and/or drug policies can detract from the learning environment. The University believes parents can assist students in fulfilling their educational goals through the use of open dialogue.

Under FERPA, it is permissible for Muskingum University to notify the parent or guardian of students under the age of 21 when those students have been found responsible for alcohol and drug related offenses.

In addition, the parent/guardian may be contacted in any instance in which the health or safety of the student has been threatened either through the student's own acts or the acts of others.

There may be additional, unforeseen circumstances when we believe it is in the best interest of the student and of the University to notify a parent or guardian. We reserve the right to act in our own best judgement in these situations.

## **Q. Accuracy of Student Information**

It is the student's obligation to give complete and accurate information in all instances involving applications, registration and records and to keep the individuals and offices involved informed of any changes. Falsification of information, either verbal or written, is considered a serious breach of trust. Instances of such behavior may be pursued through the Code of Conduct, however, when students earn credits or receive a degree under false pretenses, such may be revoked or a statement regarding the behavior will be attached to their official records when the violation comes to the attention of the University.

## **R. Americans with Disabilities Act (ADA) and Reasonable Accommodations**

The Disability Education Office (DEO) provides federally mandated reasonable accommodations to students who have disabilities. The Coordinator for the DEO is located in Walter Hall 26 and the phone number is 740-826-6132.

In accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990, Muskingum University makes reasonable accommodations available to qualified students. Reasonable accommodations are provided at no charge to the student. Information received will not be used for any unlawful purpose.

Individuals with disabilities self-identify and make known their requests and, where required, provide documentation through the Disability Education Office.

Documentation should:

- Be recent
- Include qualifications of the evaluator
- Include diagnosis as applicable
- Identify the substantial limitation(s) in one or more major life activities of the individual
- Make recommendation(s) for specific related accommodations, and
- Establish an evidence-based rationale that supports the need for such accommodation.

Persons seeking accommodation should submit their request, along with documentation where required to the Coordinator for the DEO, Walter Hall 26, Muskingum University, New Concord, OH 43762.

The provision of reasonable accommodation is based on review of submitted documentation where required and communication with the student. The provision of accommodation is determined on an individual basis and accommodations are facilitated by the Disability Education Office. For further information please call the Disability Education Office at 740-826-6132.

### **S. Equal Opportunity Policy**

In accordance with Federal law and US Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, age, disability, religion, sex, and familial status. (Not all prohibited bases apply to all programs).

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call (800) 795-3272 (voice) or (202) 720-63282 (TDD).”

## **VIII. Academic Regulations**

Students are responsible for understanding and meeting all graduation requirements. For the complete listing of academic requirements and regulations, please refer to the Undergraduate Catalog. In general, the catalog in effect at the time you were admitted to Muskingum serves as the basis for all further student-University agreements, though the University reserves the right to modify policies and procedures when necessary. In the event there is a discrepancy in the statement policy in this handbook with one in the catalog, the latter will be considered to be official. You are encouraged to refer frequently to that catalog and to be your own academic record-keeper. The Registrar and your academic advisor will be happy to assist you in interpreting the various academic rules and regulations. It is the student’s obligation to give complete and accurate information in all instances involving applications, registration and records and to keep the individuals and offices involved informed of any changes. Questions may be directed to the appropriate offices.

The faculty advisor helps students come to certain important decisions about selecting courses or deciding on majors, but the advisor’s role is **advisory only**. The student is primarily responsible for these decisions and their effects.

## **IX. Student Finances**

### **A. Financial Aid Satisfactory Academic Progress (SAP)**

Federal and state regulations, and Muskingum University policy, require that students make Satisfactory Academic Progress (SAP) in their course of study in order to be eligible to receive financial aid. Official standards of SAP for retention of financial aid at Muskingum (which include a quantitative and qualitative component as described below) are set by the Financial Aid Committee on Academic Progress. Membership in this committee consists of representation from the Office of the Vice President for Academic Affairs, the Vice-President of Enrollment, the Student Financial Services Office, and the Senior Director of Admission and Student Financial Services.

- All financial aid awards are made contingent on students making SAP. If the University makes an award and subsequently discovers that academic progress was not made, the award will be withdrawn.
- Decisions regarding SAP for the retention of financial aid are made by the Financial Aid Committee on Academic Progress. Appeals of any decision made by this committee should be directed to the Vice President of Enrollment. Questions regarding SAP should be directed to the Office of Student Financial Services.
- The SAP requirements stated are applicable to federal financial assistance
- (including Federal Pell Grant, Federal TEACH Grant, Federal Perkins
- Loan, Federal Work-Study, Federal Supplemental Educational
- Opportunity Grant, Federal Direct Loans and Federal Direct PLUS Loans) and Muskingum University aid. Programs run by state or private agencies are governed by the specific policies of those agencies.
- SAP is monitored at the end of each term (including summer term).
- Transfer credits count towards the evaluation of SAP.

#### **SAP Requirements**

Muskingum's SAP requirements for retention of financial aid have both a quantitative and a qualitative component. The quantitative element refers to the student's actual progression toward a degree by measuring the number of credit hours attempted per term.

The qualitative requirement relates to the quality of a student's academic performance as measured by grade-point average.

Students should note that the SAP requirements are not the same as Muskingum's definition of good academic standing, as determined by the Office of the Vice President for Academic Affairs, which requires a 2.0 grade average (cumulative and for the most recent semester completed).

The financial aid progress guidelines are minimum requirements which a student must meet to be eligible for financial assistance, provided that the Office of the Vice President for Academic Affairs has determined that the student is academically eligible to be enrolled at Muskingum. It is therefore possible for a student to be eligible for financial aid but be dismissed for academic reasons, or for a student to be eligible to return to Muskingum, and be in good academic standing, but be denied eligibility for financial assistance due to lack of making SAP.

#### **Quantitative Requirements (Pace of Progression)**

A student's pace of progression (or class completion rate) is evaluated at the end of every term to ensure that the student completes a program of study within a

maximum time frame. Students must successfully complete 67% of all coursework attempted at Muskingum to meet the quantitative SAP requirement. Muskingum University considers four years of full-time study as the standard time frame to complete a baccalaureate degree program, and thus limits financial aid eligibility to six years of full-time study, which is 150% of the program length. Appropriate considerations are made for students whose standard program length is greater than four years, and for students who enroll part-time. The following are considered when evaluating a student's SAP:

- Students in programs requiring 124 credit hours for graduation are eligible for financial aid during the first 186 attempted hours as an undergraduate (150% time frame). All attempted hours are counted, whether or not financial aid was received or the coursework was successfully completed.
- An attempted course is one for which the student is registered at the end of the add/drop period.
- Withdrawals, incompletes and failures are considered attempted but not earned hours. Courses where credits are not calculated as attempted hours toward a degree are exempt from the SAP calculation.
- Repeated coursework will count toward the maximum time frame. Students may repeat a previously passed course one time and still be eligible for financial aid. Students may repeat a course they withdrew from or failed and still receive financial aid as long as SAP requirements are still being met.
- Passing credits received for pass/fail courses are considered attempted and earned credits; failing grades in pass/fail courses are considered attempted but not earned.
- Repeated courses are included in the calculation of both attempted and earned hours.
- Audited courses are not considered attempted or earned.
- Transfer credits, including those received prior to entering Muskingum University and those earned subsequent to entry, such as in off-campus study, do not count in the calculation of the GPA, but are included in the calculation of both attempted and earned credit hours. Transfer hours are not counted in the calculation of maximum time frame.
- A change of major does not typically affect the calculation of SAP and maximum time frame. In an appeal situation a change of major(s) may be considered as a special circumstance in the calculation of maximum time frame.

### **Qualitative Requirements**

Students must have achieved the stipulated minimum grade-point average in accordance with the categories of credit hours attempted:

<u>Credit Hours Attempted</u>	<u>Required Cumulative GPA</u>
1-27	N/A
28-59	N/A
60-91	1.8
92 +	2.0

### **SAP Statuses Warning Period**

Academic progress will be reviewed at the end of each academic semester. If it is determined during the review that the student is not meeting SAP then the student will be placed in financial aid warning status. Students in financial aid warning will be eligible to receive financial aid during the warning period. Students will receive notification of their warning status via their Muskingum e-mail account. Students in warning status who do not meet SAP requirements after their next

enrollment period will be placed on SAP suspension and will not be eligible for federal, state and need-based institutional aid.

### **Financial Aid Suspension**

Students in suspension status will be mailed a letter, to the home address on file with the University, explaining the reason(s) they are not meeting SAP. Future enrollment will be at the student's own expense until both qualitative and/or quantitative academic progress guidelines are met unless the student submits an acceptable appeal.

### **Financial Aid Probation**

Students who have submitted an acceptable SAP appeal will be placed on financial aid probation. Students are eligible for financial aid during the probationary period. More information regarding financial aid probation is provided below.

### **Satisfactory Academic Progress Appeal Information**

Students on Financial Aid suspension due to not making SAP may appeal their status by following the procedures outlined below:

1. **Appeal Letter-** Students must submit in writing (an attached document sent via e-mail is acceptable) a detailed letter of appeal. Students must indicate why they failed to make SAP and what has changed that will allow them to make SAP at the next evaluation. Students must be able to document mitigating circumstances that occurred during the course of the semester in question that could not have been anticipated prior to that period, and that adversely affected their ability to successfully complete their required coursework. Events such as the death or hospitalization of an immediate family member, extended illness suffered by the student, or other unforeseeable events that may have caused significant hardship for the student may be considered as examples of mitigating circumstances.

The appeal letter must include:

- Name, home address, and phone number
- The circumstances that affected academic progress
- What has changed in the student's situation that would allow the student to meet SAP at the next evaluation
- The student's plan of action to improve academic performance.

The appeal should be no less than one page double spaced, and should be addressed to the Vice President of Enrollment, Mr. Jeff Zellers. It may be mailed to Muskingum University, Student Financial Services, 163 Stormont Street, New Concord, OH 43762, or the appeal may be emailed to the students Financial Aid Counselor:

- Students with last names beginning with A-E – Amy Gooden at [agooden@muskingum.edu](mailto:agooden@muskingum.edu).
  - Students with last names beginning with F-R – Kelley Goodrich at [goodrich@muskingum.edu](mailto:goodrich@muskingum.edu)
  - Students with last names beginning with M-Z – Amber Gump at [amberg@muskingum.edu](mailto:amberg@muskingum.edu)
2. **Academic Plan-** Some students may be required to submit an academic plan as part of the appeal process. The Financial Aid Committee on Academic Progress will determine if an academic plan is required and will notify the student. Students are encouraged to use the Satisfactory Academic Progress

Academic Plan Form which is mailed with the suspension letter. The plan must be submitted at the time of appeal.

### **After Submitting Your Appeal and Academic Plan (if required)**

Students will be notified by mail of the results of the appeal. The Committee will also contact students by their Muskingum e-mail account if they have any questions. During the appeal review some of the factors that may be considered are described below. This list does not include all possible factors but the factors listed below will be reviewed as well as other information that the student provides:

- Whether the student can meet the SAP requirements after successful completion of the next semester of enrollment.
- Whether the student is successfully following their academic plan (if required) and is making progress under that plan
- Validity of the reasons for failing to meet the SAP standards
- Resolution of the problems leading up to failure to meet the standards
- Prior academic history
- Meetings with the student's academic advisor and usage of the Student Success Center
- Number of previous suspensions and reinstatements.
- Student's demonstrated motivation to succeed
- Quality of appeal and supporting documentation

Students whose appeals have been approved by the Committee will be placed on Financial Aid Probation status. A student may continue to receive financial assistance during the probationary period. At the end of the probationary period the student will either be removed from probation because the student is meeting SAP standards, remain on probation because the student is meeting the requirements of their academic plan (although still not meeting SAP requirements), or the student will be placed on suspension because standards are not met. Students placed in a subsequent suspension status have the option to appeal; however, the Committee may not accept appeals with similar circumstances as appeals submitted during prior terms. Students whose appeals are not approved will be placed in suspension status. Students who are in suspension status may use one or more of the following payment options while attempting to regain SAP: student's own resources; Muskingum University Payment Plan; or Private Alternative Loan (with approved credit).

Reinstatement of financial aid eligibility will occur immediately upon the student's attainment of both the quantitative and/or qualitative benchmarks of SAP. Coursework taken at a school other than Muskingum, including summer coursework, will count toward meeting the quantitative requirement, but not the qualitative requirement.

### **Academic Plan Status**

A student who is on an approved academic plan will have his/her status reviewed after each academic term to ensure that the student is successfully following the plan. Students who are meeting their academic plan will still be eligible for financial aid. If the student does not meet the plan requirements (and is not meeting SAP) at any time, financial aid eligibility will be revoked for the subsequent term and the student will be placed in suspension status. The student has the option to appeal the suspension status. Students following an academic plan can exceed the maximum time frame requirements.

### **Merit-Based Financial Assistance**

Students must meet additional requirements in order to retain academic scholarships awarded by Muskingum University. In addition to SAP, recipients of John Glenn, Muskingum Academic Scholarships, Science Division and Returning Student Scholarships must maintain a 3.0 cumulative grade-point average. Recipients of Muskie Awards must maintain SAP to ensure renewal of these awards.

Students who received Special Acknowledgment Awards prior to August 29, 2011 are no longer required to maintain a 2.5 cumulative GPA to maintain eligibility. Students are now required to maintain a 2.0 cumulative GPA to maintain eligibility.

Students who fail at any time to remain in good academic standing as determined by the Office of the VPAA are subject to the immediate loss of their scholarship.

### **International Students**

In addition to making SAP, international students with International Scholarships must maintain a 3.0 cumulative grade-point average. Recipients of International Awards and International Grants must maintain SAP in order to retain eligibility.

## **B. Refund Policy (including Return to Title IV Funds)**

Students departing the University after the term begins, for whatever reason, are recognized as having withdrawn on the date on which the withdrawal process is initiated with the institution. This date will be used for purposes of financial aid Return to Title IV calculations (i.e. returning federal funds to the Department of Education). Students who withdraw or take a leave of absence (LOA) from Muskingum University for any reason after the start of an academic term, or who are dismissed mid-semester, are entitled to a refund of charges according to the following policy:

- Students withdrawing/LOA prior to the beginning of an academic term, or during the add/drop period of that term, receive 100% refund of tuition, fee and room charges (less deposit), and pro-rated board charges based on meals eaten. An early withdrawal fee of \$100.00 will be assessed.
- Withdrawal/LOA after the add/drop period will result in a refund of tuition, fees, and room charges (less deposit) according to the following schedule:
  - Within the first seven (7) days following the add/drop period - 60%
  - Within the next fourteen (14) days - 40%
  - Within the next fourteen (14) days - 20%
  - Thereafter, no refund of tuition, fees, or room charges (including deposit)
- Board charges will be refunded based upon the following formula:  
[Number of weeks remaining in the term divided by the number of weeks in the term, rounded down to the nearest 10%]

Times

[Plan board charge for the term] = refund

A board week will be considered earned on each Monday's reconciliation between Campus Services and Student Affairs.

Financial aid awards to students who withdraw or take a leave of absence after the beginning of a term are recalculated on a basis consistent with written University and federal/state policies governing student financial aid in a withdrawal situation. If



any portion of a student's charges is to be refunded due to withdrawal, an adjustment must be made to the student's financial aid, since the family contribution must be applied first toward applicable charges. In cases where financial aid awards must be adjusted, the proper amount of student aid is returned to the appropriate fund. The federal recalculation is based on a percent of earned aid for students who withdraw or take a leave of absence prior to completing 60% of a semester. The percent of earned aid is equal to the number of days completed up to the withdrawal date divided by total days in the semester. The federal aid to be returned (unearned aid) is equal to  $[100\% - \text{percent earned}]$  times the total amount of federal aid disbursed toward institutional charges.

Federal Title IV funds are returned to their respective accounts in the following order: Federal Direct Unsubsidized Stafford Loans, Federal Direct Subsidized Stafford Loans, Federal Perkins Loans, Federal Direct PLUS Loans, Federal Pell Grants, Federal Supplemental Educational Opportunity Grants, and TEACH Grants. State grants are refunded in accordance with the guidelines of the specific state agency. Institutional aid is adjusted at the same rate as the percentage of tuition refund.

If the resultant calculation of charges and financial aid indicates a refund is due the student, the refund will be paid by check within 30 days. If the calculations result in a balance due the University, payment will be expected in a reasonable time period.

An appeal process is available for students or parents who believe that individual circumstances warrant exception from this published policy. Appeals should be directed to the Vice President of Enrollment.

*Note: Provisions explained above are subject to final interpretation of federal Return of Funds regulations for federal Title IV financial aid.*

## **X. Student Employment**

As part of the financial aid package in accordance with demonstrated need, students are awarded an amount which they can earn through on-campus student employment. This amount is determined by the Office of Student Financial Services and can range from \$500 to \$1,500 a year.

Campus jobs include the mailroom, library, maintenance and office work, some of which are funded by the Federal Work Study Program, and others which are completely funded by Muskingum University. Students earn this money through their employment in the various departments and are paid monthly, receiving payment around the tenth of the month following the month worked, once all necessary paperwork is processed and student hours have been submitted and approved electronically.

Jobs available to students provide necessary work experiences which contribute to the smooth running of the entire campus. Because of the importance of these jobs, students are not randomly assigned to all positions, but often must compete for positions available. Every effort is made by the University to assist students in securing campus employment; however, it is the responsibility of the student to obtain the job and to keep the job through satisfactory performance of the duties assigned. Periodic evaluations of students' work are made by their immediate supervisors.

Student Financial Services assists students in finding jobs by referring students to appropriate job openings, posting jobs on the web page as they become available, and contacting students during the year about possible positions. The money earned through student employment helps make it possible for financially needy students to attend Muskingum. Students who have not received a work opportunity as part of a financial aid package are also eligible for employment at the University or in positions as listed by outside employers and coordinated through the Office of Student Financial Services. If at all possible, the students receiving need-based financial aid are selected for positions first. However, there are some departmental positions which are skilled positions. Non-aid students may be placed in these positions if there are no financial aid students with the appropriate qualifications.

Any student who desires to work, whether on financial aid or not, should discuss this decision with Student Financial Services.

## **Administration & Support Services Directory Area Code:**

### **740**

Academic Affairs Office	826-8122
Admission Office	826-8137
Advancement Office	826-8130
Alumni Office	826-8131
Bookstore	826-8170
Business Office / Student Accounts	826-8111
University Police	826-8155
Catering & Events (Aramark)	826-8282
Career Services	826-8084
Center for the Advancement of Learning	826-8280
Center for Child Development (MCCCD)	826-8351
Center for Church Life	826-6104
University Minister	826-8120
Computer & Network Services	826-8050
Counseling Services	826-8091
Financial Aid Office	826-8139
Food Service (Aramark)	826-8147
Graduate and Continuing Studies	826-8038
Human Resources	826-8119
International Programs - Admissions	826-8127
International Programs - Student Services	826-8094
International Programs - Study Abroad	826-8127
Library	826-8152
Mail/Copy Center	826-8124
May Term (Summer School)	826-8164
Physical Plant	826-8160
President's Office	826-8115

Public Relations Office	826-8134
Registrar's Office	826-8164
Scheduling (Aramark)	826-8383
Sports Information Office	826-8134
Student Employment	826-8139
Student Life Office	826-8080
Summer Conferences	826-8147
Wellness Center	826-8150

The most updated version of the Student Handbook is available on the Muskingum University website:  
<http://www.muskingum.edu/campuslife/documents/studenthandbook.pdf>