



URBANA
UNIVERSITY

A Branch Campus of Franklin University

2018-19

STUDENT HANDBOOK

and

COMMUNITY STANDARDS

UNIVERSITY INFORMATION

Student Affairs Staff

Nick ChristianDirector, Retention & Persistence; Title IX Deputy Coordinatornick.christian@urbana.edu
Emily LoudonDirector, Student Life.....Emily.loudon@urbana.edu
Autumn Coleman.....Associate Director, Student Success.....autumn.coleman@urbana.edu
Maria Heeg.....Assistant Director, Career & Internship Programs.....maria.heeg@urbana.edu
Debbie Eubanks.....Student Affairs Assistant debbie.eubanks@urbana.edu
Amy Chin.....Academic Advisor amy.chin@urbana.edu
Scott PoffenbaughAcademic Advisor scott.poffenbaugh@urbana.edu

Mission

Urbana University, a branch campus of Franklin University, provides a student-centered, quality education supported by a foundation in liberal arts, delivered by a committed faculty and staff emphasizing: a comprehensive educational experience, tailored academic programs, critical reflection skills, mutual respect, that prepares a diverse student population for fulfilling careers and responsible citizenship in a global society.

Vision

Urbana University exists to educate and develop individuals as whole persons preparing them for fulfilling careers, leadership, and service to humanity.

Values

Excellence: We are committed to pursuing the highest standards: intellectually, physically, socially, and spiritually.

Lifelong Learning: We recognize that vitality results from continuous self-development. We seek to produce optimistic graduates who possess creative and reflective thinking, strong analytical skills, and a passion for learning.

Service: We view service, the use of our time, energy, and talents to help others as the duty and privilege of all, recognizing its positive impact on the one serving, those served, and society as a whole.

Integrity: We promote honesty and transparency in all aspects of our lives. We assume responsibility for our academic and social actions, upholding the highest ethical and moral standards.

Respect for Others: We pledge to challenge each individual through education, while recognizing the uniqueness of everyone through attention, empathy, and encouragement. We value the dignity and worth of the communities that make up Urbana University and appreciate the different people, cultures, and ideas they bring.

Urbana University reserves the right to make, at any time, the changes it deems advisable in the services, procedures, regulations, and policies in this handbook. Each student has the obligation to become familiar with the contents of this handbook and follow the policies and directives as stated.

Building Directory

Building	Occupants
Bailey Hall	Welcome Center, Admissions, Financial Aid, Registrar, Student Accounts, Accounts Payable,
Barclay Hall	Classrooms
Blackmer Hall	Executive Vice President, Provost, Institutional Advancement, Alumni Affairs, Administration, Student Affairs, Health Services, Residence Life, College Credit Plus
Browne Hall	Miller Center for Visual Arts, Johnny Appleseed Education Center
Commons	Dining Hall, Aladdin Dining Services
East Hall	Student Housing
Francis E. Hazard Hall	Residence Life Staff Office, Student Housing, Information Technology
Hickory Hall	Student Housing
Hub	Black Box Theatre
Lewis & Jean Moore Center for Mathematics & Science	Faculty Offices, Classrooms, Science Labs, Computer Labs, Honda Lecture Hall
Losch Hall	Human Resources, Faculty Offices, ESL Office
McConnell Hall	Student Housing
North Hall	Faculty Offices, Classrooms, College of Education
Oak Hall	Mailroom, Band, Choir, Club Sports
Ross Hall	Student Housing
South Hall	Student Housing
Student Center	Academic Advisors, Student Success Center, Student Engagement, Bookstore, Meeting & Event Rooms, White Family Grill, Bundy Wellness Center, Student Mailboxes
Swedenborg Memorial Library	Library, Computer Labs
Sycamore Hall	Student Housing, Classroom, Campus Safety & Security
Warren G. Grimes Center	Gymnasium, Aquatic Center, Athletics Department, Faculty Offices, Weight Room, Classrooms
Williams Hall	Maintenance, Housekeeping, Campus Facilities

STUDENT AFFAIRS

While at Urbana University, a Branch Campus of Franklin University, you will have many opportunities to learn about yourself, other people, your chosen career, and the world in which you live. Learning will take place in the classroom and out of class as well. Much of your out-of-class learning is coordinated through Student Affairs, located in Blackmer Hall and the Student Center. Student Affairs provides programs, services, and environments that enhance the personal, social, and intellectual lives of all members of the University community.

Like the faculty members who teach your classes, the professionals in Student Affairs have special training and education to help make your college experience the very best one possible. They want to assist as you make decisions about your education and your future. Student Affairs has general or shared responsibilities for a number of programs and services that may be important to you, including:

- Counseling
- Academic & Career Advising
- Health Services
- Campus Life
- Disability Services
- Recreation & Intramural Sports
- Student Organizations

The faculty and staff are aware personal problems and issues are bound to arise occasionally during your college career and are prepared to assist you. Let someone in Student Affairs know that you're having difficulties; the system is in place to help you.

We welcome the opportunity to serve you by providing programs and services for your total education while you are attending Urbana University.

Academic Advising

Academic Advising is the primary formal process of guiding and mentoring the student in identifying and achieving educational and career goals. This process is a shared responsibility between the student and advisor as they collaborate to develop, follow, and complete a plan allowing the student to complete a degree from Urbana University in a timely manner that will help them achieve their initial career goals.

Bookstore

The Bookstore is located in the lower level of the Student Center and can be visited online at urbana.bncollege.com. The Bookstore supplies everything you need for school: textbooks, school supplies, gift items, and spirit wear.

The refund policy for textbooks is as follows:

- A full refund will be given in your original form of payment if textbooks are returned during the **first week of class with a receipt**.
- With a **proof of schedule change and a receipt**, a full refund will be given in your original form of payment during the first 30 days of classes.
- No refund on textbooks **without a receipt**.
- Textbooks must be in original condition.

The refund policy for all other merchandise is as follows:

- A full refund will be given in your original form of payment **with a receipt**.
- **With a receipt**, unopened software, CD's, and DVD's may be exchanged or refunded (must still be in original packaging, unopened).
- Without a receipt, a merchandise credit will be issued at the current selling price.
- Cash back on merchandise credits or gift cards will not exceed five dollars.
- No refunds on gift cards, prepaid cards, phone cards, magazines, general reading or bargain

books.

- All returned merchandise must be in original condition.

The bookstore buys back books all year. You will need to **bring your student ID** with you to sell your textbooks back. Below are some guidelines to selling your textbooks back.

- The best time to sell your used books is **when finals start**.
- We will pay you up to **50% of the book's selling price** if your instructors have assigned it for the next term and the bookstore is not overstocked.
- If the book does not meet these criteria, prices are determined by the current national demand.
- Study guides and workbooks must be "like new," without any writing on their pages.
- All books must be in good condition. No water damage, torn or missing pages.
- Some books have little or no monetary value. Out of print books and old editions are not in national demand, and we can't buy them back.

Rental Textbooks

- Most new or used textbooks are available to rent.
- A credit card is needed in order to rent even though you may plan to pay with Student Financial Aid, check or cash. In these cases the credit card is used to "secure information only" so that the card on file can be charged if textbooks are not returned by the due date. Credit cards can also be used to pay for rentals.
- Rental Textbooks are generally due by the last day of finals and must be in good condition with no water damage, torn or missing pages. If the rental is not in good condition, the renter will be charged a replacement fee for the book.
- Highlighting and note taking is permitted in rental textbooks.

Career Services

Career Services encourages and supports students' timely involvement in discovering, experiencing, and reaching their career goals. We provide opportunities through Student Employment and Internships to gain experiences and skills you will need to present the strongest possible credentials to prospective employers or graduate schools.

Counseling

College life inevitably brings growth, change, and examination of personal thoughts, feelings and decisions. Concerns about interpersonal relationships, depression, feelings of inadequacy, anxiety, loneliness, sexual matters, drug and alcohol use, and conflicts related to one's family, friends, and/or marriage are all examples of difficulties that individuals may encounter. Students may also experience anxiety over academic performance.

Personal counseling services are available to assist with these issues, among others and can refer students to outside resources when appropriate. You can schedule an appointment by contacting WellSpring at 937-325-5564 or emailing ucounseling@wellspringfield.org. Students with a crisis after hours should call the Campus Safety office at 937-484-1111 or their RA. For anonymous assistance in a crisis, students can call the Consolidated Care Crisis Hotline at 800-224-0422 or 800-465-8065.

Dining Services

We are proud to partner with Aladdin Food Management to provide high-quality, nutritious meals for our students and guests. Our main dining facility is located in The Commons, which is connected to East, South, and Hazard residence halls. Our other dining venue, the White Family Grill, is in the Student Center and offers short-order snacks and meals. In addition to providing meal options, the White Family Grill is a great place for students to gather to work on group projects, play cards, or just relax and socialize.

Students who live on campus and first-time commuter students are required to participate in the board plan. An alternate board plan for upper class resident students consists of fifteen meals per week. Students

on a board plan will have at their disposal a pre-determined amount of Flex Dollars (Blue Knight Bucks) that may be used to purchase extra meals in The Commons or food from the White Family Grill. Commuter students are also encouraged to utilize our dining program. They can purchase a commuter plan, buy a declining balance program for a discounted rate, or pay for meals separately. First-year commuter students are required to be on a commuter plan.

The Dining Services team is committed to providing an exceptional student experience. Anyone who has a conflict with the meal schedule can make alternate arrangements with the Director of Food Services. As an example, resident students who have academic responsibilities like field experience or student teaching which interfere with scheduled meals may make arrangements for a sack lunch. Any student who requires a special diet plan should discuss this with the Director of Food Services and/or the Nurse who will work to make sure their needs are met. If you have questions, comments or concerns about the dining program, please share them with the Director of Food Services or the Student Affairs office.

Disability Services

If you have a documented disability, certain accommodations are available through a process outlined under Disability Services on the Urbana University website, <http://www.urbana.edu/student-life/student-services/disability-services>. For assistance, paperwork and accommodation please contact the Office of Disability Services via email disabilityservices@urbana.edu.

Health Services

Health Services provides services for all students including first-aid, assistance with minor illnesses, and appropriate referral to local health care facilities as needed. Residential students may also contact the Residence Life staff or Campus Safety & Security staff on duty when medical care is needed.

Student Health Services does not issue excuses from class; the nurse will provide documentation of services, if requested by the student or instructor. A student who misses class due to illness or extenuating circumstances should contact each of his/her instructors prior to class; students may leave a note or message with the department secretary if they cannot reach an instructor directly. It is the student's responsibility to make arrangements with each instructor to make up missed course work.

If illness or emergency requires a student to leave the University, even for a short time, contact should be made with the academic advisor or Student Health Services before leaving; in the event the student is unexpectedly detained, the advisor can help determine the best course of action. It is also prudent to inform the nurse and, if the student lives on campus, the Residence Life staff, if they must leave campus.

Interfaith Chaplaincy/Religious Life

The Urbana University Chaplaincy exists to nurture the spiritual, moral and ethical lives of students, faculty and staff, while assisting them in listening to, learning from and respecting those with different beliefs. In this mission the chaplaincy seeks to encourage and support all forms of religious and spiritual life which find expression at Urbana University and the search for meaning in the lives of all members of our community

The chaplaincy team is made up of the Urbana University Chaplain and volunteer clergy members from the local area, who offer their skills and experience to the UU community. Members of the Chaplaincy Team are committed to honoring the religious freedom, dignity, conscience, personal spiritual welfare and the religious tradition of every person to whom they minister. They are committed to mutual respect and they affirm the roles of personal freedom, doubt and open critical reflection in healthy spiritual growth. The chaplaincy is committed to reaching out to, and including, all people seeking answers to life's important questions, women and men of all spiritual orientations or lack thereof, races, socio-economic situations, ethnicities, abilities, ages, and sexual orientations.

Chaplains host weekly Chaplain Hours and numerous programs throughout the academic year. If students need a Chaplain for an individual appointment, they can contact the Student Affairs Office or e-mail UUChaplain@urbana.edu.

Residence Life

All Urbana University main campus students must live on campus, unless they meet one of the following off-campus criteria:

- a) Are over 23 years old at the beginning of the academic year
- b) Have senior-level status (over 90 completed hours prior to beginning of academic year)
- c) Are married or have dependent children
- d) Live with parents/guardians at a permanent address within 30 driving miles to main campus (as determined by Google Maps)
- e) Have documented medical or disability reason on file with Health Services and/or Disability Services.

All students living on campus must have a meal plan. Plans consist of a nineteen (19) meal per week plan. Sophomores, juniors and seniors are eligible for a fifteen (15) meal per week board plan. Brunch is served on Saturday and Sunday mornings. No meals are served during vacation periods.

Residence Life Staff

The Office of Campus Life handles overall planning, development, and implementation of the residential program at Urbana University. The staff includes Director of Student Life and Resident Assistants, all of whom assist in the implementation of the goals of the Residence Life program.

Each residence area is under the supervision of a Resident Assistant (RA). The RAs are the residence life staff members with whom the individual student will have the most contact. RAs are full-time students who are trained to administer the day-to-day operations of the halls and to provide personal counseling and advice to students. In addition, the RAs are responsible for the enforcement of University rules and regulations in the residence areas. The RAs work closely with the residence life professional staff to create an atmosphere conducive to studying, leisure activities, personal growth, and developing an appreciation for others.

The Living/Learning Environment

The residence hall room or suite will be the center of the student's "living/learning" environment while at Urbana University. The University's goal is to provide an environment that supports academic achievement and promotes individual development.

The Office of Campus Life has arranged staff and programs that are designed to encourage students to:

- Meet other students and successfully live together.
- Assume responsibility for their own lives and living environment.
- Participate in a variety of educational, social, and cultural activities.
- Develop skills through participation in residence life and campus activities.

Assignment of Rooms

The University agrees to assign accommodations and provide board only after the eligible student has:

1. Been accepted to the University
2. Returned a signed copy of the Residence Hall Application.

The eligible student should note that residence hall space is assigned on a first-come, first-served basis. The date on which the application and agreement are received will establish a priority. Subject to the availability of space, the University will assign accommodations according to student preference, but the University does not guarantee assignment to particular types of accommodations or with a specific roommate.

Roommate requests are granted when space is available and the request is mutual. The University reserves the right to assign or reassign space for the benefit of an individual student and/or living unit. The University reserves the right to refuse housing to any student who is delinquent in the payment of housing bills, who has demonstrated an unwillingness to abide by housing rules and regulations, or who exhibits behavior that is not conducive to a favorable study environment.

To check in and occupy housing, a student must:

1. Registered for a minimum of 12 credit hours (full time status);

2. Have been deemed “Financially Cleared” by the Student Accounts office; and
3. Have a complete Immunization Record on file with Student Health Services.

Cable Television

The University provides basic cable service in each residence hall room. Students with a cable-ready TV or converter box will be able to access the regular service channels offered.

Refunds and Rebates

After occupancy, students are bound to the housing agreement for the full academic year. A student who graduates mid-year, or a student for whom it is necessary to withdraw from the University, may terminate the housing agreement by completing the “Withdrawal from Housing” form. Students who do not maintain full-time status may have their housing agreements terminated by the University. Room and board (meal plan) refunds are prorated for the period attended plus two additional weeks as stated in the University Catalog.

Students who cannot fulfill the contractual agreement due to unforeseen circumstances must appeal the contract requirements within the first two weeks of a semester and explain reasoning for release from the housing agreement to the Office of Campus Life. Each appeal will be decided on an individual basis. Students cancelling their housing contract may be charged a pro-rated housing rate plus two additional weeks of occupancy (including board).

Responsibility for Damage/Community Damage

The University expects depreciation through normal usage. However, each student will be charged for any damage caused by the student, or loss incurred to the building, furniture, and equipment that is the result of his/her negligence, misuse or abuse. Damage within student rooms is the joint responsibility of the students assigned to that room or area. The assigned students will be liable for damage above normal wear and tear to public areas in their particular floor or section under the following conditions: 1) that the damage cannot be assigned as the responsibility of an identified person, and 2) that there is a reason to believe that responsibility for the damage lies among the residents of that particular floor or section.

Students are required to have bed bug protective covers on their mattresses. Students who do not have these covers may be billed for bed bug removal/treatment if bugs are found.

Room Changes

Typically, room changes will not be permitted. Room assignments are intended to last for the entire academic year. Students are advised to utilize great care when requesting/selecting roommates. Urbana University, through our educational philosophy, expects that students will exercise mature communicative actions when dealing with conflicts. Students are encouraged to contact Residence Life Staff if assistance is needed with conflict resolution.

Room Change Procedure:

- a. All room changes must be approved by the Director of Student Life. Such changes will be limited to extreme, extenuating conflicts/circumstances.
- b. The room change process begins with the RA. He/she gives the student desiring the room change a “Request for Room Change” form.
- c. The responsibility for making a room change should be undertaken by the student seeking a change as outlined on the Request for Room Change form.

All room changes must be completed within 48 hours after the application has been approved by the Office of Campus Life. Unapproved room changes may result in fines or student conduct sanctions.

Room Inspections

Urbana University conducts inspections of all residence areas. The purpose of the inspection is to monitor the health, safety, and general maintenance of the residence areas. These inspections may be unannounced throughout the school year. When possible, one resident of a suite or room should be present at the time of inspection. The Office of Campus Life reserves the right to conduct the inspection without a resident present.

At the time of the inspection, the Resident Assistant will leave a completed inspection sheet indicating a pass or a failure. If a suite/room fails an inspection, a re-inspection will be held the next day to ensure that those items which failed have been corrected. Failure to pass re-inspection may result in cleaning charges and disciplinary action.

Students are responsible for purchasing the materials needed to effectively maintain their suite/room. The University will not provide cleaning supplies.

Storage

The University does not provide storage space at any point during the academic year or summer. Closets, dressers, and under beds provide storage areas in students' suites and rooms.

Safety and Security Services

Urbana University is committed to providing a safe and secure environment for the campus community and visitors. A competent Residence Life staff, a trained Campus Safety & Security Services, and the faculty, staff and students are all responsible for following measures to ensure their safety and the protection of their possessions. Security is provided by the Department of Campus Safety & Security Services, which operates 24 hours a day.

Emergency Alert System

In an effort to communicate emergency situations on campus and campus closings, Urbana University utilizes a mass communication program with voice, text, and email messages called OneCallNow. In order for any plan of this type to be successful in an emergency, the University will need accurate and complete information from community members. Students are automatically enrolled in the system; if you need to update your contact information, contact the Student Affairs Office. Your personal information will not be shared with any marketing firms. If you have questions, please contact the Student Affairs Office or Campus Safety & Security Services.

Lost and Found

Campus Safety & Security Services maintains a Lost and Found for the University. Recovered items can be brought to/picked up at the Campus Safety & Security Services office in Sycamore Hall. Items are dated the day they are received and will be held for one year.

Safety Tips

Urbana University takes pride in having a safe campus. However, crimes against persons and property do occasionally occur. Community members should develop an understanding of some basic safety principles and exercise caution and common sense. Suggestions for improving personal safety and security:

- Be alert to the presence of strangers in public and non-public areas of campus; report their presence to Campus Safety & Security Services.
- Call Campus Safety & Security Services to escort you on campus and/or to your car if you feel uneasy about your safety.
- Exterior doors to the residential areas should be kept shut and locked at all times. Propping doors with objects to allow ease of access may expose students to potential dangers and may be subject to university sanctions.
- Room and suite doors should be locked even when the student leaves for only a short time.
- Residents should ask visitors to identify themselves before allowing them access to the building or their room.
- Keys & Student IDs should be carried at all times and never loaned to others.
- Cars should be parked in lighted areas and kept locked at all times. Valuables should be concealed.
- Keep money and valuables in a secure place. Do not keep excess amounts of cash in your room.
- Review your and/or your parents' homeowner's insurance to check for coverage of items you bring to campus. Consider leaving family heirlooms and other valuable items at home. The University is not responsible for lost or stolen items.

- Record serial numbers or similar identifying numbers and/or makes of radios, watches, media players, computers, etc. Copies of this information may be filed with the Campus Safety & Security Services office.
- Record the numbers of all your credit cards and bank accounts. Keep addresses/phone numbers of the companies/banks so that you can notify them if your cards are lost or stolen.

What if Something Happens?

Immediate Steps

1. Go to a safe place as soon as you are able. An RA's room, a friend's room, or any open office on campus.
2. Seek immediate medical attention if you are injured, or believe you may have been exposed to an STI or potential pregnancy.
3. Call someone you trust. A friend, family member, or victim advocate are good resources. You do not have to go through this alone.
 - a. Note that campus officials may contact on-call staff when offices are closed or they are otherwise unavailable to assist immediately.
 - b. If you are off-campus and experiencing an emergency situation, you can call local police by dialing 911. You may also call the local police department's non-emergency line at 937-652-4350.
4. Preserve evidence. After sexual violence, do not shower until you have considered whether to have a no-cost forensic sexual assault examination at the hospital, and save the clothes you were wearing (unwashed) in a paper or cloth bag. After sexual violence, relationship violence, and/or stalking, take photos of any damage or injury and keep communication records.

Within 24 Hours

Seek out confidential support. You may want to turn to a confidential advocate or counselor for support and advice. They will talk with you about your options for additional support services and reporting.

After unwanted physical contact, get medical attention. A medical provider can check for and treat physical injury, sexually transmitted infections, and pregnancy. You do not need to make a formal report or press charges to receive medical care.

At Any Time

Consider making a formal report. You are encouraged to report what happened to both the police and the Title IX Coordinator. You can decide how much you would like to participate in any investigation process. Urbana University can help. Campus-based resources, like the Title IX Coordinator, can help you with changes to your housing, classes, work, and more. You do not need to make a formal report or press charges to receive help from the University.

Confidential Reporting Procedures

If a reporting party does not desire action by the University and would like the details of the incident to be kept confidential, the reporting party may seek support from certain resources who are not required to provide private, personally identifiable information to anyone else unless there is cause for fear of victim safety or the safety of other members of the community. These are individuals who the University has not designated as mandatory reporters.

For Immediate Assistance

Go to a safe location and, if injured, seek immediate medical attention. Contact any of the following individuals for immediate assistance:

Campus Safety	937-484-1111	24 hours/7 days a week
Title IX Coordinator	614-947-6236	M-F 8:30-5:00
Title IX Deputy Coordinator	937-772-9284	M-F, 8:00-4:30
Counseling Services*	937-325-5564	
Victim Advocate*	800-634-9893	24 hours/7 days a week
Suicide Crisis Hotline	800-224-0422	24 hours/7 days a week
Health Services	937-772-9214	M-F, 8:00-4:30

Local Police.....91124 hours/7 days a week
Local Police (non emergency).....937-652-4350.....24 hours/7 days a week

Campus Safety may contact on-call staff when their offices are closed or they are otherwise unavailable to assist immediately. **Denotes resources that are confidential*

Urbana University Crime Statistics

In accordance with the “Student Right to Know and Campus Security Act of 1990” each institution within the state is required annually to prepare security reports on campus crime statistics for the preceding year. The most up-to-date crime statistics can be found in the Annual Security and Fire Safety Report found on the Urbana University website and in the Campus Safety & Security Services Office.

Identification Cards

Students are required to carry their student identification card with them at all times, and show it to University officials upon request. Failure to do so is a violation of the Student Code of Conduct. Identification cards may be necessary for entering residence halls, picking up paychecks, cashing checks, eating in the cafeteria, entering athletic events and student activities, selling books back at the bookstore, and using the library. Lost identification cards must be reported to the Student Affairs office immediately; replacement cards cost \$15 which is billed to your student account. Loaning your identification card is a violation of the Student Code of Conduct.

Emergency Procedures

General Emergency:

1. Call emergency number: **911**
2. Specify whether you need police, ambulance or fire
3. Have the following information available:
 - Building name
 - Room number (If a suite, suite number and room letter)
4. If the emergency involves an injured person:
 - Check the scene for safety; do not move the victim unless their life is endangered.
 - Check the victim for consciousness, breathing, pulse, and bleeding.
 - Remain on the phone with the 911 operator.
 - Remain with the victim until help arrives.
5. Inform Campus Safety & Security Services; for questions or feedback, contact Campus Safety & Security Services at 937-484-1111.

For complete emergency procedures, refer to the Urbana University Emergency Management Guides located around campus.

IF YOU DISCOVER OR SUSPECT A FIRE

Procedure:

- Activate the fire alarm
- Do not place yourself at risk by trying to put out the fire
- Evacuate the building. Use the nearest exit. Follow the posted evacuation procedures for each building.
- Do not use elevators
- Call 911
- Notify Campus Safety & Security Services
- Monitor for updates from University’s mass notification system

Evacuation:

1. If you are in a room with a closed door, use the back of your hand to feel the door for heat. If the door is hot, do not open it. If it is cool, go to Step 2. If the door is hot, go to step 7.

2. Brace yourself behind the door and open it slowly. If the environment outside the door is not favorable, close the door and go to step 7.
3. Enter the hallway. Close the door behind you. Stay low (crawl if necessary) and make your way to the nearest exit.
4. Exit the building via stairwells. If your stairwell is blocked by smoke and heat, go to an alternate exit. Do not use elevators.
5. Once you have exited the building, move to a safe location. Wait for the "all clear" signal or additional information requiring you to assemble at a remote location.
6. If all of the fire exits are blocked, go back to a room containing exterior windows and seek refuge.
7. If supplies are available, pack the doorframe with wet articles of clothing, towels, or whatever you have on hand to retard the smoke from migrating into the room.
8. Cover nose and mouth with handkerchief or similar article.
9. Call 911. Notify Campus Safety & Security Services of your location.
10. Stay close to the floor. Proceed to a window. Open the window to allow for the smoke to escape and for you to breathe fresh air.
11. Let everyone within hearing distance, be aware that you are trapped. Yell and wave a towel outside the window. Stay near the window.

TORNADO/SEVERE WEATHER

Tornado Watch: Conditions are right for a tornado. Monitor (WATCH) the weather closely.

Tornado Warning: A funnel cloud has been sighted. Take cover immediately.

Sever Weather Alerts: To get local weather info, go to champaignEMA.org and click on the CodeRED icon at the bottom of the page. **Be sure to use UU's address when signing up so you get accurate warnings on campus!** With CodeRED, alerts will only be sent out that are specific to the address you enter. For example, if there is a Tornado Warning issued for the far western part of Champaign County, we would not get an alert because that warning does not include our specific address at that time. If the warning is expanded to include our address, then a warning would be issued.

Procedure:

- Discourage students from leaving campus during severe weather
- Notify those in your area to take shelter
- Avoid using elevators in case of loss of power.
- Report the severe weather condition to Campus Safety & Security Services
- Protect yourself from flying debris by taking cover immediately following notification of a tornado warning
- If you are outside, move to an area away from trees, buildings, and power lines. Lie flat in a ditch or culvert. Avoid locations where falling objects are likely.
- If you are inside, take cover in basement, stairwell, hallway, bathroom, or interior room. Move to the lowest level of the building whenever possible and utilize interior rooms and hallways for shelter.
- Stay away from glass, windows, or anything large that could fall and injure you.
- As a last resort, get under a piece of sturdy furniture such as a workbench or heavy table or desk and hold on to it.
- Use your arms to protect head and neck.
- Monitor for updates from University's mass notification system.

What To Do Following A Tornado

- Listen to a Weather Radio
- Help injured and trapped persons when appropriate
- Watch for fallen power lines and broken glass. Isolate the area, if necessary
- Call 911 for any medical, fire, or police emergency that may exist.
- Notify Campus Safety & Security Services

- If damage has occurred to the building, evacuate the affected area/campus.

Tornado Safe Locations

Building	Rally Point
Barclay & Bailey Halls	Basement, 1 st floor restrooms
Blackmer & Losch Halls	1 st floor restrooms
Browne Hall	Basement
Commons Dining Hall	Restrooms
East Hall	1 st floor restrooms/hallway
Grimes Center	Racquetball court, center of 1 st floor hallway/restrooms
Hazard Hall	1 st floor hallway, restrooms, or laundry room
Hickory Hall	Basement laundry room
The Hub/Black Box Theater	Restrooms
Library	Basement
McConnell Hall	Center of 1 st floor/Restrooms
Moore Center	Center of 1 st floor hallway/Restrooms
North Hall	Stairwells, 1 st floor restrooms, classrooms near stairwell
Oak Hall	Center of 1 st floor
Ross Hall	Basement laundry room
Ross/Hickory Classroom	Basement laundry room
South Hall	Center of 1 st floor hallway/Restroom
Student Center	Lower level by mailboxes, lower level restrooms
Sycamore Hall	Center of 1 st floor/Restrooms
Williams Hall	Basement

The safest place to be during severe weather is in a basement. If the building has no basement or cellar, go to a small room (a bathroom or closet) on the lowest level of the structure, away from windows and as close to the center of the structure as possible.

ACTIVE SHOOTER

An active shooter is defined as an individual actively engaged in killing or attempting to kill people in a confined and populated area, typically through the use of firearms.

We have all heard the tragic news reports about shooting incidents happening when at the workplace, on school campuses, and other populated public places. If you were ever to find yourself in the middle of an

active shooter event, your survival may depend on whether or not you have a plan. The plan can be simple as **RUN, HIDE, or FIGHT!**

Preventing and Active Shooter Event

- Research indicates there may be signs or indicators of a potentially volatile situation that may develop into an active shooter situation.
 - Engaging in some behavior that causes others concern or indicates a need for help.
 - Demonstrates difficulty coping with significant loss or personal failures, and may have considered or attempted suicide.
 - Feels bullied, persecuted, or injured by others.
 - Has a fascination for and access to deadly weapons.
 - Obsessively views violent entertainment.
 - Engages in alcohol and/or drug abuse.
- Contact Campus Safety and Security personnel and/or Student Affairs staff if you become aware of someone demonstrating these signs

How to Respond in an Active Shooter Event

1. **RUN**- if an active shooter is in your vicinity
 - a. Use the nearest exit(s) in any facility you visit
 - b. Evacuate regardless of whether others want to leave or not
 - c. Leave your belongings behind
 - d. If possible, help others to escape
 - e. Call 911 when you are safe
2. **HIDE**- if running is not possible
 - a. Lock and/or blockade the door
 - b. Hide behind large objects in an area out of attacker's view
 - c. Remain quiet and silence your cell phone
 - d. Remain hidden until you receive an ALL CLEAR notification via Urbana's Emergency notification system
3. **FIGHT**- only as a last resort and your life is in imminent danger
 - a. Commit to intense physical aggression
 - b. Attempt to incapacitate the shooter using improvised weapons such as books, chairs, or other available items

How to Respond when Law Enforcement Arrives

1. Follow instructions
2. Put down any items in your hands
3. Raise your hands and spread your fingers
4. Avoid pointing, yelling, and quick movements towards responding law enforcement officers

Missing Student Notification Policy

This policy, with its accompanying procedures, establishes a framework for cooperation among members of the University community aimed at locating and assisting students who are reported missing. A student shall be deemed missing when he or she is absent from the University for more than 24 hours without any known reason. All reports of missing students shall be directed to Campus Safety & Security Services which shall investigate each report and make a determination whether the student is missing in accordance with this policy. All students shall have the opportunity to identify an individual to be contacted by the University in case a student is determined to be missing, and that only authorized campus officials and law enforcement officers in furtherance of a missing person investigation may have access to this information. If a missing student is under the age of 18 years of age, Campus Safety is required to notify the parent or guardian of the missing after the determination by Campus Safety that the student is missing. Campus Safety will also notify the local law enforcement after it determines that the student is missing. The Executive Director of Student Affairs shall have the responsibility to make provisions of this policy and the procedures set forth below available to students.

Procedure for Reporting Missing Students

1. Any report of a missing student, from whatever source, should immediately be directed to Campus Safety & Security Services.
2. When a student is reported missing Campus Safety shall:
 - a. Initiate with assistance from Student Affairs an investigation to determine the validity of the missing person report.
 - b. Contact the Director of Student Life.
 - c. Make a determination as to the status of the missing student.
 - d. Notify the individual identified by the missing student on their Housing Emergency Contact Card as the emergency contact within 24 hours of making a determination that the student is missing.
 - e. If the missing student is under the age of 18, notify the student's custodial parent or guardian as contained in the records of the University within 24 hours of the determination that the student is missing.
 - f. Notify the local law enforcement within 24 hours after determining that the student is missing.
3. The Director of Student Life notifies the Executive Vice President.
4. The Director of Student Life shall initiate whatever action he or she deems appropriate under the circumstances in the best interest of the missing student.

Natural Gas Pipeline Facilities (Urbana)

Urbana University natural gas pipeline facilities are located underground and above ground around property owned by Urbana University and provide natural gas to campus facilities. Urbana University follows a regular operation and maintenance program to make sure the natural gas pipeline facilities are safe and reliable.

Leaks can develop in the pipelines due to deterioration or outside forces. Urbana University's regular operation and maintenance program should address any deterioration of the facilities before they leak or become a problem. Pipeline leakage caused by outside forces (i.e., digging into an underground pipeline and damaging it) can be prevented by calling the Facilities Department before you do any digging (i.e., planting flowers, installing tent posts, etc.) on campus.

Natural gas is treated with an odorant. If a leak does occur, you should be able to smell it. Be alert for the following "telltale" signs of a leak:

- A distinctive (gas) odor- rotten egg smell.
- A shrill blowing or hissing sound.
- Dirt being blown or thrown into the air.
- Bubbles coming from or water being blown into the air at a puddle, pond, creek or river.
- Fire apparently coming from the ground or burning above the ground.
- Patches of brown vegetation in grassy areas.
- Dry dirt spots in grassy areas.

If you suspect a gas leak inside or outside of your facility please do the following:

1. Notify Campus Safety & Security Services at 937-484-1111.
2. Avoid open flames or other ignition sources, including operating light switches and motor vehicles.
3. Evacuate the area.

Call Campus Safety & Security Services any time you suspect there is an emergency with the natural gas pipeline facilities. If you have any questions or would like additional information regarding natural gas pipeline facilities at Urbana University, please call the Maintenance Department.

Student Engagement

Student activities are coordinated by the Campus Activities Board (CAB), the Student Government Association (SGA) and the Student Affairs Office. All students, including commuters and nontraditional students, are encouraged to participate in the many cultural, educational, recreational and social events held on campus. Movies and professional acts supplement social activities such as dances, game shows, trips, clubs,

Homecoming activities, special entertainment and others. A variety of student organizations provide students numerous opportunities for campus involvement and leadership development.

Student Organizations

Student Organizations have been a part of Urbana campus life and traditions for many years. Live music, picnics, speakers, comedy, and other numerous activities bring students, faculty, and staff together to build a stronger University community. Urbana's student organizations include clubs formed around common interests, committees that plan campus-wide programs, student government, organizations that relate to academic fields, and groups with a religious or cultural mission.

For a complete listing of student organizations, visit the Urbana University website.

Student Government Association (SGA)

The purpose of the Student Government Association (SGA) is to advocate for and represent interests of students at Urbana University, a branch campus of Franklin University. SGA is committed to promoting student participation in the overall decision-making processes of the University, enhancing the quality and scope of education at the university, and promoting the general welfare of the student body.

For more information, contact the Student Affairs Office.

Forming a Student Organization

In order to become a recognized student organization at Urbana University, an interest group of at least five (5) students must complete a process outlined by Student Government Association. Interested student organizations must meet with the Leadership Development Coordinator to review the recognition process and the steps required to become a recognized student organization. Questions about the process should be directed to the Student Affairs Office.

Only recognized student organizations are permitted to receive funding from the Student Government Association and the ability to use campus facilities for meetings and activities. The University reserves the right to revoke recognition for actions and/or activities that contradict the mission and philosophy of Urbana University and/or violate university policy.

Scheduling of Events

The scheduling of all student-sponsored events and activities of campus organizations must be verified with the Student Affairs Office. In order to reserve rooms and use facilities, the organization must send an "Event Request Form" to campuslife@urbana.edu. The form can be found on the Urbana website or from the Student Affairs Office. **All Student Organization submitted Event Requests need to have a signature from the Student Affairs Office.** Complete details are available through contacting Student Affairs. *Only recognized student organizations are permitted to schedule & use campus facilities for meetings and activities.*

Definitions of Student Activities

"*University Approved Activities*" are generally extracurricular, originating out of student interest and needs. University approved activities generally occur on the campus, within residence halls, and in the Student Center. These events may be held off campus with the approval of the Student Affairs Office. These events must be scheduled with the Student Affairs Office, and complete an event registration form to inform the University of those in charge of the event. The University assumes that attending advisors and/or chaperones are invited guests of the sponsoring group and not official representatives of the University. The University assumes no financial or legal responsibility for the group or individuals involved in these off-campus activities. It does, however, expect students to be responsible citizens by obeying local, state, and federal laws while conducting themselves in a manner which upholds the standards of Urbana University.

Student Activities Guests

Student organizations are permitted to have guests at their events. Guests may include but are not limited to: alumni, community members and friends of the organization.

All university policies are applicable to visitors and guests. Each individual is liable for his/her actions at all times regardless of his/her mental or physical state. Additionally, each person or student organization sponsoring an event is responsible for the behavior of their members and guests. Urbana University students may register only one guest per event.

Student Success Center

The Student Success Center (SSC), located in Hazard Hall, is a partnership of the faculty, staff, and administration of Urbana University to address the learning needs, academic performance, and retention of students. We provide services and resources to faculty, staff, and students that enhance and support classroom instruction. We teach the skills and strategies to help students become independent and active learners and to achieve academic success.

Any enrolled undergraduate Urbana campus student may receive free tutoring. Our lab is for students of all majors at all points in their academic careers. Help is available in most subjects and courses. Some textbooks are available for use inside the center.

Tutors can answer general questions and help problem-solve most homework and research problems. They are also available for one-on-one and group tutoring. Students should check the board inside the SSC to see who is or will be available to tutor.

Some benefits of tutoring may include:

- Helping students master effective study habits and critical thinking skills as they develop a greater understanding of class material.
- Improving grades, confidence increases, interest in doing quality work improves, and enthusiasm toward learning is heightened.
- Encourage questions and teach students how they learn best, at their own pace through guided discovery.
- Modeling and encouraging effective organization and discipline, fostering within each student the ability to concentrate on the material and learn faster with fewer distractions.

University Liability

Urbana University is not responsible for the loss of money or valuables of any person, or for the loss or damage to any student's property by fire, water, theft, or any other means while on campus. **Students are encouraged to carry personal property insurance.**

Other University Help & Support

More Urbana University resources, including the areas listed below, can be found in the Academic Catalog, including course descriptions, academic requirements, Student Accounts policies, and more. The Catalog can be found on the Urbana University website.

Student Accounts Office

The Student Accounts Office reviews its financial policies and procedures on a continual basis in order to operate in an efficient and effective manner. Policies contained in this section are those in effect as of publication and are subject to change as deemed necessary by the University.

Fee Payment

The Student Accounts Office is responsible for the assessment and collection of tuition and fees payable to Urbana University. Inquiries should be directed to the Student Accounts Office located at the Welcome Center in Bailey Hall, or you may call (937) 772-9274.

All prior financial obligations to the University must be paid in full before registration will be permitted for any new semester or session. Pre-registration may be allowed but, if payment or other arrangements are not made by the announced deadline, the Student Accounts Office has the option of canceling a student's registration. University regulations prohibit the release of transcripts and diplomas for students whose

accounts with the University are delinquent. Failure to make adequate payments of your Student Account may result in the inability to begin classes or being administratively withdrawn from classes.

Financial Aid Office

The Financial Aid Office at Urbana University is committed to the overall mission of Urbana University. While working collaboratively with all departments and maintaining federal and state regulations, the financial aid office provides services to students in order to help them pursue their educational and professional goals.

The Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act of 1974 is a federal statute that protects a student's educational record. This Act was designed to protect the privacy of educational records, to establish the rights of students to inspect and review their educational records, and to provide for corrections to those records through hearings. Students have the right to file complaints with the Family Educational Rights and Privacy Office concerning alleged failures by the institution to comply with the Act. Individual institutions may define directory information as those items that may be released or published regarding a student. Urbana University defines directory information as: name, address, current class schedule, degrees and honors received, dates of degrees, dates of enrollment, current enrollment status, most recent educational institution attended, verification of signature, e-mail, and name and address of parent(s) or guardian(s). Also included in such a compilation is information about participation in officially recognized activities and sports, records achieved, and the weight and height of members of athletic teams. Questions concerning the policy may be directed to the Registrar's Office.

COMMUNITY STANDARDS

Franklin University, and Urbana University, a branch campus of Franklin University (both collectively referred to here as “the University”), strive to maintain a safe and secure environment for students, faculty and employees to seek their academic, social and employment goals. To reach these goals, it is the responsibility of the students, faculty, staff, and guests to treat and regard all persons with dignity and respect.

All students have responsibilities as members of the university community and are expected to uphold and abide by certain standards of conduct embodied within a set of core values that include honesty and integrity, respect for others, and respect for campus community. The following general principles identify University expectations and values regarding personal conduct and are the principles that shape the regulations and practices outlined in this Community Standards document:

- A. **Honesty and Integrity:** Personal integrity is expected of all community members in all aspects of community life, both in and out of the classroom. University students are expected to exemplify honesty, integrity and a respect for truth in all of their interactions.
- B. **Respect for Others:** Community members are encouraged to treat all people with respect without regard to age, religion, race, ethnicity, color, national origin, ancestry, immigration status, sex, sexual orientation, gender identity or expression, marital or familial status, disability, or veteran or military status. Such respect for one another promotes free and open inquiry, independent thought and mutual understanding.
- C. **Respect for Campus Community:** It is in the common interest to protect both University property and the private property of all members of the community.

The focus of Community Standards is to protect all member of the campus community. Community Standards processes are not intended to be a punitive process for students. A student’s voluntary attendance at the University obliges them to comply with University regulations. As responsible adults and representatives of the University, students are accountable for their actions, both on and off campus. Membership in the University community does not provide immunity from the laws and standards of local, state or national jurisdictions. The University may advise appropriate officials of violations of civil or criminal law committed on campus.

Jurisdiction

As members of an academic community, students share responsibility with University faculty and administration for creating and maintaining an atmosphere that is conducive to learning and personal growth, and respectful of the rights of others. Attendance at the University obligates students to comply with its regulations and procedures, which they are expected to read and understand. Potential students or individuals who have applied for admission to the University are also obligated to comply with Community Standards policy.

Community Standards policies apply to, but are not limited to, all actions, events, and functions on or near the university premises. Community Standards also apply to off-campus conduct of students and registered student organizations in direct connection with:

- Academic course requirements or any credit-bearing experiences, such as internships or field trips;
- Any activity sponsored, conducted, or authorized by the University or by registered student organizations; or
- Any activity that causes substantial destruction of property belonging to the University or members of the University community or causes serious harm to the health or safety of members of the University community.

Students continue to be subject to city, state, and federal laws while at the University, and violations of those laws may also constitute violations of the code. In such instances, the University may proceed with student conduct proceedings independently of any criminal proceeding involving the same conduct, and may impose

sanctions for violation of the code even if such criminal proceeding is not yet resolved or is resolved in the student's favor.

Based on the circumstances in a given incident, any student who is present when University policies are being violated may be subject to the same disciplinary action as if he or she had committed the violation, as reasonably determined by the appointed resolution officer. Students are advised to avoid situations which may put them at risk of disciplinary action.

The University may take disciplinary action, independent of civil authorities, for activities that take place off-campus if the interests of the University are adversely affected. Examples of the University's interests being adversely affected include, but are not limited to:

- An allegation, arrest, charge or conviction of a criminal offense as defined by law, including repeat violations of any local, state or federal law.
- Any situation where the student presents a danger or threat to the health or safety of him/herself, to the extent that it has an impact on others, or others.
- Any situation that significantly impinges upon the rights, property or achievements of self, to the extent that it has an impact on others, or others.

The University reserves the right to administer the code and proceed with the hearing process even if the student withdraws from the University, is no longer enrolled in classes, or subsequently fails to meet the definition of a student while a disciplinary matter is pending.

The University requires that a review shall be conducted by the Admissions Review Committee prior to admissions to the University for all applicants who meet one or more of the following conditions:

- The University has information that an applicant has a violent felony conviction (prior or current offense)
- The Applicant voluntarily disclosed a violent felony conviction (prior or current offense)
- The Applicant has been dismissed, placed on probation, or has pending judicial actions by another institution of higher education

The University reserves the right to deny admittance, continuous enrollment, or re-admittance of any student whose presence at the University would endanger the health, safety, or welfare of themselves or the University community members.

- To protect its character and standards of scholarship, the University reserves the right, and the applicant concedes to the University the right, to deny admission to any student at any time for any reason the University deems sufficient.
- Readmission to the university is not guaranteed and is subject to a satisfactory record of conduct. Re-enrolling students may be required to provide additional information upon the request of the Admission Review Committee. Regardless of a student's qualifications, if any student has experienced major or continuing difficulties while enrolled at another institution or with other authorities since their last enrollment, their application for re-admission may be denied.

The Student Code of Conduct applies to all members of the University community, as well as their guests. Student are responsible for the behavior of their guests and may be held accountable for any misconduct by their guests. Visitors and guests of the University are also protected by the Community Standards, and may initiate grievances for violations of the Code of Conduct committed against them.

The University strives to provide a safe, pleasant, and secure environment for all members of the University community. A University official may enter and search campus premises if there is reason to believe that the premises are being used for an illegal purpose, a purpose that violates health or safety regulations, or interferes with normal University operation. Evidence found in such a search may be confiscated and used in disciplinary and/or criminal proceedings.

Repeated and aggravated violations of any section of the Student Code of Conduct may also result in the imposition of greater penalties, including but not limited to suspension or expulsion. The University reserves the right to suspend, for an interim period, any student whose presence on the campus is, in the sole judgment of the University, detrimental to the best interests of the University. Attempts to commit acts prohibited by the Student Code of Conduct can result in sanctions similar to or to the same extent as completed violations.

The Student Code of Conduct applies to all University members and are necessary to ensure the normal operation of the University. The University reserves the right to make changes to the Student Code of Conduct at any time. All changes will be posted below under Conduct Rules and Regulations.

Interim Actions/Suspension

Urbana University is committed to providing services that create an optimal educational opportunity for all students. However, interim action will be taken by the University pending action on charges or in emergency situations. Behavior occasioning emergency action may include but not be limited to:

- Threat, danger and/or injury to self or others.
- A threat to or disruption of the educational process of self or others.
- A threat to or destruction of property of the University or others.

Rights of the Campus Community

The University affirms that all members of the campus community have certain rights that come with their status throughout the campus environment. They include the following:

- Freedom of inquiry, expression, and lawful assembly. The University recognizes this right, afforded all members of the campus community by the Constitution of the United States, when exercised in compliance with the laws of the State of Ohio, the ordinances of the City, and the policies, rules and regulations of the University. The University does not permit intentionally interfering with the freedom of speech and the freedom of expression of others. Individuals or groups wishing to conduct any type of demonstration or assembly on Franklin University-owned or leased property must first request and receive written permission from the University President or appointed designee.
 - All posters, fliers, or publications displayed or distributed on the University campus must bear the identification of the group or individual disseminating the information. Materials will be subject to censorship or removal if said materials are found to be untrue, slanderous, or obscene.
 - No written materials may be attached by any method to University premises or property unless such posting is approved in accordance with regulations.
- The right to be secure in their persons, living quarters*, papers, and effects against unreasonable, illegal, or unauthorized searches and seizures.
 - Students have a legitimate right to privacy. However, the University reserves the right to conduct searches in compliance with the university search procedure and with the authorization of the Director of Student Life or designee.
- The right to fair and reasonably expeditious due process under the student conduct system of the University.
- Right to be free from discrimination on the basis of age, gender, race, creed, national or ethnic origin, sexual orientation, religion, or physical disability.
- The right to establish and elect a democratic student government.*
- The right to petition the University for redress of grievances, amendment of college regulations and modification of policies.

**pertaining to Urbana University*

STUDENT CODE OF CONDUCT VIOLATIONS

Academic Misconduct

Violations in course rules or department policy contained in the syllabus and or provided to the student are subject to a charge of academic misconduct. Forms of academic dishonesty include, but are not limited to:

- **Plagiarism:** Submitting all or part of another's work as one's own in an academic exercise, such as an examination, computer program, or written assignment. Some examples of plagiarism include but are not limited to:
 - Failure to use assigned citation standards to properly cite the work of others
 - Cutting and pasting from other sources without citation.
 - Submitting a purchased term paper, in whole or in part.
- **Recycling Assignments:** Submitting one's own work, which was submitted and graded for an earlier course or section, unless submission of that work has been pre-approved by the current instructor.
- **Cheating:** Using or attempting to use unauthorized materials (e.g., books, notes, wireless devices) on an examination or assignment, improperly obtaining, or attempting to obtain, copies of an examination or answers to an examination, or using a false name or email address on a test or assignment.
- **Facilitating Academic Misconduct:** Helping another commit an act of academic misconduct, such as substitution for an examination or completing an assignment for someone else or making assignments available for another student to copy.
- **Fabrication:** the unauthorized falsification or invention of information, citations, or scientific data in any academic research, assignment, or examination.

The complete Academic Integrity Policy, including the reporting of a charge of academic misconduct, penalties of academic dishonesty, and the appeal processes, can be located in the Academic Catalog. Any action deemed to be misconduct and disruptive to academic matters is subject to disciplinary action.

Alcoholic Beverages

The U.S. Department of Education has issued regulations implementing the provisions of the Drug-Free Schools and Communities Act Amendments of 1989. The University reviews its alcohol and drug programs annually for effectiveness and consistency of application and, where necessary, makes appropriate changes.

Franklin University

Franklin University's policies on substance abuse and alcoholic beverages outline information on University sanctions for violation of these policies, criminal sanctions for the illegal possession or distribution of drugs and alcohol, and health risks of drugs and alcohol. These policies will be distributed annually to each Franklin University student and employee. Questions or concerns regarding University policies should be addressed to the Office of Community Standards at advocate@franklin.edu.

Urbana University

The unlawful use of alcohol by students adversely affects Urbana University's educational environment. Therefore, all members of the campus community must adhere to established University policy, as well as to local, state, and federal laws.

The possession or use of any alcoholic beverage, as defined by Ohio Revised Code, is prohibited on University property or at any University sponsored activity or event by **any person under the legal age** as established by the State of Ohio.

These general guidelines shall apply to the Urbana University Alcohol Policy:

- No person under the age of 21 may be present in a suite or room where alcohol is being consumed. Likewise, no person of legal age may consume alcoholic beverages when a person under the age of 21 is present.
- Any student who is present when University policies are being violated may be subject to the same disciplinary action as if he or she had committed the violation.

- Room doors must be kept closed when consuming alcohol.
- Kegs, beer balls, and other containers larger than 40 oz. are prohibited, along with large quantities (in excess of one-half gallon) of assorted or mixed alcoholic beverages, such as punch.
- Alcohol may not be served when more than six people are present in a room or suite.
- Open containers may not be transported to other rooms, suites, lounges, in hallways, or be present in stairwells. An open container is defined as any container that has the original seal broken or any container into which alcohol has been poured.
- Alcohol is prohibited in any lounge or public space, on exterior campus grounds, including parking lots and roadways.
- Alcohol paraphernalia is prohibited; including materials designed or modified to be used for drinking games and use of alcohol bottles, cans, or other related items as decoration.
- Alcohol is prohibited in or on any off-campus premises at which a University sponsored event is being held, except with permission of the Director of Student Life.
- Tailgating events should comply with the Tailgating Policies managed by Campus Security. Some of the above prohibitions may be lifted for tailgating events.

Animals on Campus

Animals, with the exception of service animals (clearly identified guide, hearing and service approved by Disability Services), are prohibited from all buildings on campus unless required for research or class projects.

Assault

Physical assault, or actions, or behavior or threats that, if carried out, which endanger the safety of one's self or which cause injury to another person, is prohibited.

Children on Campus

To ensure that the environment at the University is conducive to learning and free from distractions, no children under the age of 18 are permitted to attend classes or to be in libraries, academic support centers, or computer labs unless they are a registered student of the University. In addition, children must never be left unattended in another campus classroom, hallway or lounge; nor should they be left anywhere unattended on campus grounds or in the parking lot. If a child is left unattended, the Department of Safety & Security Services will take the necessary steps to eliminate the possibility of child endangerment.

With regard to Franklin University students under the age of 18 and all Urbana University students, University administration reserves the right to contact parents or guardians, under FERPA guidelines, for reasons including, but not limited to:

- An emergency regarding a student's mental or physical health;
- If tenure of the student at the University or in residence halls (Urbana) is jeopardized due to disciplinary action; or
- The possession or use of any alcohol or illegal drugs.

Computer/Network Abuse

Computer abuse as defined in the University's Information Technology Standards is prohibited.

The primary purpose of the University online network is to support research and education in and among academic institutions by providing access to informational resources and the opportunity for collaborative work. The University encourages the use of electronic communication, technology and computing resources for the purposes of University instruction, advancement, administration, research and study. The rules and obligations described in this document apply to all users (students and alumni), wherever they may be located. All users must comply with the Computing and Network Resources Agreement when using

University resources. The University has the responsibility of securing its computing systems to a reasonable and economically feasible degree against unauthorized access and/or abuse, while making them accessible for authorized and legitimate uses. This responsibility includes informing users of expected standards of conduct and the consequences for not adhering to them. Standards of conduct may include, but is not limited to the following:

Ethical, Efficient and Appropriate Use of Resources and Communications

The University community (“users”) have special responsibilities when handling sensitive data (e.g., electronic data containing Social Security numbers, PINs, passwords of any nature, health, medical and psychological records, police records and/or final grades). Hence, users must be considerate of any legal or privacy laws and business ethics when including such critical data in electronic correspondence. The University aspires to provide the highest quality computing environment. However, during peak periods (class project times, for example) the demand for computing resources may at times exceed the supply of workstations or network connections. Responsible computing requires users be sensitive to the needs of all who seek to use University resources. During such peak periods, users must limit their use of computing technology to performing only the most essential tasks. Users of open labs and user facilities must comply with the posted and published practices with regard to time limits, appropriate academic conduct, etc. Users should be aware that electronic communication has different concerns and behaviors than traditional forms of communication. Electronic information does not carry the same body language or voice inflection of regular verbal, face-to-face communication. In fact, electronic communication often requires more thought and details to ensure the intended meaning is received by the recipient of the communication.

Responsibility for Use

Computing tools are shared and often essential to the instructional, research and/or administrative functions of the University. The continued availability of these expensive and sometimes fragile resources requires they be used legitimately and treated with care and good sense. Reasonable care should be exercised when using any University computing resource. Some user recommendations include:

- Users should follow PC power up and shutdown procedures to reduce maintenance and breakage
- Users must not attempt to subvert the restrictions or mechanisms associated with their computer accounts
- Users are responsible for the use of the computing accounts assigned to them
- Users must use their accounts only for their intended purposes

Misuse or Unauthorized Use of University Resources

- Users are expected to use computing and network resources efficiently and effectively. Violations of the University's Information Technology Student Computing and Network Resources Standards include:
- Keeping unnecessarily large files on shared systems and/or storing numerous or large files beyond the scope required for current coursework
- Utilizing computer time and/or network services (web, email, etc.), for unauthorized commercial or private purposes
- Sending unauthorized or unsolicited, frivolous or excessive email, including chain email, spam or unethical solicitations
- Accessing sexually explicit or other adult-themed websites, or viewing similar locally stored content
- Use of unprofessional, abusive or inappropriate language
- Use of inappropriate or unlawful content
- Unauthorized deliberate action which damages or disrupts a computing system alters its normal performance or causes it to malfunction;
- Modification of system files on network computers
- Downloading of any software application onto network computers
- Unauthorized dissemination of course material and/or software
- Propagating email viruses
- Attempting to access unauthorized systems
- Attempting to conceal one's identity by changing one's username or real name
- Use of an account not owned by the assigned user
- Using the University network to distribute unauthorized copyrighted/copy-protected material, including bit torrents and file sharing
- Non-educational personal usage on network computers
- Playing video games
- Theft of any University property, intellectual or otherwise

Passwords

Users are responsible for maintaining a secure password and for safeguarding their passwords for access to Franklin University's resources. Individual passwords should not be printed, stored online or given to others. Users are responsible for all transactions made using their user account and password. No user may access University resources with another user's password or account. Use of passwords does not imply an expectation of privacy.

Limitations of privacy in electronic communications

Users expressly waive any right of privacy to anything they create, store or send on any University computer or through the University's network. The University may access and disclose, as circumstances may warrant, faculty, student or staff electronic communications; therefore, privacy and/or confidentiality should never be assumed. The University may use manual or automated means to monitor the use of its resources. Users should respect the privacy of others through the application of normal academic ethics and polite conduct in their use of University computing resources.

University Email Use

University students are provided with a University email account. To ensure security of information, all students are required to use this account to communicate with university officials via email. University officials will only send communication to a student's University account, and as such, students are responsible for monitoring and reviewing incoming email.

Privileges

The use of the University's network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The University may request the system administrators to deny, revoke, or suspend specific user accounts as the result of a student conduct incident. The system administrators will determine what constitutes appropriate use, and may close an account at any time as required.

Security

If a potential security problem is identified on the University network, students are advised to notify the IT Department. Attempts to log on the University's network as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the University's network.

Warranties

The University makes no warranties of any kind, whether expressed or implied, for the network service it is providing. The University will not be responsible for any damages suffered by the user. This includes the loss of data resulting from delays, non-deliveries, mistaken deliveries, or service interruptions caused by the user's own negligence, error or inaction. Use of any information obtained via the University network is done at the user's risk. The University specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Copyrighted Content

Students and employees are to be responsible consumers of copyrighted materials. No student or employee may reproduce any copyrighted work in print, video, audio or digital form, including from the internet, without express permission of the author of the work. Use of copyrighted material requires permission from the originator of the material unless it is in the public domain or subject to "fair use" standards. Violations of copyright laws include illegally copying, distributing, downloading or uploading information from the internet or any electronic source. Works are considered protected even if they are not registered with the U.S. Copyright Office and even if they do not carry the copyright symbol (©).

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute copyrighted work. In a file-sharing context, downloading or uploading substantial portions of copyrighted work without authority constitutes an infringement.

Copyrighted works include, but are not limited to: literary, dramatic, musical, and artistic works, such as poetry, novels, movies, images, songs, video games, computer software and websites. As such, it is against the law to copy the aforementioned media without the permission of the copyright holder.

For more information, please see the U.S. Copyright Office website at www.copyright.gov, specifically their Frequently Asked Questions page at www.copyright.gov/help/faq.

Copying or making use of materials other than in accordance with this policy, even if unintentional, may lead to disciplinary action and may subject students to civil and criminal liabilities.

Destruction/Misuse of Property

Destruction, vandalism, defacement, or misuse of University property is prohibited. Intentionally or recklessly damaging personal or University property will result in disciplinary action.

Dining Services (Urbana)

- Students must present their Student ID Card to eat in The Commons or to make Flex Dollar purchases

at The White Family Grill. Cash, Credit, Apple Pay, and Android Pay are also accepted forms of payment for meals at The Commons and White Family Grill.

- Students must be completely clothed in appropriate attire, including some form of footwear.
- The Commons is an all-you-care-to-eat, dine-in facility. Students are not permitted to take any food, bowls, cups, or dining silverware out of The Commons.
- Students who are sick and have a note from Health Services are eligible for hot “to go” meals.
- Personal beverage containers (cups, glasses, jugs, bottles, etc.) are prohibited.
- Students are responsible for bussing their own tables. Dishes and food service items must be taken to the designated area upon completion of the meal.
- Seconds are permitted (unless otherwise noted) at every meal.
Please note: Students are encouraged to request additional servings; however, we ask that you eat what you take. Wasted food leads to higher board costs.
- Inappropriate behavior (i.e. initiating or participating in a food fight, causing a disturbance, directing abusive or offensive language at a food service employee, etc.) will not be tolerated and may result in immediate loss of dining privileges.
- Any other policies related to Food Services posted at The Commons must be followed.

Discrimination, Harassment, and Sexual Misconduct (Title IX)

The University is an intentional learning community emphasizing mutual respect for all members and guests while valuing the dignity and worth that each brings to the community. Each community participant has a right to be free from discrimination, harassment, and sexual misconduct in the learning environment and work setting. Therefore, these and other conduct that diminishes dignity and worth of members of and guests to the University community, regardless of race, color, religion, age, disability, gender, sexual orientation, or veteran status, is prohibited. Such conduct by students, staff, faculty, administrators, trustees, volunteers, visitors, contractors, and vendors is disruptive to the educational environment and work setting. Any complaint by a member or guest of the University community will be investigated and addressed.

The University prohibits discrimination on the basis of age, race, color, religion, ethnic or national origin, age, disability, gender, sexual orientation, or veteran status in student admission, financial aid, educational or athletic programs, or employment as required by Title VII of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended. The following person has been designated to handle inquiries regarding the Community of Respect policies and procedures:

Franklin University

Blake J. Renner, Ed.D., Associate Dean of Students and Title IX Coordinator
614-947-6236
TitleIX@franklin.edu

Urbana University

Nick Christian, Director of Retention & Persistence & Title IX Deputy Coordinator
937-772-9284
nick.christian@urbana.edu

The full policy and procedures pertaining to the University's response to discrimination, harassment, and sexual misconduct can be found on websites of [Franklin University](#) and [Urbana University](#).

Dishonest Conduct

Acts of dishonesty and misrepresentation are strictly prohibited. Such conduct may include, but is not limited to deception or fraudulent action, such as:

- Knowingly furnishing false information, or omitting information, on official University or University-related documents
- Misrepresenting oneself or furnishing false information about oneself to University officials

- Knowingly attempting to settle a debt or account with the University with a worthless check, forging a money order, or making a payment with an unauthorized or stolen credit/debit card
- Knowingly reporting a false emergency
- Knowingly making false accusations of misconduct
- Knowingly filing a false report or complaint
- Misuse or falsification of University documents by actions such as forgery, alteration or improper transfer

Disorderly/Disruptive Conduct

Disorderly and/or disruptive conduct is defined as any behavior by reckless, negligent, or intentional means, which causes inconvenience, annoyance, or alarm to others, or which interferes with the rights of others, disturbs the public peace, endangers personal well-being, or causes risk of harm to private or public property. Disorderly and/or disruptive conduct will not be tolerated at any University sponsored events or at any time on University property.

Prohibited actions include but are not limited to:

- Disrupting or preventing the peaceful and orderly conduct of classes, lectures, or meetings.
- Interfering with the operation of the University's computer facilities by deliberately attempting to degrade or disrupt system performance, security, or administrative operations.
- Engaging in behavior that is lewd, publicly offensive, indecent, or a breach of the peace or dignity, or aiding and abetting another to do the same.
- Being in an intoxicated state (achieved by the consumption or ingestion of alcohol, drugs of abuse, or by another means) on University property or at a University-sponsored event creating a condition that causes inconvenience, annoyance, or alarm to others, or while intoxicated creating a risk of physical harm to oneself, another, or a risk of physical harm to property by any means.
- Tampering with fire safety equipment or intentionally activating a false fire alarm is prohibited. Initiating a false report of fire, explosion, bomb threat, or other emergency that causes panic will be subject to disciplinary action and may result in civil and criminal liabilities.
- Use of hoverboards and/or other similar transportation devices indoors

Drugs/Controlled Substances

The unlawful use, purchase, consumption, manufacture, distribution, dispensing and/or possession of any controlled substance (drug) and/or the misuse of a prescription drug is absolutely prohibited on any University property (including vehicles parked on University grounds) or at any University-sponsored event.

Any and all use, possession, and sale of any drug paraphernalia is also prohibited. This includes any instrument, tool, or object designed or converted to allow ingestion by any means of illegal drugs, controlled substances, or chemicals.

Appearing on University premises while under the influence of an illegal substance is prohibited.

If there exists reasonable suspicion that a student has violated the Drug-Free Schools and Communities Act (<https://www.franklin.edu/about-us/policy-information/drug-free-school-communities-act>) student may face drug testing at their own expense, and sanctions ranging from a letter of warning up to dismissal from the university. Failure to participate in drug testing will constitute a presumptive positive test. Individuals present during violations of the controlled substance policy may also be subject to the conduct process. 'Reasonable suspicion' refers to information that has been received, in good faith, from a reliable source regarding the use of a controlled substance. Possession or use of controlled substances, arrest or conviction related to the possession of, use or trafficking of controlled substances, persistent odors from resident areas or on persons, and abnormal conduct interpretable as being caused by controlled substance all constitute factors which qualify as reasonable suspicion.

Failure to Comply with University Authority

Failure to comply is defined as, but not limited to, failing without just cause, to comply with the lawful directions of a University official acting in the performance of his/her duties and authority. A University official is defined as any faculty, staff, or administrator, or other individual contracted to act on the University's behalf.

- Students and their guests must comply with the directions of individuals who have properly identified themselves as University officials.
- Students and their guests have an obligation to present proper identification upon request to persons who have identified themselves as University officials. Urbana students are required to carry their ID cards with them at all times.
- Students have an obligation to respond to a legitimate oral or written request to appear before a University official, including a student conduct hearing.
- Students have an obligation to comply with assigned disciplinary sanctions resulting from student conduct proceedings, and complete any applicable actions by the deadlines specified.
- The full cooperation of all students is mandated in emergency situations, including cooperation with the directives of University officials or civil authorities.
 - Fire - When a fire alarm sounds, all persons inside a building must move quickly to the nearest building exit or to the exit noted on posted emergency instructions. If no University official is present, the Department of Safety & Security Services should be contacted at Ext. 6902 or (614) 374-6169 (Franklin University), or (937) 484-1111 (Urbana University).
 - Tornado - When information regarding tornado warnings affecting the campus area is received, University officials and the Department of Safety & Security Services will cooperate to notify campus community members. The cooperation of all persons in moving to a safe area is required
 - Medical - If a potentially life-threatening medical emergency arises, call 911 Emergency Medical Service and notify the Department of Safety & Security Services at Ext. 6902 or (614) 374-6169 (Franklin University), or (937) 484-1111 (Urbana University). Do not attempt treatment unless properly trained.

Fire

Committing acts of arson, creating a fire hazard of any kind, or the use of an open flame is prohibited.

Firearms/Weapons

The use, storage, control, or possession of firearms, ammunition, deadly weapons or military ordnance of any kind on the University property or at University functions is expressly forbidden, including storing any said item in vehicles on campus. Firearms are defined as any gun, rifle, pistol, or handgun designed to fire bullets, BBs, pellets, or shots (including paintballs), regardless of the propellant used.

Sworn law enforcement officers, both plain clothed and uniformed officers, are permitted to carry a firearm on campus, on-duty or off-duty, if permitted by state law and Law Enforcement Department Policy.

Other weapons are defined as any instrument of combat or any object not designed as an instrument of combat but carried for the purpose of inflicting or threatening bodily injury. Examples include, but are not limited to, knives with fixed blades or pocket knives with blades longer than three inches, razors, metal knuckles, blackjacks, hatchets, bows and arrows, nun chukkas, foils, or any explosive or incendiary device.

Possession of realistic replicas of weapons is also prohibited.

Illegal or unauthorized possession of explosives, fireworks, dangerous chemicals, or other explosive devices is prohibited.

Shooting Sports Team Exemption (Urbana University)

Students participating in the Shooting Sports program may possess a firearm, air gun, or archery equipment on university grounds with prior approval of the Shooting Sports Coach and Campus Security Manager. All equipment possessed by Shooting Sports club members must be stored in the dedicated Shooting Sports storage area at all times when not in use during supervised Shooting Sports related activities.

Gambling

Students are prohibited from engaging in unauthorized games of chance for money or other gain in violation of local, state, or federal laws.

Inappropriate Communications

Within the broad context of free academic discussion and debate, communications between members of the University community (faculty, staff, and fellow students) are expected to reflect high ethical standards of mutual respect and professionalism, regardless of the medium used. Whether the communication is through face-to-face exchange, email, electronic bulletin board, chat room, telephone, audio bridge, etc., students must demonstrate respect for faculty, staff, and fellow students in all communications. Inappropriate communications may include, but are not limited to:

- any communication perceived as obscene, racist/sexist, ethnic, harassing, intimidating, disrespectful or threatening language and/or actions
- any communication which threatens the health or safety of any person
- use of e-mail or computer networks to send unsolicited junk mail, chain letters, etc., or to further any illegal activity
- disrespect or insubordination directed towards University personnel
- use of oral or written profanity

Infliction of Physical or Mental Harm

Harassment

All forms of harassment are prohibited. Harassment is defined as any unwelcomed verbal, written, or physical conduct that is sufficiently severe, pervasive, or persistent that creates an intimidating, hostile, degrading, humiliating, or offensive environment and interferes with, denies, or limits one's access to or benefits of the employment and/or education environment.

Examples of harassment include: bullying; verbal, written (including via electronic communication), or physical intimidation; persistent unjustified criticism; public humiliation; insults, jokes, and inappropriate comments; threats; displays of objectively offensive materials; and exclusion.

Examples of sexual harassment 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; and gender-based bullying (please refer to Discrimination, Harassment and Sexual Misconduct (Title IX)).

Hazing

"Hazing," which is defined by Section 2903.31 of the Ohio Revised Code as "doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person" is prohibited.

Bodily Harm

Infliction or threat of infliction of bodily harm, whether done intentionally or with reckless disregard, including threat or action in retaliation for making allegations of misconduct, is prohibited.

Retaliatory Action

The University prohibits any reaction, statement, or behavior that is designed to retaliate, intimidate or punish an individual in response to an action, including but not limited to: expressing an opinion, filing a report, cooperating with an investigation, grading an assignment or exam, or seeking guidance regarding a concern. This includes any form of intimidation, threats or harassment, and will not be tolerated.

Infringement of Freedom of Speech/Freedom of Expression

Intentionally interfering with the freedom of speech and the freedom of expression of others are deemed as violations of the Community Standards and will result in disciplinary action.

Interfering with the Student Code of Conduct Process

Prohibited actions include, but are not limited to:

- Attempting to intimidate, coerce, or influence a person by any means in an effort to discourage, prevent or manipulate his/her participation in any student conduct process or proceeding;
- Attempting to obstruct or manipulate any student conduct proceeding;
- Disrupting or interfering with the reprimand, discipline, or apprehension of another person who is involved in the commission of a violation of University regulations;
- Discussing student conduct proceedings that occur during a student conduct hearing or during the investigative process.

Lewd or Indecent Conduct

The University strictly prohibits any acts that are lewd or indecent towards others and such acts are deemed as violations of the Community Standards and will result in disciplinary action. These acts include but are not limited to public urination, sexual acts performed in public or on the University premises, taking pictures of another person in the restroom without that person's consent, disrobing, flashing, or streaking, and or the possession or distribution of any obscene materials.

Littering

Littering is prohibited throughout the University premises.

Motor Vehicle Regulations

Franklin University

University parking lots provide free parking for students while attending class or using University facilities. Parking lots are conveniently located on the campus near all University buildings. Handicapped parking is available and enforced. Students using the parking lots must register their vehicles and obtain a parking permit annually during the Fall trimester. All students must obey parking lot signage. Students using Franklin University parking lots when not attending classes or when not using University facilities will be subject to City of Columbus parking fines. A comprehensive description of the University's parking policy is distributed with the issuance of each parking permit. Violators of parking rules may have their parking privileges revoked, their vehicles towed, or other sanctions may be imposed.

Urbana University

Operating a motor vehicle on campus and parking is a privilege afforded to you by the University. All members of the University community are expected to operate their motor vehicle responsibly and obey the laws of the State of Ohio, Urbana City ordinances, and the rules, regulations, and policies of the University. Failure to comply with these rules will result in loss of driving privileges on campus. Parking on campus is limited to designated areas. Students are not permitted to park on grassy areas, in zones designated as 'NO PARKING,' along curbs, or in designated fire lanes.

Vehicle Registration

Every academic year, or when vehicle or registration information changes, students are required to update their vehicle registration and parking permit with Campus Safety & Security. Students are to park in designated areas only.

Towing

A vehicle may be towed for reasons, including, but not limited to:

- Parking on the berm of a campus road or grass;
- Parking which blocks traffic on a campus road;
- Parking in a fire lane or in a designated handicapped parking area;
- Expired registration and/or no registration;

- Abandoned vehicle;
- Receiving more than five tickets and/or parking violations;
- Vehicles left for an extended period of time (i.e.: summer break) must notify Campus Safety & Security Services, park in a designated location, and leave a spare key. Vehicles not approved may be towed.

Motor Violations

- **Speed** - The maximum speed limit on all University streets is 15 MPH. In parking lots and residence hall areas the speed is not to exceed 10 MPH.
- **Disabled vehicles** - Disabled vehicles must be removed from the campus within one week of their becoming inoperable, unless written permission is obtained from Campus Safety & Security Services granting a specific time extension.
- **Walkways and campus grounds** - Motorized vehicles are prohibited from traveling on all pedestrian walkways and campus grounds except in cases of emergency. University vehicles may be excluded from this policy when necessary.
- **Bicycles, scooters, mopeds, and motorcycles** are required to observe campus regulations regarding parking and storing of bicycles, scooters, mopeds and motorcycles.

Chronic Violators

When a chronic offender's vehicle is found in violation, he/she will be notified by letter, or a sticker affixed to the driver's side window, that his/her parking privileges may be revoked and/or the offender's vehicle may be towed at the owner's expense on the next violation.

Residence Life Policies (Urbana)

In the housing agreement, the University and the student agree to services, policies, rules, and procedures that are, or may be, established concerning the operation of the residence halls. The student is responsible for being familiar with policies, rules, and procedures as stated in the housing agreement and other information printed by the Student Affairs office.

Residents should be aware that violators of housing policies will be subject to University student conduct hearings, which may result in loss of campus housing, fines, restitution, and/or removal from the University, or other appropriate sanctions.

All housing agreements are valid for the full academic year or if entered into after the start of the year, for the balance of the academic year. Students contracting for housing at any time after the first day of classes each semester will be charged on a pro-rated basis.

Periods when the residence halls and suites are officially closed, such as Thanksgiving Break, Winter Break, and Spring Break, are not included in the agreement. Students may not occupy their rooms during vacation periods unless otherwise approved by the Office of Campus Life. Please refer to the closing information distributed before the halls close for holidays/breaks for specific closing procedures.

Residential Community Rights and Responsibilities

Choosing to live within a college community brings with it rights and responsibilities. Urbana University takes seriously students' interest in having a pleasant environment in which to continue their education.

The following are the student's rights as a member of the community:

- The ability to sleep, read, and study free from undue interference, unreasonable noise, and other distractions.
- Personal privacy within the limits of a residence hall environment.
- Respect from others regarding personal belongings.
- A clean living environment and easy access to your room and hall.
- Freedom from harassment.
- Assistance from University Residence Life staff.

The following are the student's responsibilities as a member of the community:

- A commitment to treat others in the community with dignity and respect.
- An individual commitment to personal and community security.
- A sincere effort to understand and comply with all University rules and policies.
- A resolve to keep the buildings in good condition.
- A willingness to learn about others who come from different backgrounds .

Children in Residence Halls

Children under the age of 18 may only enter the residence hall if accompanied by a parent or legal guardian from 10:00 a.m. until 10:00 p.m. Children under 18 are not allowed to stay overnight in the hall unless approved by the Office of Student Life. Babysitting in the residence halls is prohibited.

Cleaning

Each resident is responsible for keeping his/her own room in reasonable condition at all times. Public bathrooms, including showers, are cleaned on a daily basis. Residents in the suites are responsible for cleaning their own bathrooms. Trash must be bagged and disposed of in dumpsters.

Fire Safety Policies

Prohibited actions include, but are not limited to:

- Falsely reporting a fire.
- Unauthorized or unnecessary activation of emergency warning or fire safety equipment.
- Communicating false information regarding the existence of explosives on University property.
- Abusing, removing, or damaging fire or safety equipment.
- Igniting or burning materials in a manner which causes a fire.
- Use of candles, incense, appliances or devices with an exposed heating element.
- Failure to evacuate a building during an alarm.
- Use of halogen lights in campus residences.
- Use of Life Safety equipment (Emergency Telephones, AEDs, Fire Extinguishers, Fire Alarms, etc.) in non-emergency situations, particularly if they are used as a prank.

Should it be determined that you or your visitor(s) are responsible for misuse of Life Safety equipment, you will be subject to Student Conduct sanctions.

Keys, Lockouts, and Door Propping

Each resident is issued key(s) to his/her room at check-in. Keys must be returned at checkout. If a resident fails to return the keys, a lock change will be initiated, and charges to the student's bill will result. All keys remain property of the University and may not be duplicated.

Students accidentally locked out of their rooms may call Campus Safety & Security Services (937-484-1111) for assistance. Each student will be assisted with a lockout one time per semester; any subsequent lockouts the student will be charged \$5 each. If you lose your key(s), you must contact the Office of Campus Life to obtain a new set of keys. Lost keys may result in a lock change and a minimum charge of \$100. Students that are found to use Campus Safety & Security Services for lockouts on a continual, repeated basis may be required to get replacement keys.

Doors to residential areas/wings are designed to be locked when closed. Students are encouraged to be responsible for the safety of their community. Propping doors to these areas is not permitted. Propped doors are recorded by Residence Life and Campus Safety staff. Each propped door will result in a \$250 fine distributed to the residents of the area. Fines for safety matters are not appealable or refundable.

Noise, Quiet Hours and Courtesy Hours

As members of the Urbana community, students are expected to respect the rights of others by refraining from making excessive noise (stereos playing out of the windows, excessive noise from within a suite/room,

etc.) Students are expected to respect the rights of others during quiet hours and courtesy hours, and are also encouraged to approach violators of quiet hours and courtesy hours before requesting the assistance of a Resident Assistant.

Quiet Hours have been established for the overall benefit of all students and are as follows:

SUN-THUR: 10:00 p.m. - 8:00 a.m.
FRI & SAT: Midnight - 10:00 a.m.

Courtesy Hours are provided to encourage students to be considerate of other students' individual needs beyond the established Quiet Hours. Students are expected to comply with requests to lower the noise level.

- *Courtesy hours are in effect all the hours that are not Quiet Hours.*

24-Hour Quiet Hours: At certain times during the academic year (i.e., mid-terms, finals, etc.), quiet hours are extended to provide students with additional quiet time for study. 24-Hour Quiet Hours may also be imposed any time at the discretion of the Director of Student Life.

Occupancy Limits

The University has several places on campus where groups of students can gather such as the residence hall lounges and the Student Center. Reservation information is available from the Student Affairs office. Due to fire regulations, capacity in any student room is limited to six persons at a time. Capacity in the suite common area is limited to twelve persons.

Prohibited Conduct

The following activities and actions are prohibited in campus buildings and may result in disciplinary action:

1. Water fights, ball playing, bike riding, roller-blading, chair races, or similar activities that may cause harm to persons or property.
2. Storage of bikes, suitcases, or cartons in stairwells or hallways.
3. Painting, wallpapering, or similarly decorating individual rooms or common areas.
4. Repairing any damages without prior approval.
5. Applying any articles directly to walls, closets, doors, furnishings, or from the ceiling by tape, any adhesive material, screws, hooks, tacks, nails, etc., or any other way that causes damage.
6. Removing or damaging furniture.
7. Removing screens from windows.
8. Installing wall partitions or paneling.
9. Modifying the electrical system by splicing electrical wires, hooking up additional electrical equipment, removal of outlet plates or light switches, or tampering with circuit breakers or any other part of the electrical system.
10. Burning candles, Sterno, kerosene, candle-lit potpourri burners, incense, or similar open-flame item. Electronic wax melting devices are also prohibited.
11. Throwing any items into or out of windows or onto roofs or eaves.
12. Installing personal locks or chains on doors or windows or altering the existing lock.
13. Sleeping in public areas of the residence halls by residents and/or guests.
14. Altering, tampering with, or dismantling any door closure; propping open any exterior door.
15. Lending keys or access cards to others; copying keys.
16. Smoking and tobacco products (including use of vapor devices and e-cigarettes).
17. Entering or exiting any structure through windows or gaining access to roofs or any other exterior portions of buildings.
18. Draping or placing objects over lighting fixtures, smoke detectors, ventilation systems, or fire sprinkler systems.

Prohibited Items

The following items are prohibited in residence halls:

1. Cooking devices, including, but not limited to, broilers, toaster ovens, electric skillets, George Foreman style grills, rice cookers, or hot plates
2. Room heating devices with exposed heating coils

3. Gasoline powered items, such as motorcycles, mopeds, or parts thereof
4. Flammable and/or combustible items
5. Fireworks, smoke bombs, sparklers, etc.
6. Chemicals
7. Weight lifting apparatus, such as barbells
8. Animals or pets (see Animals on Campus Policy). Non-carnivorous fish in 10-gallon tanks or smaller are permitted.
9. Unauthorized bed lofts
10. Waterbeds and water furniture
11. Air conditioners
12. Dart boards
13. Refrigerators larger than 3.5 cubic feet only one refrigerator per room is allowed
14. Illicit controlled substances, drugs or chemicals of abuse, and drug paraphernalia
15. Halogen lamps
16. Candles or wax warmers
17. Tobacco products; including hookah and related devices
18. Alcohol paraphernalia including materials designed or modified to be used for drinking games and use of alcohol bottles, cans, or other related items as decoration.
19. Weapons (see Firearms, Weapons, and Dangerous Materials Policy)
20. Hoverboards and other similar transportation devices.

Note: The preceding list is not all-inclusive. Any item that is a threat to public safety may be removed. The University will continually monitor all areas through staff visits and unannounced inspections by University staff. The presence of prohibited items will be documented and students will be required to remove those items from the premises, and may be subject to disciplinary action.

Room Entry

Residence Life, Facilities, and/or Maintenance personnel may enter a room for necessary maintenance, inventory, health and safety inspections, or to enforce appropriate regulations which further the educational mission of the University.

Student Affairs and Campus Security personnel may make reasonable warrantless searches in emergency situations. Searches may be conducted with the authorization of the Campus Safety & Security Services Manager for evidence of suspected illegal activity.

Visitation Hours and Guest Registration

Visitation between Urbana University students and non-students is permitted in the residence halls. Visitation hours are as follows:

Sunday-Thursday: 10:00 am - 12:00 am

Friday-Saturday: 10:00 am - 2:00 am

After the above visitation hours, all commuter students and non-students in a residence hall are considered overnight guests and must register with Campus Safety & Security. Students can register overnight guests at any time with Campus Safety & Security.

Students may have overnight visitors of any gender, but must register the guest with Campus Safety & Security. Guest Registration forms are available with Campus Safety & Security. An overnight guest (any non-residential person visiting a residence hall) may stay in a residence hall room on no more than five nights each month. Hosts are responsible for their guests' actions.

Students may only register one guest at a time. Parents and other family members are exempt from the one guest limit but must be approved of the Student Life office and registered with Campus Safety & Security. Students in violation of the Guest Registration policies may face student conduct sanctions that include fines and loss of visitation privileges.

Smoking/Tobacco

Smoking and the use of unregulated nicotine products (e.g. e-cigarettes) are prohibited in all University buildings. In accordance with the Ohio Revised Code (ORC) 3794.01, students may only smoke in designated smoking areas designated near each building.

The use of smoking devices (including pipes, hookahs and incense), vapor devices, and e-cigarettes are included in the Smoking & Tobacco policy. The use of these products is prohibited at University grounds, buildings, and residence halls.

The use of smokeless tobacco and chewing tobacco is prohibited in all University buildings.

Solicitation

Solicitation by non-affiliated persons or groups is prohibited, including any and all door-to-door solicitations in any campus building or University property. Student organizations wishing to participate in fundraising projects must secure approval from the Director of Administration. Off-campus organizations are referred to the Director of Administration to determine on-campus solicitation or representation.

Student Contact Information

Students are responsible to keep all contact information on file with the University current, such as address, phone number and email address.

- Franklin students may report changes to Student Services in person, or via their Franklin email account to info@franklin.edu. Address changes may also be made via the MyTools section of the university website.
- Urbana students may update information at their convenience via the student's SelfService account.

Theft/Misuse of Property

Theft is defined as obtaining or exerting control over property or services of others without their permission.

- a. Theft, attempted theft, and possession of stolen property are prohibited.
- b. Possession of the property of another person or of University property without prior authorization is considered a violation.
- c. Persons involved in a theft, attempted theft, or possession of stolen property are subject to referral to the appropriate police agency for prosecution.
- d. Removal of items that have been assigned to a specific room or area is prohibited.

Trespassing/Unauthorized Presence

The above is defined as entering or using the property of another person or of the University without consent or authorization. Prohibited actions include, but are not limited to:

- a. Unlawful or unauthorized entry into or presence in any campus building, room, or facility.
- b. Presence on University property or at a University sponsored event off campus while under sanction that prohibits such presence.
- c. Opening or gaining access to the mailbox of another person without the expressed consent of the person to whom that box has been assigned.
- d. Holding group functions in a University facility without the expressed authorization of the University office overseeing that facility.
- e. Entering or using the room or property of another student without prior authorization from that student to do so.
 - 1) *Residence Life, Facilities, and/or Maintenance personnel may enter a room for necessary maintenance, inventory, health and safety inspections, or to enforce appropriate regulations which further the educational mission of the University.*
 - 2) *Student Affairs and Campus Security personnel may make reasonable warrantless searches in emergency situations. Searches may be conducted with the authorization of the Campus Safety*

& Security Services Manager for evidence of suspected illegal activity.

STUDENT CODE OF CONDUCT PROCEDURE

When the Office of Community Standards receives notification of an incident of potential non-compliance with the Community Standards, a preliminary review is conducted among the Office of Community Standards staff to determine if the report contains sufficient merit to proceed as an official code of conduct case.

Determined by the severity (level) of the offense, either a letter of warning or a Student Conduct meeting is scheduled for the student. Students who are considered to have committed Level 1 offenses are issued a formal letter of warning. Students who are considered to have committed Level 2 offenses are required to have a student conduct hearing. The Office of Community Standards reserves the right to use its discretion in determining severity on a case-by-case basis.

Level 1 Offenses

- Animals on Campus
- Children on Campus
- Copyrighted Content
- Inappropriate Communications
- Littering
- Motor Vehicle Incidents
- Smoking/Tobacco
- Solicitation
- Student Contact Information
- Residence Hall Policies (Urbana University)
 - Cleaning
 - Occupancy Limits
 - Prohibited Conduct/Items
 - Visitation
 - Quiet Hours

Level 2 Offenses

- Acts of Discrimination
- Alcoholic Beverages
- Assault
- Computer/Network Abuse
- Destruction/Misuse of Property
- Dishonest/ Disorderly/ Disruptive Conduct
- Drug/Controlled Substances
- Failure to Comply with University Authority
- Fire
- Firearms/Weapons
- Gambling
- Infliction of Physical or Mental Harm
- Infringement of Freedom of Speech/Freedom of Expression
- Interfering with the Student Code of Conduct Process
- Lewd or Indecent Conduct
- Theft/Misuse of Property
- Trespassing /Unauthorized Presence
- Repeat offenses of Level 1 violations

Please note that repeated Level 1 violations may be escalated as a Level 2 offense at the discretion of the Primary Judicial Officer. All listed offenses are subject to the discretion and interpretation of the Primary Judicial Officer and the Office of Community Standards.

If the incident requires an investigation, two Resolution Officers, consisting of a Lead Officer and a Note-taker, are selected to investigate the claims of the report. The lead officer conducts interviews of all parties (such as faculty, staff and other students) as appropriate, then makes a recommendation to the Primary Judicial Officer if a student conduct hearing is warranted.

If a student conduct hearing is warranted, a letter is issued to the student to contact the Office of Community Standards to schedule an appointment for a hearing. When a student contacts the Office, a time will be scheduled for both Resolution Officers and the student to meet. If the student does not respond, a second request letter is issued, repeating this process. If the student still does not respond, a judgment will be rendered without the student's input.

All students involved in the conduct hearing process receive a letter prior to the meeting date, indicating what the student should expect during the hearing.

The student conduct hearing is held on campus (phone-based hearings are utilized if the student cannot attend in person), and is limited to the student and both Resolution Officers.

The Lead Resolution Officer conducts the Student Code of Conduct hearing by interviewing the student, while the Note-taker records the interactions between the Lead Officer and the student. During this hearing, the student is given the opportunity to make additional statements, provide evidence, and ask questions. Conduct hearing sessions typically last one hour or less.

After the conclusion of the hearing, the Resolution Officers reconvene and discuss the results of the hearing and how it impacts the facts of the case with the Office of Community Standards.

Within five business days, the Resolution Officers submit their recommendations to the Office of Community Standards, including degree of responsibility and appropriate sanctions, if any.

The Primary Judicial Officer reviews the recommendations put forth by the Resolution Officers to determine the outcome. Once the outcome is determined, the Primary Judicial Officer drafts an outcome letter, which contains the judgment and sanction(s), if any, regarding the student's involvement in the case.

ACADEMIC MISCONDUCT PROCEDURE

Step 1: Office of Community Standards Notifies Student

When the Office of Community Standards receives a written report from a faculty member, student, or test proctor, it will review the material submitted and determine the validity of the report. If the Office of Community Standards has further questions or is concerned that the incident may not meet the criteria for a possible charge of academic misconduct, the Office will contact the faculty member, student, or test proctor to request additional evidence, engage in further discussion or clarification, or dismiss the claim.

If it is determined that the report has validity, the Office of Community Standards will issue a written notice to the student involved. The notification will be sent to the student's University-issued email address. This notification will direct the student to have a Good Faith Discussion with either the faculty member, if reported by the faculty member, or the Primary Student Conduct Officer, if reported by a student or test proctor, to potentially resolve this matter informally. Once written notice is issued to the student they are not eligible to withdraw from the course for the duration of the investigation into the claim of academic misconduct.

Step 2: Student Conducts Good Faith Discussion with Faculty Member or Primary Judicial Officer

The Good Faith Discussion process was created to offer the student an opportunity to present his/her side of the story regarding the claim of academic misconduct and will function similarly to a student hearing. During the mandatory Good Faith Discussion, it is imperative that both the student and the faculty member (or Primary Judicial Officer) conduct themselves in an honest, fair, and respectful manner in order to allow an open discussion about the claim of academic misconduct.

The student will be instructed by the Office of Community Standards to initiate the Good Faith Discussion with the faculty member within five (5) calendar days of notification of the claim. If this does not occur, the Office of Community Standards will issue a second letter to the student with the same instructions. If the student does not initiate the Good Faith Discussion within five (5) calendar days of the second notification, the claim will automatically proceed to Step 3 without the input of the student.

Step 3: Office of Community Standards Issues Decision

Following the Good Faith Discussion, the faculty member (or Primary Judicial Officer) will report their findings to the Office of Community Standards, review evidence that was presented before and during the Good Faith Discussion, and render a judgment, including any related sanction, if applicable.

The Office will issue a written decision to the student through University email within ten (10) calendar days from the date of the Good Faith Discussion. The Primary Student Conduct Officer may prescribe alternate penalties, such as suspension, to those listed under "Sanctions for Charges of Academic Misconduct" as deemed appropriate.

If a formal charge of academic misconduct is rendered, a disciplinary notation for academic misconduct will be entered on the student's academic record by the University Registrar.

If the student or the faculty member believes the Primary Judicial Officer's decision has not adequately resolved the matter, either the student or the faculty member may move forward to the Student Conduct Appeal process.

STANDARD OF EVIDENCE

Rather than the "proof beyond a reasonable doubt" model used in criminal cases, the University relies on what is known as the "preponderance of evidence." In making a determination of responsibility, the University considers the greater weight, or preponderance, of the credible evidence as its standard. This standard asks decision-makers to consider whether it is more likely than not that a violation occurred. No person will be found in violation of the University's Student Code of Conduct without the preponderance of evidence that a student conduct violation occurred. Legal rules of evidence do not apply in University conduct cases.

Campus conduct cases are confidential, in compliance with the Family Educational Rights and Privacy Act (FERPA), a federal law. Ohio's public records law (Ohio Revised Code §149.43) does not permit the university to promise confidentiality to those who report crimes to anyone except counselors, clergy, or under certain circumstances, to a physician or a nurse. The University understands that reporting a crime may involve disclosing sensitive information. Subject to Ohio public records law, the university will use and disseminate such information consistent with the need to conduct an appropriate investigation, to provide assistance and resources to crime victims, to perform other appropriate university functions, and to comply with the law and university policy. Note that the use and release of personally identifiable information from an education record of a student is governed by the Family Educational Rights and Privacy Act (FERPA), and the university will only disclose covered student information in compliance with that law and university policy.

Per the University's sole discretion, sanctions will be proportionate to the severity of the violation. Sanctions are not predetermined, but rather are developed with consideration given to the individual circumstances of the case and any previous disciplinary history.

STUDENT CONDUCT SANCTIONS

Sanctions are typically determined by three factors: the seriousness of the offense, the student's record of involvement in prior offenses, and any existing sanctions already in effect against the student. Disciplinary sanctions issued against a student may become a part of the student's educational record, the content of which is governed by the Family Educational Rights and Privacy Act.

Sanctions may vary based on the severity of the violation or the repetition of violations over a period of time. Failure to abide by conduct sanctions and their respective terms may result in more severe sanctions. Possible sanctions may include, but aren't limited to, the following:

Informal Word of Warning

An oral or written word of caution resulting from the student's misconduct. No formal charges or notice is required before the issuance of an informal word of warning.

Letter of Corrective Action

A written letter issued by a hearing officer resulting from the student's misconduct and subsequent review of the circumstances. This is an official notification of unacceptable behavior and a violation of the Community Standards.

Loss of Privileges

Denial of specified privileges for a designated period of time (examples include Motor Vehicle restrictions, Residence Hall restriction, Visitation restrictions). This may also include permanently restricted access to on-campus areas or residence halls.

Restitution

Compensation for costs of damages to a person or property or for a misappropriation of property. Restitution may take the form of appropriate services to repair or otherwise compensate for damages. Restitution may be imposed in combination with any other penalty.

Fines

When appropriate, a financial penalty will be paid to the University within a designated timeframe, unless specific payment arrangements are made with approval of the Associate Dean of Students (Franklin University) or Director of Student Life (Urbana University). Failure to pay a fine constitutes a failure to comply with University authority and may result in further disciplinary action.

Probation

A written reprimand which permits continuation of enrollment, but may impose certain requirements on the student for a specified period of time. Any further violations by the student under probation will likely result in progressively severe sanctions.

Probation with Restrictions (Urbana University)

Disciplinary probation with restrictions is a probationary period with restrictions that limit and/or revoke student privileges. Restrictions may include, but are not limited to:

- holding office or membership in a recognized student organization
- participation in intercollegiate athletics, intramural athletics, and/or club sports
- participation in the performing arts
- representing the University at an activity or event
- attending University activities on or off campus
- residence hall and/or visitation restrictions

Discretionary Sanctions

Sanctions that work to restore, repair, or reverse the damage done by code of conduct violations or other related discretionary sanctions.

Residence Life Reassignment, Removal, or Dismissal (Urbana University)

Required move to another on-campus residence hall or dismissal from university housing for specified period of time or remainder of enrollment at Urbana University.

Suspension

The loss of privileges of enrollment at the University for a designated period of time, which prohibits the student from being present on University premises without prior permission. During this period of separation, the suspension will be noted on the student's academic transcript. Conditions for readmission may be specified.

Dismissal

The permanent loss of privileges of enrollment at the University, which prohibits the student from ever being present on University premises without prior permission. The dismissal will be noted on the student's academic transcript.

Deny Entry/Deny Re-Enrollment

The permanent loss of privileges to enroll or re-enroll at Urbana University and prohibits the student from ever being present without permission on any property of either University.

Educational Measures

Work assignments, Community/University Services, Reflection Papers, Online Programs, drug and/or alcohol assessments, or other related educational assignments.

Academic Misconduct Sanctions

First Incident

The Lead Faculty member and the course faculty member will recommend the penalty for the first incident of Academic Misconduct to the Office of Community Standards. The sanction for the first charge of Academic Misconduct will range from a score of zero on the submitted assignment/exam in question to a failing grade in the class; depending on the severity of the incident and the apparent intent of the student. The student may also be required to complete a workshop on appropriate citation and referencing conducted by the Student Learning Center (Franklin University) and the Student Success Center (Urbana University).

A violation of the Academic Integrity Policy will prevent the student's ability to withdraw from the class to avoid a failing grade. University administration may also place a hold on a student account during the investigation of a violation of academic integrity and/or retroactively change a grade due to the severity of the incident. If a student has withdrawn from the course prior to the official charge of academic misconduct and are found in violation of the policy they are still subject to a sanction under this policy.

For undergraduate students, a violation of the Academic Integrity Policy may eliminate the student from consideration for academic honors; specifically, Summa Cum Laude, Magna Cum Laude, or Cum Laude. A panel of University faculty will evaluate the incident of academic misconduct and will make the final determination on the student's eligibility for academic honors.

Second and Final Incident

A subsequent incident of academic misconduct in the same class will automatically result in a failing grade in the class and, in combination with the first charge, will be recorded as a single formal charge on the student's academic record. A subsequent violation of the Academic Integrity Policy in any other class (or subsequent section of the same class) will result in a failing grade in the class as well as disciplinary dismissal from the University. The Office of Community Standards will notify the University Registrar to enter the notation "Dismissed for Academic Misconduct" on the student's academic record.

Revocation of a Degree

In applicable circumstances, the University reserves the right to revoke a student's degree, if it was determined that the degree was awarded, in whole or in part, through academic misconduct or fraudulent

acts. Any degree previously conferred by the University may be revoked if the student is found to have committed academic misconduct in pursuit of that degree. The University President has sole authority to revoke a degree and may not delegate this authority.

Procedure for Appeal of Student Conduct Decisions

Students have the right to appeal any outcome decision (Student Conduct, Student Grievance, Academic). This appeal is not intended to re-hear the same case and is limited to the specific grounds outlined below. Any resolution or sanction will remain in force while an appeal is considered and a final decision is determined. Each student is limited to one appeal per case, and the decision of the appeal is final.

For the appeal to be considered, students must complete the Petition for Appeal Form and submit it to the Office of Student Affairs within 15 calendar days of receipt of the original outcome decision letter. This written appeal must state the specific grounds for the appeal and should include any supporting documentation.

Grounds for Appeals

Not all appeals will be heard; a request for an appeal can be denied by the Associate Dean of Students (Franklin University), Director of Retention & Persistence (Urbana University) or their designee. Appropriate reasons for appeal are any one or combination of the following:

- The established conduct or grievance processes were not followed in a significant way that resulted in material harm or prejudice to the student. Deviations from designated procedures will not be a basis for sustaining an appeal unless material harm or prejudice results have occurred.
- Discovery of substantial new evidence that was unavailable at the time of the hearing or investigation that reasonably could have affected the decision. This new information must be included with the student's Petition for Appeal.
- The sanction imposed (only as applicable) was disproportionate to the nature of the violation or circumstances. In cases in which a charged student has accepted responsibility, such appeals are limited to having the severity of the sanction reviewed.

Dissatisfaction with a decision is not grounds for an appeal. Non-attendance or non-participation in the outcome decision is not considered new evidence and grounds for an appeal.

Non-Academic Appeals Process

The Appeal Process is facilitated by the Office of Student Affairs.

1. A Petition for Appeal Form is submitted to the Student Affairs office
2. The designated appeal officer reviews the Petition for Appeal Form to determine if the petitioner has sufficient standing to be considered for appeal. The appeal review may take up to 15 calendar days, depending on the complexity of the issues involved.
3. Appeal proceedings:
 - The designated appeal officer will dismiss the appeal if the appeal is not based upon one or more of the grounds for appeal set forth in the section above
 - The designated appeal officer will decide the appeal based upon a review of the record and supporting documents; additional relevant information from any part to the proceeding may be considered and the appeal decided based on the enhanced record.
4. After a review of the record, the designated appeal officer may:
 - Uphold the original decision and/or sanction(s);
 - Dismiss the case or individual charge(s) against the student and vacate any portion or all of the sanctions;
 - Modify the severity of the sanction(s); or

- Remand the case to the original resolution officers or refer the case to a new resolution officers to be reheard. Any case that is reheard can result in sanctions greater than the original imposed sanction. This review may take up to 10 calendar days, depending on the complexity of the issues involved.

5. The result of the Petition for Appeal will be communicated to the petitioner by University email.

If you need assistance in completing the Petition for Appeal Form, please contact the Office of Student Affairs. Intentionally submitting dishonest information is considered a violation of the Community Standards. The University reserves the right to take immediate interim actions as necessary and appropriate to protect the safety and well-being of the campus and community.

Academic Integrity Appeal Process

Submission of any appeal must be submitted in writing within 15 calendar days after the decision letter is issued from the Office of Student Affairs. The student must submit their appeal via the Petition for Appeal Form, including all relevant documentation, to the Student Affairs office. The appeal must include:

- Date of the appeal
- Student's name and identification number
- Summary of all facts pertaining to the appeal to date (facts and/or documents not included will not be considered)
- A letter explaining why the Academic Appeal Officer's decision is being appealed
- Desired outcome of the appeal
- Rationale in support of the desired outcome

The Academic College Dean (or Provost's designee) will issue a written decision letter to the student through University email within 15 calendar days of the date of the receipt of the appeal, either upholding or reversing the judgment of the original decision letter. The final result of the appeal will be updated to the student's record accordingly, and any necessary changes will be documented at that time by the University Registrar. This decision is final and is not subject to further appeal.

All appeals, including questions regarding the process or any matters relating to an appeal, must be directed to the Student Affairs office.

The Academic College Dean (or Provost's designee) may request or approve a request for a hearing with relevant individuals, either individually or together, as deemed appropriate by the administrator.

STUDENT GRIEVANCES

The University expects the highest standards of behavior and conduct of each member of the campus community. In some instances, missteps occur that are detrimental to maintaining honesty and integrity, respect of others, and the respect of the campus community. The Student Grievance Process is an administrative process designed to provide a way for a member of our campus community to identify any instance that disrupts the academic community and request a formal review.

A grievance is a complaint, accusation, or concern a member of the campus community has about their experiences with one or more individuals in the campus community, or by the University as a whole. It may involve a one-time occurrence, a pattern of experiences that has had a negative impact on a community member's experience with the University, or a basic decision made in the normal course of operations that the student believes was made capriciously or has a disparate impact on the student relative to others.

Grievance Process

The Grievance Process is facilitated by the Department of Student Affairs. The Office of Community Standards or Student Life takes leadership of the Grievance Process, facilitates the initial review, and determines the outcome of the investigation.

Informal Resolution

Before an official Grievance is initiated, every effort should be made by the individual(s) to resolve the issue directly. This good faith effort to resolve a problem is encouraged by the Office of Student Affairs prior to submitting a formal Grievance Form.

Formal Resolution

Any member of the campus community may initiate the Grievance Process by submitting a completed Grievance Form with appropriate documentation.

To submit a grievance, please complete the Grievance Form through Pave and submit it to the office.

- A Grievance Form is submitted to the Student Affairs office; petitioner is notified when it has been received.
- The Grievance Form is reviewed to determine merit, completeness, and if action can be taken if deemed necessary.
- The designated appeal officer investigates the grievance.
- Outcome of the Grievance is determined and the petitioner is notified by email and certified mail. The completion of the review may take up to 15 calendar days, depending on the complexity of the issues involved.

If you need assistance in completing the Grievance Form, please contact the Office of Student Affairs. Intentionally submitting false information is considered a violation of Community Standards. The University reserves the right to take immediate interim actions as necessary and appropriate to protect the safety and well-being of the campus and community.

Appeal of a Grievance

Any member of the campus community has the right to appeal a Grievance decision outcome as provided in Non-Academic Appeal Policy. Submission of any appeal must be submitted in writing within 15-calendar days of receipt of the decision letter, using the Petition for Appeal Form, available from the Student Affairs office. All appeals must follow the appeal process. The designated appeal officer will review the appeal to determine if the petitioner has standing for the appeal and if the result of the appeal could substantially impact the outcome. All appeals of a grievance may take up to 15 calendar days. All appeal outcomes are final.

REPORTING

Franklin University

Franklin University is committed to creating a culture of reporting by encouraging the reporting of Community Standards violations. Franklin University reserves the right to respond to notice and to initiate conduct proceedings without a formal allegation by the victim or witnesses of misconduct.

[Report an Alleged Code of Conduct Violation](#)

[Anonymously Report an Incident](#)

[File a Grievance \(Downloadable Grievance Form\)](#)

Non-Academic Matters

Non-academic concerns dealing with non-compliance under the regulations, cited in Franklin University Community Standards section of the Franklin University Academic Bulletin, should be reported in writing to the Office of Community Standards at advocate@franklin.edu. Anonymous reports may be submitted through Lighthouse. All matters will be handled privately to the extent practical and consistent with Franklin University's obligation under the law.

Academic Matters

All concerns involving academic misconduct should be directed to advocate@franklin.edu. If the matter is in regards to a final grade appeal, refer to the grade appeal process outlined in the Franklin University Academic Bulletin and direct correspondence to the Provost via email to caoappeal@franklin.edu. This process must be strictly followed or the appeal will be invalidated.

Title IX Matters

Inquiries concerning the application of Title IX may be referred to the Title IX Campus Coordinator. Please refer here for a complete description of Franklin University's Title IX procedures.

Blake J. Renner, Ed.D.
Title IX Coordinator
201 South Grant Avenue
Columbus, Ohio 43215
614-947-6236
TitleIX@franklin.edu

ADA/Section 504 Compliance Matters

Inquiries concerning a request for reasonable accommodations, or questions regarding the rights of individuals under the ADA or Section 504 may be referred to the ADA/Section 504 Compliance Coordinator.

Blake J. Renner, Ed.D.
ADA/Section 504 Compliance Coordinator
201 South Grant Avenue
Columbus, Ohio 43215
614-947-6236
blake.renner@franklin.edu

Urbana University

Urbana University is committed to creating a culture of reporting by encouraging the reporting of Community Standards violations. Urbana University reserves the right to respond to notice and to initiate conduct proceedings without a formal allegation by the victim or witnesses of misconduct.

Report an Incident: www.urbana.edu/notify

Non-Academic Matters

Non-academic concerns dealing with non-compliance under the regulations, cited in Urbana University Community Standards section of the Student Handbook should be reported in writing to the Office of Student Affairs. Anonymous reports may be submitted through PAVE at www.pavesuite.com/Urbana/. All matters will be handled privately to the extent practical and consistent with Urbana University's obligation under the law.

Academic Matters

All concerns involving academic dishonesty should be directed to Office of Student Affairs. If the matter is a final grade appeal, refer to the grade appeal process outlined in the Urbana University Academic Catalog and direct correspondence to the Provost. This process must be strictly followed or the appeal will be invalidated.

Title IX Matters

Inquiries concerning the application of Title IX may be referred to the Title IX Campus Coordinator. Please refer to www.urbana.edu/title-ix for a complete description of Urbana University's Title IX procedures.

Nicholas T. Christian
Director of Retention & Persistence & Title IX Deputy Coordinator
Blackmer Hall, Suite 5
579 College Way
Urbana, Ohio 43078
937-772-9284
nick.christian@urbana.edu

ADA/Section 504 Compliance Matters

Inquiries concerning a request for reasonable accommodations, or questions regarding the rights of individuals under the ADA or Section 504 may be referred to the ADA/Section 504 Compliance Coordinator.

Blake J. Renner, Ed.D.
ADA/Section 504 Compliance Coordinator
201 South Grant Avenue
Columbus, Ohio 43215
614-947-6236
blake.renner@franklin.edu