

Mount St. Joseph University

2019/2020

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MOUNT ST. JOSEPH UNIVERSITY

STUDENT HANDBOOK – PURPOSE OF POLICIES

This Student Handbook (the “Handbook” or “handbook”) contains certain policies and procedures of Mount St. Joseph University (“University”) that are binding on each of its students, undergraduate and graduate, as a result of enrollment in any University course. This handbook describes the relationship the student has with the learning community of the University. Additionally, this Handbook includes certain disclosures proscribed by federal, state, and other applicable law. *This Handbook is separate from, but complimentary to,* other University policies and procedures including, but not limited to, the Undergraduate Catalog and Graduate Catalog that govern degree and academic program requirements, academic policies, and admission criteria for the University. Each University student upon enrollment is responsible for annually reviewing, knowing, understanding, and adhering to the policies and procedures of this Handbook. By choosing to attend Mount St. Joseph University, students accept a critical role in contributing to an intellectual and social environment characterized by civility, understanding, accountability, and respect. Being a member of the Mount community is a privilege that carries with it the responsibility for the well-being of all other members of the community. This handbook provides information to help students understand the conduct that is expected of all Mount students. It also outlines how the University will respond when behaviors occur that are inconsistent with the standards outlined in this document. This version of the Handbook replaces any and all prior versions. The University reserves the right to make changes to this Handbook at any time as deemed appropriate by the University in order to fulfill its mission and/or legal obligations. Notice of changes to this Handbook shall be posted on the University’s website and become effective once they are posted. **For purposes of clarity, the version of the Handbook posted on the Mount St. Joseph University MyMount and website is the current and binding version of the Handbook.** *Any questions about this publication or information contained within should be directed to Janet Cox, Dean of Students, 513-244-4239.*

I. UNIVERSITY MISSION STATEMENT

Mount St. Joseph University is a Catholic academic community grounded in the spiritual values and vision of its founders, the Sisters of Charity. The University educates its students through interdisciplinary liberal arts and professional curricula emphasizing values, integrity and social responsibility. Members of Mount community embrace:

- Excellence in academic endeavors
- Integration of life and learning
- Respect and concern for all persons
- Diversity of cultures and beliefs
- Service to others

Dedicated to furthering the intentional focus on the mission of the University, the Office of Mission Integration provides mission a specific home on campus.

II. STUDENT LIFE

A. MISSION STATEMENT

Inspired by the Catholic and the Sisters of Charity tradition of emphasizing values, integrity, and social responsibility, professionals associated with Student Life are committed to the enhancement of student learning and personal development. Student Life professionals in partnership and collaboration with other University efforts will fulfill this mission by:

- Educating students as whole persons, promoting their intellectual, ethical, moral, spiritual, emotional, physical, and social development;
- Enhancing students' learning and preparing them for lives of discernment, social responsibility, civic engagement, and professional growth;
- Teaching personal responsibility and respect for people of all faiths, cultures, and beliefs;
- Promoting the health and safety of students and others in the University community; and
- Providing service to those in need.

B. STUDENT AFFAIRS

Student Affairs is responsible for the administration and coordination of those areas of the University that are specifically related to the quality of student life on campus. Many offices provide students with opportunities and programs that align with the mission, support academic experiences, promote leadership, encourage civic engagement and foster personal skill development. These programs are established to increase student success and promote a supportive environment on campus.

Various offices and professionals contribute to the overall Student Life experience: Athletics, Dean of Students, Children's Center, Diversity and Inclusion, Food Service, Mission Integration, Residence Life, Student Engagement and Leadership, and the Wellness Center.

C. ATHLETICS

1. RECREATION & INTERCOLLEGIATE ATHLETICS

Mount St. Joseph University strives to provide programs for recreation and intercollegiate athletics that promote the character development of participants, enhance the integrity of higher education and promote civility in society. Student athletes, coaches, and all others associated with these athletics programs and events should adhere to such fundamental values as respect, fairness, civility, honesty, and responsibility. These values should be manifested not only in athletics participation, but also in the broad spectrum of activities affecting the athletics and recreation program. The athletics and recreation program follows the federal and state regulations for gender equity as outlined in Title IX of the 1972 Education Amendments and the Equity in Athletics Disclosure Act.

The University is a member of the National Collegiate Athletic Association (NCAA) and competes in the Heartland Collegiate Athletic Conference (HCAC), the Heartland Collegiate Lacrosse Conference (HCAC) (men and women), and the Midwest Collegiate Volleyball League (men). The University sponsors team sports: e-sports (co-ed), basketball, cross-country, lacrosse, softball, tennis, soccer, track and field, golf, soccer and volleyball, cheerleading and dance team for women; and baseball, basketball, cross-country, football, golf, lacrosse, tennis, track and field, volleyball, and wrestling for men.

The University recreation program offers intramural leagues for co-ed basketball, flag football, soccer, volleyball, sand volleyball and other special events scheduled throughout the academic year for the University community.

Students participating in athletics and recreation are expected to follow the "Principles of Sportsmanship" and live within the principles of fair play. Discipline is a possibility from violations of these principles and codes of conduct.

2. RECREATIONAL OPPORTUNITIES AND FACILITIES

The University recreational facilities (sports complex, gyms, and, fitness center) are available to the students and their guests at scheduled times. The facilities are primarily for the use of Mount St. Joseph students, faculty, and staff. A Mount St. Joseph ID must be presented to use the recreational facilities. Staff members have the authority to prohibit unidentified persons from using the facilities.

- Mount students have priority in using the recreational facilities.
- Guests must be accompanied by a Mount St. Joseph University host/hostess. All guests are required to sign in at the Harrington Student Center Front Desk. Students are responsible for the behavior of their guests.
- A maximum of three (3) guests are permitted when accompanied by University students or staff.
- When hosting more than three visitors, special permission must be obtained from the Director of Athletics and Recreation.
- The University is not responsible for injury or loss to persons or their property while they are using the recreational facilities. Cost of all property damage is charged to the responsible party.

The following facilities are available for student use:

Schueler Field Sports Complex. Located on the east end of campus, the Sports Complex contains an all-weather field surface and 400-meter running track. Please review the Sports Complex Usage Policy online at http://msjsports.com/athletic_facilities/sports_complex/usage

Harrington Student Center. Located on the west end of campus, the Harrington Student Center contains the following:

- **Gymnasium.** The gymnasium contains a large wood court for multipurpose sporting use and a 1/10 mile running/walking track. Court shoes must be worn on the gym floor. Turf shoes are not allowed. A limited supply of basketballs, racquetball racquets and balls and volleyballs are available for student use at the Harrington Center Front Desk and can be checked out with a valid Mount ID.
- **Fitness Center.** The Fitness Center contains cardio and weight lifting equipment. Instruction on proper technique is available upon request. No food or drink is allowed in the weight room.
- **Handball/Racquetball Court reservations can be made at the Harrington Student Center Desk.** *Eye protection is recommended at all times.* Courts are NOT available during home games and special events held in the Harrington Center.

Please review the Harrington Center Usage Policy online at:

http://msjsports.com/athletic_facilities/harrington_center/usage

3. EQUITY IN ATHLETICS DISCLOSURE ACT

Under the terms of the Equity in Athletics Disclosure Act, the following information must be reported and made available for public access:

- Number of undergraduates by gender.
- Number of participants by gender for each varsity sport.
- Total institutional expenditures for lodging, meals, transportation, officials, uniforms, and equipment for both home and away games.
- Number of head coaches by gender, and an indication of whether the head coach is assigned to the team on a full- or part-time basis.
- Number of assistant coaches by gender and an indication of whether they are assigned to the team on a full- or part-time basis.
- Total institutional expenditures associated with recruiting for the men's and women's teams.

- Total amount of athletically related student aid awarded to men and women student athletes.
- Average annual institutional salary of the head coaches of the men's and women's teams.
- Average annual institutional salary of the assistant coaches for the men's and women's teams.

This information is available on the Mount St. Joseph Consumer web pages using the following link. <http://www.msj.edu/consumer-info/>

D. STUDENT ENGAGEMENT AND LEADERSHIP

The Office of Student Engagement and Leadership is housed in the Student Engagement and Wellness Suite of the Harrington Center. This office oversees a wide variety of campus activities and leadership initiatives, including student organization development, diversity and inclusion programming and health and wellness programming.

The office oversees all registered student organizations on campus. Organizations focus on a variety of interests including academic, social, spiritual, and service among others. Students are encouraged to start an organization if there is not one currently on campus that has a similar focus, per guidelines in Section II.K.2. The office provides ongoing support to organizations in the form of training, one-on-one advising, retreats and monitoring of organization accounts.

For information on any of these programs or services, contact the Assistant Dean for Student Engagement and Leadership; 513-244-4627.

2019-20 Special Interest Student Organizations:

- 1-Up Gaming Club
- Black Student Union
- Bowling Club
- Campus Activities Board
- Commuter Council
- Dateline (online newspaper)
- Delta Tau Delta Fraternity, Kappa Eta Chapter
- Drama Club
- Fraternity & Sorority Leadership Team
- Group Fitness
- Habitat for Humanity Campus Chapter
- Hispanic/Latino Student Union
- Interfaith Club
- Lions-On-Line
- MountCast
- Rainbow Alliance
- Residence Hall Council
- Student Alumni Association
- Student Athlete Advisory Committee
- Student Environmental Enthusiasts
- Student Government Association
- Veterans in Communities

2019-20 Academic Student Organizations:

- Accounting and Business Club
- Art Education Association

- Athletic Training Club
- Criminology Club
- ENACTUS
- Math and Computer Science Club
- Physician Assistant Student Society
- Social Work Club
- Student Association for Sports Management
- Student Nurses Association
- Student Photographic Society
- Student Physical Therapy Association

2019 Honorary Student Organizations:

- Alpha Chi Honor Society: Multidisciplinary
- Alpha Lambda Delta: First-Year Students
- Alpha Phi Sigma Honor Society: Criminal Justice
- Beta Beta Beta (Tri-Beta) Honor Society: Biology
- Chi Alpha Sigma Honor Society: Student Athletes
- Iota Tau Alpha Honor Society: Athletic Training
- Kappa Delta Pi Honor Society: Education
- Lambda Epsilon Chi Honor Society: Paralegal
- Phi Alpha Honor Society: Social Work
- Psi Chi Honor Society: Psychology
- Sigma Beta Delta Honor Society: Business
- Sigma Theta Tau Honor Society: Nursing

SPONSORSHIP OF ACTIVITIES

An event sponsored by a Mount student organization or individual; open to Mount community and/or public; on or off campus; and/or using the Mount's name must first have University approval. Such approval must be obtained from the Assistant Dean for Student Engagement and Leadership before any publicity or advertisement is begun. To register an event, contact Warren Grove, 513-244-4627.

STUDENT GOVERNMENT ASSOCIATION

The **Student Government Association (SGA)** represents the voice of the student body and serves the interests of the students. SGA strives to help students understand their rights and responsibilities as a member of the Mount community. Students can volunteer to serve on one of several committees (Student Life and Welfare, Special Events, Finance, Academic and Career Excellence, Service, Spirit, Public Relations, Elections) or become a senator or executive board officer in this important leadership organization. SGA is the umbrella organization over all student organizations and provides training to officers as well as approves funding for undergraduate student events and activities organization. The Student Government Association:

- Strives to maintain effective communication between students, faculty, staff, and administration.
- Influences policy and services that directly affect student life.
- Promotes student awareness of issues that impact the University community.
- Supports student organizations and allocates funds to CAB and other student organizations for student events.

For more information, contact Zac Corbett, President 2019-20 or Janet Cox, Dean of Students and Advisor to SGA, (513) 244-4239. The SGA Office is located in the Harrington Center, Student Organization Center (SOC).

CAMPUS ACTIVITIES BOARD

Campus Activities Board (CAB) is the University's premier student-led programming organization on campus. CAB offers undergraduate students an opportunity to utilize leadership skills to plan and implement activities, programs and events for the enjoyment and enrichment of the entire campus community. Programs developed by CAB include numerous University traditions such as comedians, hypnotists, mentalists, trivia, open mic nights, karaoke, off-campus sporting events, tours, museums, Fall Formal, Spring Formal and SpringFest. Campus Activities Board is open to all undergraduate students. For more information, contact Warren Grove, Assistant Dean for Student Engagement and Leadership and CAB Advisor, (513) 244-4627. The CAB Office is located in the Student Organization Center (SOC) in the Harrington Center.

E. OFFICE OF MISSION INTEGRATION

The office of Mission Integration, located in the Harrington Student Center provides a variety of opportunities for members of the campus community to explore, express and enhance their expression of faith and spirituality. Inspired by Catholic tradition and the Sisters of Charity charism, this office strives to build a community of faith based on gospel values. Service to others, caring relationships, and personal and communal prayer are central to our mission.

Campus ministry outreach offers a variety of programs and events including retreats, faith sharing groups, liturgical celebrations, service opportunities, and peace and justice activities. Campus Ministry also values, welcomes, and includes persons from a variety of religious and philosophical traditions, backgrounds and experiences. For information on any of these programs or services contact Michelle Arnold, Assistant Director of Mission Integration, at 513-244-4866. The Campus Ministry Office is located in Harrington Center 142, adjacent to the Student Organization Center (SOC).

F. CAMPUS POLICE

The Campus Police Department is located on the ground floor of the Seton Center. The Campus Police Department is committed to providing a safe and healthy environment in which the University Mission can be accomplished. All Campus Police Officers are certified by the State of Ohio to enforce all laws under the Ohio Revised Code (ORC). The officers patrol the campus 24 hours a day on foot and by vehicle.

Officer's duties include: campus security, emergency response, fire safety, enforcement of State of Ohio criminal and vehicle laws, printing University ID cards, scheduling University vehicles for use by University staff and students, safety escort services, vehicle assists, such as keys locked in the auto or jump-starting the vehicle and enforcing University parking restrictions. To contact the Campus Police Department:

- **Police Emergency:** *Campus Telephone - Dial "0"*
Cell Phone - Dial (513) 244-4200 for direct access to Campus PD or dial "911" to contact Hamilton County Communications Center who will dispatch a Delhi Twp. Police Officer. Delhi Twp. Officers will notify MSJ officers.
- **Medical Emergency:** *Campus Telephone Dial "9-911" to notify Delhi Twp. Fire Department from a campus telephone. Then dial "0" from a campus telephone or dial (513) 244-4200 from a cell phone to request assistance from Campus Police.*
- **Non-Emergency:** *Campus Telephone - Dial "0".
Dial (513) 244-4200 from a cell phone to request assistance from Campus Police.*

1. CAMPUS ESCORT SERVICE

The escort service is designed to enhance your safety and peace of mind and to provide a greater sense of security for anyone who feels *unsafe* while walking alone on campus. The escort program is free of charge and available to all Mount St. Joseph University students, staff, and faculty. The escort service is available 24 hours a day. Dial “0” from a campus telephone or (513) 244-4200 from a cell phone or non-campus telephone to request an escort.

2. UNIVERSITY VEHICLE USE POLICY

Mount St. Joseph University maintains a fleet of vehicles that may be used by University faculty, staff, and students for specific transportation needs of official University programs or sponsored events. In all cases, whether the program is academic, service, athletic, or recreational, all University policies will apply. For a detailed description of University Vehicle Use policy, contact Campus Police.

3. PARKING AND VEHICLE REGULATIONS

Students, staff and faculty are required to register their vehicle with Campus Police if the vehicle will be parked on campus. Registration cards and the parking decals can be obtained from the Seton Center front desk or at the Campus Police office, 24 hours a day. Decals must be permanently affixed to the rear window of the vehicle. Motorcycles shall have the decal attached so it is plainly visible.

Parking and traffic regulations are enforced. Violations will result in enforcement action that can include a fine as penalty for the violation. The speed limit for motor vehicles on campus grounds is 10 MPH. *Non-registered vehicles that are illegally parked on the University campus are subject to towing at the owner’s expense.*

University officials, as directed by the Vice President of Compliance, Risk, and Legal Affairs/General Counsel or Designee, may search a vehicle on University property at any time for the purpose of ensuring the health and safety of the campus, and/or when there is reasonable suspicion of any violation of local, state or federal law or University policy.

4. STUDENT IDENTIFICATION CARD

The **ID Card** is the all-in-one card that makes being on campus safer and more convenient for all students. It includes the student’s ID number, meal service plan and library account number. *Mount St. Joseph University students are required to carry the University Student Identification Card at all times while on campus. The Card is NOT transferable and may ONLY be used by the individual to which it is issued.* For additional safety, students may be asked to identify themselves, verify residency and provide proof of age at any time by University officials. Student ID’s are issued by the Campus Police Department. Campus Police can issue ID’s at any time. The first ID is issued free of charge. There is a \$15 replacement fee for lost cards.

5. CAMPUS SECURITY AND FIRE SAFETY REPORT

The Campus Police Department publishes an annual *Campus Security and Fire Safety Report* that includes information regarding campus crime and fire statistics, campus policies and University disaster/emergency response plans. The full report can be accessed at <http://www.msj.edu/student-life/public-safety-campus-police/>.

6. ARMED INTRUDER ON CAMPUS

Mount St. Joseph University utilizes the A.L.I.C.E. program when dealing with armed intruders on campus. The A.L.I.C.E. program was created to enhance the traditional lockdown or secure- in-place policies used in educational institutions. A.L.I.C.E. is designed to increase survivability during active shooter or armed intruder situations.

Because it may take several minutes for police to respond in an Active Shooter situation, it is important for students, faculty and staff to realize that they are the real first responders on scene. There are tactics that can be used to gain an advantage and survive. A.L.I.C.E. stands for Alert, Lockdown, Inform, Counter, and Evacuate. Since no two situations are exactly alike, there is no specific order to the components of the A.L.I.C.E. response plan. For more information visit the Campus Police web site at www.msj.edu/student-life/public-safety-campus-police/.

G. CHILDREN'S CENTER

The Children's Center provides care for the children of Mount students while the parent is in class or involved in a campus activity. The Center serves children three months to five years of age, and is designed to meet the developmental needs of each child in a safe and healthy environment. The Center is licensed by the Ohio Department of Jobs and Family Services and holds a Five Star rating through the *Step Up to Quality* program.

The Children's Center is located in the Harrington Student Center and is open Monday through Friday from 7:45 AM to 5 PM. The Center follows the Academic Calendar for Fall and Spring semesters. The Center is closed during the summer. There is a fee for service, and students must pre-register their child for care. For additional information contact Janet Baltzersen, Manager of the Children's Center, 513-244-4972.

H. FOOD SERVICES

AVI is America's largest, family-owned and operated food and hospitality provider, serving prestigious clients in the business, education, healthcare and leisure sectors. Celebrating more than fifty years of continued success, AVI continues to grow and expand into new geographic markets and business segments. For questions contact MSJ's AVI District Manager, Greg Kathman, MSJ's Foodservice Director, Sharon Wiest, MSJ's Office Manager, Brenda Ellington or MSJ's Catering Manager, Lindsay Schmitz, at 513-244-4633. Mark Fleming, the General Manager of the Harrington Center Food Court, can be reached at 513-244-4838.

All resident students are required to have a meal plan. Meal counts for resident student meal plans return to zero on Sunday mornings. The cost of guest meals in the Fifth Third Dining Hall will be deducted from a resident student's Flex Dollar balance. Commuter Meal Plans are also available and can be purchased through AVI Foodsystems at the Fifth Third Dining Hall.

For more information on Meal Plans or Meal Plan periods, visit: <http://www.msj.edu/tuition-aid/tuition-costs/meal-plans/>

For holiday and summer hours of operation, check the AVI Food Systems page on the msj.edu website. Meals and other food items are served in the following locations:

Fifth Third Dining Hall. The Fifth Third Dining Hall is located in the Seton Center and is an "all-you-care-to-enjoy" dining room. Meal swipes, flex dollars, cash and credit are accepted at this location.

Harrington Student Center Food Court. The Food Court is located on the ground level of the Harrington Center, which serves made-to-order entrées for students on the run. Meal swipes, as part of the resident student meal plan, can be used during designated hours. Flex dollars, cash and credit are also accepted.

Starbucks. Starbucks is located inside the library on the campus of Mount St. Joseph University serving your favorite Starbucks beverages, breakfast pastries and quick-grab bistro sandwiches and salads. Cash, credit and flex dollars are accepted at this location.

Market C. Market C is located on the ground floor of Seton Center next to the Lions Den Game Room and Commuter Lounge. Market C is a convenience store that is open 24/7 and sells drinks, snacks, frozen treats and has a DIY brew station. You must use cash loaded to a Market C card or personal credit card for purchase.

The student ID Card is not transferable and must always be presented to use your meal plan. Students cannot pass their ID card on to another person for use in the food service venues regardless of how many meals are remaining or unused on the plan. Students with a meal plan may purchase a meal for another individual with their flex dollars but **MUST** be present with their ID card at the point of purchase.

If you have any allergies or dietary concerns, please contact Sharon Wiest at 513-244-4633 to set up a meeting to discuss. AVI takes great pride in ensuring that all students can enjoy wholesome, delicious meals that meet their specific needs.

FIFTH THIRD DINING HALL

Monday - Friday:

7:30–9:30 AM	Hot Breakfast
11:30 AM - 1:15 PM	Lunch
1:30–4:30 PM	Extended Lunch
4:30–7:30 PM	Dinner (Except Friday, which is 4:30–6 PM)

Saturday and Sunday:

7:30–9 AM	Continental Breakfast
11 AM–1 PM	Brunch
4:30–6 PM	Dinner

HARRINGTON CENTER FOOD COURT

Meal swipes, as part of the resident meal plan, are accepted from 11:30 a.m. until 7:30 p.m. Monday-Friday and all day during operating hours Saturday & Sunday. Flex dollars, as part of the resident meal plan, are accepted all day during operating hours.

Monday – Friday:

9 AM–8 PM

Saturday - Sunday:

11:30 AM–4 PM

STARBUCKS HOURS

Monday – Thursday:

7:30 AM–8 PM

Friday:

7:30 AM–4 PM

Saturday:

9 AM–2 PM

Sunday:

Closed

MARKET C STORE IN SETON

Open 24 hours a day

I. DIVERSITY AND INCLUSION

It is the mission at Mount St. Joseph University is to build a campus community that values innovation, understanding, and inclusion of all persons. In keeping with the university's mission to "embrace diversity of cultures and beliefs" we seek to promote an environment that is dedicated to social justice and equity as well as lead efforts to create an inclusive academic and work environment. Our goal is to foster a climate that embraces and establishes a sense of place for all persons. Diversity enriches the educational experience. Learning from individuals whose beliefs and perspectives are different from our own,

There are several student organizations and groups who meet regularly to provide programs, services, and trainings around inclusion:

- Professional Allies Group
- Black Student Union
- Hispanic/Latinx Student Union
- Rainbow Alliance (LGBTQ+)
- Safe Zone Training

Please contact the Student Affairs Office at 513-244-4239 for additional information.

J. RESIDENCE LIFE

The Office of Residence Life provides on-campus housing for full-time students. Living on campus aims to foster the development of personal responsibility in students and to encourage them to become increasingly able to make mature decisions relating to all phases of their lives.

To achieve this, the Office of Residence Life has designed an experience for its residents that will allow them the opportunity to:

- Use interpersonal skills to build relationships with other students.
- Identify and utilize campus resources that assist with their success as students.
- Listen to accounts of cultures and identities different than their own.
- Identify and utilize techniques that promote student wellness.
- Create and assess personal and professional goals relevant to their success as students.

If you have questions concerning housing, policies and procedures, room assignments, meal arrangements, cable television, housekeeping, programming and residence hall events or judicial proceedings, visit the Office of Residence Life/Dean of Students, Seton Center 132, 513-244-4304.

1. RESIDENCE LIFE STAFF

Listed below is a brief description of the professional and student staff you will work with while living in the residence hall.

The **Dean of Students** is the chief student affairs officer and reports to the University Provost. The Dean of Students oversees Student Engagement and Leadership, Residence Life, the Children's Center, the Wellness Center, and advises the Student Government Association (SGA), and coordinates activities associated with graduation ceremonies. The Dean of Students maintains the Student Handbook, university policies and adjudicating some cases involving university policy violation. The Dean of Students is located in the Office of the Dean of Students/Student Affairs in Seton Center 132.

The **Coordinator of Residence Life** is a full-time staff member who works closely with the Dean of Students to coordinate overall supervision of the residence hall, hall programming, adjudication of cases involving policy infractions with resident students, supervision and training of the Resident Assistants, and advisement of Residence Hall Council. In addition, the Coordinator of Residence Life acts as a liaison between residents and administrative personnel in matters pertaining to Residence Life, and proposes and implements physical improvements to residence hall facilities. The Coordinator of Residence Life is located in the Office of the Dean of Students/Student Affairs in Seton 132.

A **Resident Assistant (RA)** is a student, paraprofessional staff member who lives in each wing/floor of the residence hall. The RA serves as a resource to residents, promotes on-campus involvement, builds community in the residence hall, coordinates residence hall activities, helps residents understand University policies and procedures and documents policy infractions. The Resident Assistants are considered University officials and student cooperation in response to reasonable requests is expected. Although RA's have specified responsibilities in the Seton Center, students are reminded that every member of the campus community is responsible for maintaining community standards.

Supporting Staff include the Campus Police Department, Custodians, Buildings and Grounds, Mail Center Staff, and the respective Administrative Assistants for each office. Campus Police Officers provide 24-hour safety and security to the residence hall and campus. All students are expected to produce ID upon the request of any Campus Police Officer or Residence Life staff member. Custodians are assigned to each floor to do general cleaning of public bathrooms, lounges and hallways. Students are expected to help the staff by cleaning up in these areas and disposing of trash in the proper locations.

2. RESIDENCE HALL OPPORTUNITIES FOR INVOLVEMENT

Residents are encouraged to take advantage of opportunities in the residence hall that will aid their development personally, professionally and academically. Below are some of the many opportunities of which residents can take advantage:

Residence Hall Council (RHC) serves as an activities board for the residence hall. The council is responsible for planning, organizing, and supporting hall activities that address the needs and interests of the residential community. For more information, contact the Coordinator of Residence Life or watch for advertisements announcing RHC activities.

The **Lion's Den Game Room** provides students with an opportunity to play games, get together with friends and make connections with new ones. The Lions Den features a pool table, table tennis, foosball and flat screen television with 3D capability for playing student-provided video games. The Lions Den is open 24 hours to both resident and commuter students and is located on the ground floor of Seton. Game equipment can be checked out/in from the Seton Lobby Front Desk.

The **Health and Natural Science Living Learning Community** is a space designed for students interested in pursuits related to the health and natural sciences. Students living in this community in the residence hall will work together to support each other's interests in learning more about topics and opportunities in the health and natural science fields. This floor will be supported by a Resident Assistant and the Coordinator of Residence Life. If you are interested in being a part of this community, please contact the Office of Residence Life at 513-244-4304.

The **Lions on a Mission Community** is home to students who are passionate about exploring the integration of faith and service at the Mount and the greater community. Members of the Lions on a Mission community will strive to serve others and embrace different cultures and beliefs. The members will be grounded in the spiritual values and vision of the Mount's founders, the Sisters of Charity. This floor will be supported by a Resident Assistant and the Coordinator of Residence Life. If you are interested in being a part of this community, please contact the Office of Residence Life at 513-244-4304.

3. FACILITIES AND SERVICES

Automobiles/Motorcycles. All students are permitted to bring cars and/or motorcycles to campus. However, parking on campus requires the display of a valid permit or decal. You can obtain parking decals from the Campus Police Department.

Cable Television. The University provides digital-ready cable television service to each room and the lounges. You must bring your own coaxial cable wire to connect your television. If you have trouble with your service, please contact the Office of Residence Life at 513-244-4304 for assistance.

Computers. There are computer labs located on the ground floor of the Seton Center. If there are questions about computing, please contact Information Services and Support (ISS) at 513- 244-4357.

Dining Hall/Meal Plan. The Fifth Third Dining Hall serves breakfast, lunch, and dinner Monday through Friday, and continental breakfast, brunch and dinner Saturday and Sunday. All residents are required to have a meal plan. You must present your ID card to enter the dining hall.

- Residents are not allowed to share their meal with another person who is not on a meal plan.
- Do not remove utensils and dishes without permission.
- Food is not to be taken out of the Fifth Third Dining Hall without the permission of the Manager of Food Services.

Please refer to Section II.H for details about meal plan and food service options.

Furniture in Lounges and Rooms. Students are responsible for the furniture in their room as documented on the room condition form at move-in. University-issued furniture may not be moved out of a student's room. Lobby furniture is not to be moved into or used in student rooms. Removal of lounge or lobby furniture, or the furniture provided for another residential room, is subject to a minimum \$100 fine per item, per resident.

ID Card. See Section II.F.4 for more information.

Keys. Upon checking into the residence hall, students receive room keys from the Office of Residence Life. They will return the keys to the Office of Residence Life when leaving. The fee for replacing a lost key and to re-core the door is \$75.00.

Laundry. Washers and dryers are located in the residence hall on West 2, West 3, West 4, West 5, and Southeast 3. There is no additional charge for use of the washers and dryers. Please do not overload the washers and dryers. They are for resident student use ONLY. Violators will be subject to disciplinary action. Please report any malfunction of the units to the Office of Residence Life, 513-244-4304, so repairs can be made quickly.

Kitchen. A full kitchen is located on the ground floor of Seton Center and can be used by students by checking out/in a key at the Seton Lobby Front Desk. The person checking out the key must clean up the area and utensils and remove any trash from this area after each use.

Lounges/Kitchenettes. Each residence hall floor has at least two lounges for study, group meetings, relaxing, and watching television. These floors also include two small closed-door study rooms in the East section. Each floor is also equipped with a kitchenette that includes a microwave and sink.

Mail. Residents should use the following address to receive letters and packages:

Your Name

Mount St. Joseph University

Seton Hall, Box #

5701 Delhi Road

Cincinnati, Ohio 45233-1672

A locked mailbox is assigned to you when you move into the residence hall. These mailboxes are located on the first floor of the Seton Center, adjacent to the West elevator. You receive the combination and instructions from the Office of Residence Life when you arrive for move in. University personnel are not permitted to open your mailbox and remove mail. The following are held at the Mail Center (located on the ground floor of Seton) until you claim them: special delivery, registered, and express mail; telegrams; packages; and postage-due mail. Students are notified of package deliveries via e-mail. Mail is delivered and picked up once a day (Monday – Friday). An outgoing mailbox is located in the Seton Lobby. *Residents are required to clean out their mailboxes at least once per week while class is in session.*

Repairs/Maintenance. All needed repairs on residence hall floors and rooms are to be reported directly by student residents to the Department of Buildings and Grounds by filling out a work order using the Web Registration Maintenance Request Form found on myMount (Administrative Services tab>Maintenance Requests).

Storage. The Office of Residence Life does not provide storage space for students in the residence hall. Room furniture provided by the University in each room **MUST** stay in each room. In addition the Office of Residence Life does not provide storage for luggage, boxes, or other types of moving materials.

Suggestion box. A suggestion box is located next to the Seton Lobby Front Desk for resident students to share ideas, feedback or comments regarding their experience living in the residence hall.

Telephone Service. The University does not provide telephone service in the Seton Center. Resident students use personal cell phones and do not have a telephone line in their residence hall room. Resident students are expected to provide the Office of Residence Life with an up-to-date cell phone number and to maintain this number throughout the academic year.

4. HOUSING REQUIREMENTS

The information stated below is taken from the Seton Residence Hall Room and Board Agreement. Students living on campus must abide by the agreement as well as all policies listed in the Student Handbook.

SETON RESIDENCE HALL ROOM & BOARD AGREEMENT

I. HOUSING REQUIREMENT

All freshmen and sophomore students enrolled full time (12 or more credit hours) at Mount St. Joseph University are **required** to live on campus and participate in a meal plan offered by the University’s contracted food service.

II. EXCEPTIONS TO THE HOUSING REQUIREMENT

Exceptions to the housing and meal plan requirements are made for students who meet any one of the following criteria: (1) the student is married and living with said student’s spouse, (2) the student is 21 years of age or older, **OR** (3) the student is living inside a 35-mile driving distance from the University **AND** is commuting from the home address of said student’s parent or legal guardian. Specific eligibility requirements to live off campus may be obtained from the Student Affairs Office, Seton 132. Any requests to live off campus from freshmen and sophomore students who do not meet one of the above exceptions must be approved in advance by the Dean of Students or Designee.

III. RENTAL PERIOD AND DATES OF OCCUPANCY

The University agrees to furnish the Student with an assigned room in the Seton Residence Hall (the “**Room**”) located on the University’s main campus. Occupancy by the Student in the Room can commence on August 21, 2019 and the Student must vacate the Room on or before May 8, 2020 but occupancy by the Student excludes the University’s winter recess (the “**Winter Recess**”), as defined on the official University calendar available on the University’s website (collectively, the “**Term**”). Any University summer academic terms (“**Summer Sessions**”) are not included in Term. Occupancy by the Student in the Seton Residence Hall during Winter Recess and/or Summer Sessions may be separately applied for the Student through the Office of Residence Life and shall be subject to additional charges not set forth in this Agreement. If Student is participating in the University’s May Commencement ceremony they may apply for an extension of the end of the Term until 6:00 pm EST on May 10, 2020 by making a request in writing to the Office of Residence Life.

IV. NATURE OF CONTRACTUAL RELATIONSHIP ESTABLISHED BY THIS AGREEMENT

Occupancy of the Room by Student under the terms and conditions of this Agreement creates a non-possessory license in favor of the Student for use of the Room and shall not be construed as a lease. By signing this Agreement, Student understands that the Room and/or selected Meal Plan are not transferable to other individuals. The University reserves the right to immediately revoke this license from the Student and require the Student to vacate the Room in the event of disciplinary action by the University against the Student, failure of Student to pay required amounts due under this Agreement, or as otherwise described in this Agreement.

V. ROOM AND BOARD CHARGES

Student is solely responsible for any and all of the financial obligations set forth in this Agreement. Any and all fees due and owing by Student pursuant to this Agreement shall be charged to the Student’s University account on a per semester basis. Room Charges under this Agreement are not refundable in the event Student vacates his/her Room prior to the end of the Term. If a Student withdraws from the University prior to the commencement of classes in any semester and notifies the Office of Residence Life to terminate this Agreement at the University’s sole option and subject to charging Student an administrative fee of \$50. No Room Charges under this Agreement shall be reduced after the commencement of classes in any semester.

VI. AGREEMENT TO COMPLY WITH UNIVERSITY POLICIES

The Student Handbook (including the Residence Hall Policies), applicable academic catalogs, and other University policies, regulations and procedures create an agreement between the Student and the University regarding the Student’s expected conduct, rights, and obligations, among other things (collectively, the “**Policies**”). By executing this Agreement, Student acknowledges that Student has received, been provided access to (including electronic access), and/or reviewed the Policies and agrees to comply with and be bound by all Policies. Student also acknowledges and agrees that at all times during the Term that Student is solely responsible for managing student’s personal care, with or without reasonable accommodations, which includes, but is not limited to: appropriate personal hygiene, mental health, management of medical conditions or illnesses and/or health-related personal needs. The University reserves the right to require student to immediately vacate the room and to terminate this Agreement in the event of a determination of student violating any policies and/or as interim measures under any policies may provide.

VII. ROOM ASSIGNMENT IN SETON RESIDENCE HALL

This Agreement does not entitle Student or assign to Student any specific room in the Seton Residence Hall. The Student's Room assignment will be made by the University in advance of the commencement of the Term based on Student's selected Room type. The University shall consider the requests made in Student's Housing Application for a specific room and/or roommate(s). However, the University reserves the right to make specific Room assignments for Student and Student agrees to comply with the Room assignments made by the University under this Agreement.

The University reserves the right to reassign Student's Room at any time and for any reason during the Term, and Student agrees to adhere to any Room reassignment and to vacate Student's previously assigned Room within 72 hours of receiving written notice from the Office of Residence Life. Room reassignments by the University may occur for reasons including, but not limited to, issues with space availability in the Seton Residence Hall and/or maintenance issues.

Following the commencement of the Term, a Student can make a written request to the Office of Residence Life to change the Student's assigned Room for any nondiscriminatory reason. The Office of Residence Life will consider and accommodate such requests as permissible and in its sole discretion.

VIII. MEAL PLAN AND FOOD SERVICE CHARGES

Student is required to participate in a meal plan provided by the University's food service vendor as a condition of this Agreement (the "**Meal Plan**"). Meal Plans range in price and the quantity of food included. Student understands and agrees that he/she will be charged in accordance with Student's selected Meal Plan based on published prices. Meal Plan food service commences the day classes begin each semester or as otherwise indicated on the official University calendar. Food offered through any Meal Plan may not be available on University holidays, recesses, and/or breaks. Failure of Student to be able to access food pursuant to any Meal Plan shall not be considered a breach of this Agreement.

IX. ROOM INSPECTION, ENTRY AND MAINTENANCE

Student's Room shall be inspected for damage prior to Student's occupancy. A \$100.00 room damage deposit will be charged to Student and held by the University. Any damage to the Room during the Term that is inconsistent with the inspection conducted prior to Student's occupancy shall be charged to Student, including damage in excess of the \$100.00 room damage deposit. The room damage deposit will be returned in full to the Student at the end of their residency as long as no damage occurred in any of the Rooms they were an occupant. At the end of the Term, Student shall remove all possessions from his/her assigned Room. Student shall be responsible for the replacement of any lost room key and/or damage to any Room lock caused by Student. Room damage deposits are refunded at the conclusion of the student's residency.

Authorized University personnel have a right to enter Student's Room: 1) for the purpose of performing maintenance and repair to room, furniture and/or equipment; 2) to ensure that health, safety, and fire regulation standards are maintained; 3) in the event of an emergency which might endanger life, health, safety, or property; and 4) for the purpose of enforcing any and all Policies and/or applicable laws.

The Seton Residence Hall is maintained by the University's Department of Buildings and Grounds. Student may request Room repairs and for the repositioning of University-issued furniture (the "furniture") in Student's Room only by submitting a Work Order to the Department of Buildings and Grounds through MyMount. Under no circumstances is furniture permitted to be removed from the room.

Student is not permitted to move or alter the Furniture in Student's Room (individually and/or with the assistance of any other person), assumes all risks associated with moving or altering the Furniture in Student's Room, and waives any and all claims, causes of action, and/or damages against the University, its agents, employees, officers, directors, successors, assigns, and/or representatives in the event that Student moves, repositions or alters the furniture in student's room and sustains any injury to Student's person or property as a result of moving, repositioning or altering the furniture.

Student is at all times responsible for maintaining the cleanliness and/or condition of Student's Room, including but not limited to the furniture contained in the room. The University will exercise its best efforts to provide a clean, safe living environment for Student with working utilities and furniture in good working order. The University cannot guarantee, however, that there will not be temporary failures of utility systems, the need for repairs, and/or defects caused by ordinary wear and tear or other factors.

X. CANCELLATION OF THIS AGREEMENT

At all times during the Term, Student must be a properly registered, full-time enrolled student at the University. In addition to the other terms and conditions contained in this Agreement, this Agreement may be canceled as follows:

UNIVERSITY INITIATED CANCELLATION

The University reserves the right to cancel this Agreement at any time for any reason, including but not limited to violations of Policies by Student, revocation of Student's full-time status at the University, or nonpayment of any charges or fees owing under this Agreement or to the University. In the unlikely occurrence that Student cannot safely reside in the Seton Residence Hall, with or without reasonable accommodations and/or other support, or Student hinders the health, safety or well-being of other students, the Office of Residence Life may cancel this Agreement and require Student to immediately vacate Student's Room and Seton Residence Hall.

STUDENT INITIATED CANCELLATION

At the request of Student, this Agreement may only be canceled between fall and spring semesters, prior to the start of classes in the spring semester, or due to extenuating circumstances limited to (i) end of the Student's affiliation with the University, (ii) marriage during the Term with presentation of the original marriage certificate to the Office of Residence Life, (iii) participation in a University program that requires Student to reside outside of the Greater Cincinnati area, or (iv) in the judgment of the Office of Residence Life, based on appropriate documentation, that Student has a new and severe medical or health condition that is directly related to or adversely affected by residing in Seton Residence Hall and that the condition developed after executing this Agreement. It shall be Student's responsibility to provide to the Office of Residence Life with appropriate documentation from a licensed physician that the only means of alleviating the Student's new medical or health condition would be to vacate Seton Residence Hall and terminate this Agreement. Cancellation of this Agreement by Student must be approved in advance and in writing by the Dean of Students or designee.

XI. LIABILITY

At all times during the Term and while occupying the Room and/or living in Seton Residence Hall, Student shall hold the University harmless for and shall waive any loss, claim, cause of action, or damage which the Student or anyone acting on Student's behalf claims is or was sustained by reason of any strike, lockout, work stoppage, riot, civil commotion, theft, burglary in or about the premises, fire, water, mold, flood, rain, frost, snow, gas odors or fumes from any source whatever, any injury to any person or damage to any property, Act of God or other disturbances not caused by the University's gross negligence. The University does not provide insurance to cover the personal possessions of Student, and Student is encouraged to obtain insurance to protect Student's personal property during the Term. Student is solely responsible for properly securing all of Student's personal items in Student's Room, including locking Student's assigned Room's door.

XII. SIGNATURE

I have read, understand, and agree to abide by the terms and conditions of this Agreement. This Agreement may not be modified except in writing, signed by all parties and is governed by the laws of the State of Ohio. Submission of this Agreement electronically or by hand holds the same legal force and effect. If Student is under the age of 18 at the time Student is signing this Agreement, Student's parent or legal guardian must review and sign.

K. STUDENT ORGANIZATIONS

Mount students have the opportunity to engage in leadership experiences through their involvement in student organizations, which are responsible for the development and implementation of student events on campus under the guidance of the Office of the Dean of Students and the Office of Student Engagement and Leadership.

By getting involved with a student organization, students become active participants in their campus community and create programs that help students make a better connection to the Mount. Students involved in organizations in a leadership role gain valuable organizational skills that set them apart from their peers and enhance their resume as they pursue educational career opportunities beyond the Mount. All of this results in stronger academic performance and greater overall satisfaction with their experience.

All information about student organization operations can be found in the Student Organization Manual located on myMount.

1. STUDENT ORGANIZATION RECOGNITION PROCESS

There are two types of student organizations that exist at Mount St. Joseph University:

SGA Recognized Student Organizations

SGA recognized organizations receive official approval from the Student Government Association and the Office of the Dean of Students after completing the recognition process stated below. They must have a minimum of five active members and be open to all Mount undergraduate students only, as a portion of the undergraduate general fee funds these organizations' activities. SGA recognized organizations are permitted to apply for funding through the Finance Committee of SGA.

University Recognized Student Organizations

University recognized organizations are those that have not sought recognition by SGA, but are recognized by another University office or department. These organizations should consult their sponsoring office or department for details regarding their recognition processes.

Annual Student Organizations SGA Recognition Process

The Office of Student Engagement and Leadership monitors the student organization recognition process for SGA recognized organizations. For a student organization to be formally recognized by SGA, the group must submit an updated registration packet to the Office of Student Engagement and Leadership at the beginning of each Fall semester. The following must be included in this packet:

- Updated constitution that includes a mission statement, membership requirements and duties of officers;
- List of active members and their signatures, a minimum of five not including the advisor
- Bank Signature Form that indicates all organization officers and one advisor that will be granted access to the organization's funding;
- Student Organizations Registration Form.

All forms noted above can be found on myMount under **Mount Community > Student Organizations > Annual Student Organization Registration**.

NOTE: If changes occur any time during the year, the student organizations information must be updated immediately with the Office of Student Engagement and Leadership.

2. STUDENT ORGANIZATION RIGHTS

All recognized organizations have the right to the following with approval from the Office of Student Engagement and Leadership and the approval of other campus resources where stated:

- Utilize campus facilities with approval of Campus Events and Conference Services;
- Request audio-visual equipment with approval of Information Services and Support;
- Use the University's name in its communications pertaining to the organization in a manner compliant with the University's Brand Standards;
- Advertise organizational activities on campus in a manner compliant with the University's advertising policy;
- Open a student organization finance account through Fiscal Operations;
- Host an approved fundraiser with the approval of the Division of Institutional Advancement.

L. STUDENT GOVERNMENT ASSOCIATION (SGA)

All matriculated undergraduate students at Mount St. Joseph University are members of the Student Government Association. The Dean of Students serves as the advisor to the Student Government Association. There are many opportunities for students to participate in the Student Government Association through sponsored programs and activities. Students can be involved in campus governance that affects decisions about student life by serving on SGA committees or be nominated to serve on University-wide committees. In addition, students can be part of the SGA Finance Committee that allocates resources to student organizations eligible for funding. Several other SGA committees can be joined: Student Life and Welfare, Academic and Career Excellence, Spirit, Elections, Service, Public Relations, and Special Events.

The Student Government Association represents and serves the interests of the student body at Mount St. Joseph University. SGA strives to help students understand their rights, privileges and responsibilities as students at Mount St. Joseph University. SGA works in accordance with the Mission of the University in all endeavors. The Student Government Association: (a) grounds itself in the traditions of the Catholic community and the spiritual values and vision of the Sisters of Charity; (b) strives to maintain effective communication between the students, faculty, staff and administration; (c) works to develop campus policies that directly affect student life in conjunction with faculty, staff, and administration; (d) promotes student awareness of issues that affect the University community; (e) supports student organizations; (f) allocates and monitors student organization funding. All matriculated (enrolled) undergraduate students of this University shall be ipso facto members of the Student Government Association and shall vest their power in the representatives they elect. The full Student Government Association Constitution can be found under Mount Community tab of the myMount webpage. SGA meetings are open to all students, held every Thursday at 5 PM in the Clifford Room. Various committees of SGA hold additional meetings at various times throughout the month. You do not have to be elected as a senator to serve on a committee.

M. WELLNESS CENTER

The Wellness Center, located in the Harrington Student Center, identifies itself with a holistic approach to health while acknowledging that human growth is an ongoing, developmental process. The Center is committed to providing the Mount Community with a safe environment that facilitates self-knowledge and exploration, and promotes spiritual, emotional, physical and psychological wellbeing.

1. COUNSELING SERVICES

A staff of licensed mental health professionals is available to students for confidential individual counseling, drug/alcohol assessments treatment, psycho-educational programming and referrals to appropriate outside resources. Licensed mental health providers are available year-round and offer an on-call service for mental health emergencies.

Mount St. Joseph University's Wellness Center is committed to safeguarding the privacy of its students. Although the Wellness Center and its staff do not transmit any personal health information (PHI) through the Mount's website or by electronic means, it is our policy to be in compliance with the requirements of the Health Insurance Portability and Accountability Act of 1996. The Notice of Privacy Policies is posted in our reception area and is available to students accessing our services

Copies of our "Notice of Privacy Practices" (NPP) are available to all students receiving health or counseling services. The NPP can be obtained at our reception area in the Wellness and Health Services Center Office or by calling 513-244-4949.

2. HEALTH SERVICES

The Health Services office is open Monday through Friday from 8:30 AM-4:30 PM. It is staffed by a full time Registered Nurse and Medical Assistant. Physician are available by appointment during fall and spring semesters. There is a small fee to see a physician, payable by cash, credit card, or can be added to student account.

It is mandatory that all resident students submit medical history form with an immunization record completed and signed by a health care provider prior to moving into the residence hall. In addition, Ohio Revised Code, Section 3701.133, (B) requires you sign a Meningococcal and Hepatitis B Vaccination Status Form. If a student's immunization records are not complete and a communicable disease should be documented in the residence hall population, the student may be asked to find housing off-campus until the risk is past.

3. COMMUNICABLE DISEASE POLICY

Communicable diseases are defined as an infectious disease transmissible (as from person to person) by direct contact with an affected individual or the individual's discharges or by indirect means (as by a vector). Student Health Service is a resource for treating and protecting students and the Mount St. Joseph University (MSJU) community from infectious disease. If a significant exposure is identified, the following steps will be taken:

- a. The student will be examined by a Health Service physician or primary care provider (PCP) and receive information to protect himself/herself, the campus community, and the public.
- b. Health Service physician or PCP will determine whether the individual may continue with his/her activities and document any limitations in the student's medical record.
- c. Should notification of the communicable disease be required, the student will be contacted in writing and asked to sign a statement which identifies to whom and for what purpose information will be released.
- d. The student may be asked to convalesce off-campus, abstain from classes and/or sporting practice until he/she has been determined non-contagious by the Health Service physician or PCP*.
- e. The Health Service Manager will work with the Director of the Learning Center and Disability Services to assist the student in obtaining Temporary Illness Modifications if needed.
- f. Failure to behave in a medically responsible manner may provide grounds for an involuntary withdrawal from the Residence Hall or from the University itself.
- g. The entire policy on communicable disease is available in Health Services Office.

*Please note persons infected with a communicable disease will not be excluded from enrollment or restricted in their access to university services or facilities unless medically-based judgments in individual cases establish that exclusion or restriction is necessary to the health and safety of the individual or to the health and safety of other members of the University community.

4. STUDENT HEALTH INSURANCE

All Mount St. Joseph University students are expected to have health insurance as required by law. Mount St. Joseph University is not responsible for the costs of treatment as a result of accident, illness, or injury. The University requires all residence hall students, student athletes and students enrolled in certain health sciences majors (e.g. Athletic Training, Nursing, Physical Therapy, Physician Assistant Studies) to provide proof of health insurance annually. The University uses a web-based portal to verify each student's health insurance coverage.

Qualified health insurance should provide, at a minimum, coverage for the following essential health benefits *within the greater Cincinnati area*: Emergency services, office visits, hospitalization (e.g. surgery), and diagnostic testing (e.g. x-ray, laboratory).

Students without access to a group or family medical plan can purchase insurance coverage by accessing an online health insurance marketplace. Students who meet certain economic criteria may also be eligible for a state-based Medicaid plan. Mount St. Joseph University offers a private health insurance marketplace operated by Campus Unity Benefits. This marketplace has options for ACA compliant health insurance, short term health plans and other types of coverage (e.g. dental, vision) at competitive rates.

To obtain more information about the requirements of the Affordable Care Act (ACA) and purchasing health insurance visit <https://www.healthcare.gov/blog/health-insurance-options-for-college-students/> For information about obtaining benefits via Campus Unity Benefits, students can contact the Wellness Center at 513-244-4769.

III. STUDENT SUPPORT SERVICES

A. ACADEMIC ADVISING RESOURCE CENTER

Academic advising is an academic support service focusing on the development of students. The purpose of academic advising is to assist students in achieving their academic and career related goals. Implicit in this purpose is the developmental function of guiding students toward self-understanding, self-determination, and self-fulfillment.

The goal of academic advising is to provide accurate and current information about university degree requirements, including general education requirements, academic policies, programs and support services to students in achieving their academic pursuits. The academic advising program assists the student in:

- Understanding educational objectives of the University and the curricular academic requirements
- Making realistic self-appraisal of academic potential
- Choosing a major
- Formulating a tentative course program which affords a choice of options as the student matures in making decisions concerning his/her degree program
- Resolving problems which may hinder the realization of potential
- Determining the student's self-motivation and self-direction in the attainment of goals

Advising University Exploratory Studies or “undeclared” students is the responsibility of the advising staff in the Academic Advising Resource Center (AARC). Advising students who have declared a major is typically the responsibility of full-time or pro-rata faculty. Some majors are primarily advised in the AARC. The advisors in the AARC will also serve as back-up advisors when deemed necessary by faculty chairs and the Director of the Academic Advising Resource Center. The final responsibility for fulfilling the requirements of a course syllabus in each class, for meeting all program/degree requirements, and for complying with university regulations and procedures rests with the student.

B. BOOKSTORE

The MSJ Bookstore, located on the ground floor of the Harrington Student Center, handles the sale and rental of new, used, and digital textbooks for all Mount courses. The store also carries an assortment of Mount clothing and gifts, as well as school supplies, study guides, snacks, drinks, and health and beauty items. Online orders for either shipping or store pickup can be placed at ShopMSJ.com. Bookstore hours during the academic year are Monday 8:30 AM - 5 PM, Tuesday 8:30 AM - 6:30 PM, Wednesday & Thursday 8:30 AM - 5 PM, Friday, 8:30 AM- 4 PM, Saturday 11 AM - 2 PM and closed on Sunday. Summer hours are Monday - Friday, 9 AM - 4 PM.

The MSJ Bookstore is managed by The Follett Higher Education Group. For more information, please call the store at 513-244-4416.

C. CAREER AND EXPERIENTIAL EDUCATION CENTER

The Career and Experiential Education Center provides a comprehensive approach to career preparation, professional development, personal growth, and service to the community with experiential learning as the key component. The staff of the Center teaches students skills in career decision-making, personal reflection, assessment, and civic engagement while fostering the integration of academic and career goal development. Students are encouraged to capitalize on previous learning outcomes and new experiences through quality cooperative education, internship, service learning, and prior experiential learning programs. To promote credit-worthy opportunities, professional development experiences, a commitment to volunteerism and an increased sense of community, the Center proactively develops and maintains relationships with a diverse group of employers and community partners.

1. CAREER DEVELOPMENT

- Individual career counseling, assessment/testing, career clarification, and graduate school preparation.
- Educational programs and seminars on work and career issues.
- Career-related Courses all 1 credit hour:
 - *Career Exploration for Undeclared Majors (CED 150)*, to help students understand the process of career decision-making.
 - *Foundations of Professionalism (CED 220)*, required for cooperative education applicants to prepare them to enter the professional world.
 - *Building Your Professional Edge (CED 320)*, an advanced career development course focused on personal branding and career exploration.
 - *Accelerating Your Professional Career (CED 420)*, a Capstone course for professional development. Students use a variety of self-assessments including Strengths Finder to understand their communication and leadership styles and enhance their self-awareness. Students will also delve into topics including: generational differences, emotional intelligence, financial awareness, and career planning.
- Career Resource Library to research majors, occupations, employers, graduate programs, and employment trends and data.
- Career fair.
- Mount Connect: A software program for résumé referrals and job postings.

2. JOB SEARCH ASSISTANCE & GRADUATE SERVICES

- Individual advisement on job search strategies including résumé, cover letter, and interviewing skills.
- Employment assistance through résumé referral, job postings, and on-campus interviewing opportunities.
- Workshops covering the job search process, resume review, and mock interview practice are offered at various times throughout the year. Please check the university calendar for dates and times of offerings, or call the Career and Experiential Education Center for further information, 513-244-4888.

3. TALENT OPPORTUNITY PROGRAM (TOP)

TOP is a customizable, innovative program designed to add elevated career service opportunities throughout your college years for full-time students who enroll—for free—in the program. Students will gain superior skills important to today's workplace: critical thinking, complex problem-solving, written and oral communications, and applied knowledge in real-world settings. The Mount's Talent Opportunity Program (TOP) provides full-time undergraduate students with a customized and comprehensive opportunity throughout college to gain superior skills important to today's workplace. The main components of this program include:

- Professional development courses
- Leadership development opportunities
- Distinct events held on campus
- An approved employment experience

While all students can participate in any TOP events or programs, students can structure these experiences and obtain career preparation by completing academic courses and engaging in experiences that will give Mount students a competitive edge. Through TOP, students may earn Gold, Silver and Bronze status based on performance and activity level. Eligible Gold level graduates will have access to a package of enhanced career services, if necessary. This package, provided by PROMARK International, pairs qualified students with a nationally certified career coach, individualized attention and access to PROMARK resources. The package of services has a value of \$2500.

4. COOPERATIVE EDUCATION PROGRAM

Through the Cooperative Education program (co-op), qualified students have the opportunity to gain career-related, paid work experience. A co-op work experience consists of a series of planned, supervised, and evaluated work assignments. The underlying concepts of cooperative education are: (1) students learn best by doing; and (2) exposure to the work world outside the campus community assists students by enriching classroom learning to produce optimum educational outcomes. Students establish goals and specific learning objectives for each work experience and upon completion, evaluate the results with their employer and faculty coordinator. Students can earn up to nine (9) credit hours through the Cooperative Education program.

5. PRIOR LEARNING ASSESSMENT

Mount St. Joseph University is committed to respond to the need for lifelong learning by providing a full range of educational services adapted to the needs of non-traditional students. As part of this commitment, the Mount recognizes and gives credit for college-level learning, which takes place outside a college or university setting.

Learning acquired through the following kinds of activity may qualify:

- Structured education programs in the armed forces, business or industry that are recognized by the American Council on Education for college-level credit.
- Structured education programs in a non-accredited institution (e.g., business college, art school, professional school, nursing school).

- Learning acquired through activities such as: Non-credit courses, workshops, seminars, self-taught knowledge or skills, career/work experiences, volunteer work, community services, travel, avocation (e.g., art, music, dramatics), leadership roles in associations and organizations, and personal life experiences. Students seeking credit through prior learning assessment must pursue evaluation through appropriate channels. For more information please contact the Prior Learning Assessment Coordinator at 513-244-4266.

6. SERVICE LEARNING

Service learning is a teaching and learning strategy that integrates meaningful community service with instruction and reflection to enrich the learning experience, teach civic responsibility, and strengthen communities. Service learning is available to all students of all majors, both undergraduate and graduate. Service learning can be embedded into a course, or it can be attached to a course as an additional credit. Credit-bearing service learning experiences are placements of 30+ hours of community service with one community partner. Each service learning credit is free, with a maximum of three free service learning credits. Service learning credits can count as elective credits, they can fulfill the undergraduate experiential education graduation requirement, and they fulfill requirements for the Talent Opportunity Program.

D. SUPPORT TO STUDENTS WITH DISABILITIES, LEARNING CENTER & DISABILITY SERVICES

The Learning Center & Disability Services offers services to qualified students with documented disabilities to allow full access to and participation at the University. This commitment is consistent with legal mandates outlined in Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the ADA Amendment Act of 1990 amended in 2008, and embodies the University's long-standing mission to ensure the inclusion of all members of its community. Accommodations are tailored to meet the individual needs of qualified students based on their documented disability and its academic implications. The law requiring the University to provide reasonable academic accommodations and/or auxiliary aids does not extend to adjustments that would "fundamentally alter" the nature of any University course, course components or course requirements. For information about services provided by the Learning Center & Disability Services, please contact the Director of the Learning Center & Disability Services at 513-244-4524 or meghann.littrell@msj.edu.

1. Policy for Requesting and Implementing Accommodations

Students who seek to obtain academic accommodations and/or auxiliary aids must:

Step 1- Contact the Director of the Learning Center & Disability Services ("Director") at 513-244-4524 or meghann.littrell@msj.edu to schedule an intake meeting. If an in-person intake meeting is not possible, at the sole discretion of the Director a phone intake meeting may be scheduled.

Step 2- Prior to or at the scheduled intake meeting, provide the Director of Learning Center & Disability Services with Adequate Documentation of the student's disability or disabilities as defined in this policy.

Step 3- Collaborate with the Director to discuss reasonable academic accommodations and/or auxiliary aids that will reduce or remove the barrier(s) resulting from the disability or disabilities identified in the Adequate Documentation. Each request for academic accommodations is handled on a case-by-case basis and may not be able to be formalized at the intake meeting.

Step 4- Determine, through collaboration with the Director, the reasonable and appropriate academic accommodations for the student that will be formalized in an "Accommodation Letter" approved by the Director. The Accommodation Letter states a student's reasonable accommodations but not a student's disability diagnosis. A copy of a student's Accommodation Letter is available from the Director prior to the start of any course.

Step 5- Provide the Accommodation Letter to any course instructor when the student determines that an accommodation(s) in that course may be needed. It is recommended that the student provide the Accommodation Letter to any course instructor within one week of the beginning of any course.

Step 6- Collaborate with each course instructor to determine how the accommodation(s) set forth in the Accommodation Letter will be accomplished in the specific course. Following a collaborative process, the student must return the fully executed Accommodation Letter, signed by the student and the instructor for each course, to the Director.

Step 7- Follow the Learning Center policy for each approved accommodation in each course to ensure that accommodations are implemented in a timely manner.

Step 8- Contact the Director with any questions or concerns about implementing the accommodations set forth in the Accommodation Letter in any course.

“Adequate Documentation” as used in this policy is a prerequisite to any student receiving academic accommodations and/or auxiliary aids and requires:

- That the documentation be on letterhead and from a qualified diagnostician;
- A description of the nature and extent of the student’s impairment and the diagnostic tools used in the diagnosis;
- An explanation of the functional impact of the impairment, especially as it relates to the academic environment;
- Recommendations for reasonable academic adjustments and auxiliary aids; and,
- If the documentation provided is more than three years old, it will be evaluated by the Director to determine whether retesting or additional testing is reasonable or necessary. If a student needs, or expects to need, an accommodation not supported by Adequate Documentation, the student should discuss evaluation needs with the Director of Learning Center & Disability Services.

A Note about Adequate Documentation:

Please be aware that other institutions, licensing authorities, and testing agencies (which administer standardized tests such as the GRE and LSAT) may require different documentation of disabilities than the Adequate Documentation required by the University.

2. Mount St. Joseph University Accessibility Statement

The Americans with Disabilities Act of 1990 as amended in 2008 and Section 504 of the Rehabilitation Act of 1973 require that Mount St Joseph University ensures that its programs, services, goods and facilities are accessible to individuals with disabilities. Mount St. Joseph University, in compliance with state and federal laws and regulations, does not discriminate on the basis of disability in administration of its education-related programs and activities, and has an institutional commitment to provide equal educational opportunities for disabled students who are otherwise qualified.

For information about procedures and policies for individuals with disabilities, please contact the Director of the Learning Center & Disability Services at 513-244-4524 or meghann.littrell@msj.edu.

Mount St. Joseph University (“the University”) is committed to providing an educational environment free from discrimination or harassment on the basis of race, color, national origin, religion, sex, age, disability, sexual orientation or other minority or protected status. This commitment extends to the University’s administration of its admission, financial aid, employment, and academic policies, as well as the University’s athletic programs and other University-administered programs, services, and activities.

The University has designated the Vice President of Compliance, Risk, and Legal Affairs/ General Counsel, (513) 244-4393, Office of the President, as the individual responsible for responding to inquiries, addressing complaints, and coordinating compliance with its responsibilities under Title IX of the Education Amendments of 1972 and other applicable federal and state civil rights laws. The University has designated the Director of the Learning Center & Disability Services (513) 244-4524, The Learning Center, as the individual responsible for responding to inquiries, addressing complaints, and coordinating compliance with its responsibilities under Section 504 of the Rehabilitation Act of 1973.

The Disability-Related Grievance Procedure can be found in Section IV.I or at https://mymount.msj.edu/ICS/MSJAcademics/Learning_Center/Disability_Services.jnz

E. INFORMATION SERVICES & SUPPORT (ISS)

1. HELP DESK

Students can seek assistance from the Help Desk Representatives on duty regarding questions/issues related to Information Technology on campus. Assistance is provided ranging from network access questions, Blackboard help, to assisting clients with user account and password issues. The Help Desk is located on the ground floor of the Library building in Lib 30. Chat with MSJU Help Center on Mount Roar! or by phone 513-244- HELP (4357) or email ISS.HelpDesk@msj.edu

2. COMPUTER LEARNING CENTER AND FACILITIES

PC Labs: The two PC Labs (PC Lab 1 and PC Lab 2) contain Windows-compatible computers used in most computer-based classes. PC Lab 1 currently contains thirty-two computers for student use and one for instructor use. PC Lab 2 currently contains twenty-four computers for student use and one for instructor use. The instructor's computer is connected to a projector and audio system. A networked printer is located in each lab and accessible by all computers in the room.

When these labs are not scheduled for classes, they are available for use by individual students, faculty, and staff.

Mac Computers: There are Mac computers available in the Media Lab, ART 203, when the room is not scheduled for classes.

3. EMAIL GUIDELINES

Email is currently the primary method of communication at Mount St. Joseph University. Appropriate uses of Email:

- Sharing information connected with University business, example: classes, projects, seminars, etc.
- University-related announcements, information about University-sponsored events (Appropriate ways to advertise on email are outlined in the Advertising Policy located in the Student Handbook).

Inappropriate uses of Email:

- Offers to buy, sell, give away, or donate personal goods or services
- Originating or forwarding chain letters
- Discussion of political issues or candidates
- Solicitation of charitable donations, other than those endorsed by the University (United Way, Fine Arts Fund, etc.)
- Operating sports pools
- Copyright violations

4. INSTRUCTIONAL TECHNOLOGY/COMPUTER LABS GENERAL POLICIES

Malicious Activity: Actions such as deliberately spreading computer viruses, purposely corrupting hard disks, or moving computer equipment without appropriate authorization results in immediate disciplinary action as outlined in the Policy for Responsible Use of Information Technology at Mount St. Joseph University.

Copying Software: The University requires proof of license for each copy of software requested to be installed. All clients are responsible for compliance with the General Revision of Copyright Law (PL 94 553), effective January 1, 1978. Copies of the University copyright policy, the guidelines for educational institutions, and the Official Fair Use Guidelines are available in the Library.

Saving Files: Each student at Mount St. Joseph University is responsible for securely saving and backing-up all of his/her personal files and data. Remember that all important files should be kept in at least two separate places to avoid losing data.

5. MEDIA EQUIPMENT

ISS provides permanently installed and temporary equipment for all Mount classrooms and meeting rooms. Faculty and staff can request equipment directly from the ISS Help Desk, or can enter a request online through the Media Request page in myMount. All requests through this form must be submitted at least 24 hours prior to the time the equipment is needed. Student organization representatives can request media through the club advisors. Students may check out equipment at the Help Desk for use in conjunction with classroom projects or University-sponsored programs. Media equipment is booked on a first-come, first-served basis. Failure to return equipment may result in loss of checkout privileges and/or incurrence of replacements cost to his/her student account.

6. MEDIA PRODUCTION SERVICES

Instructional Technology provides many types of production services for University-related projects. Some of the services available include:

- Basic audio and video recording/editing
- Analog to digital conversions (VHS to DVD, etc.)
- Conversion of media materials for online use
- CD/DVD authoring & duplication
- Other media production services are available by special request.

Please contact the Media Assistant at (513) 244-4635 or blackboard@msj.edu for more information. The time required to design and produce media depends on the particular requirements of each job. To ensure adequate response time for quality work, please initiate requests as soon as possible. Completed production jobs are available for pickup from the CLC on the ground floor.

7. RESPONSIBLE USE OF INFORMATION TECHNOLOGY

Access to Mount St. Joseph University's electronic mail (email), internet, electronic files, and any other information technology (IT) systems are provided by the University for the benefit of students, faculty, staff and the University. Access to such systems is a privilege and must be used responsibly. Although the University does not intend to monitor the content of electronic mail, internet use, or electronic files as a routine procedure, the University reserves the right to access, inspect, copy, transfer, store, or disclose the contents of electronic mail messages, internet data transmissions, and electronic files when appropriate. It may be appropriate to access, inspect, copy, transfer, store or disclose the contents of such information in a variety of circumstances, including, but not limited to: preventing or correcting improper use of University E-Mail or IT systems; performing routine maintenance or system upgrades; ensuring compliance with University policies, procedures, expectations or regulations; ensuring compliance with applicable local, state and federal laws or satisfying other obligations; or ensuring the proper operations of University email and IT systems. Students, faculty and staff understand they have no expectation of privacy in connection with their use, storage, or transmissions using the University's email or IT systems. Any MSJ administrator who believes such actions are necessary must first obtain the written approval of the appropriate administrative officer. This policy is subordinate to local, state and federal law. Violation of this policy may result in disciplinary action in accordance with University policy.

The University employs various measures to protect the security of its computing resources and users' accounts. However, users should be aware that the University does not and cannot guarantee such security. Furthermore, students, faculty and staff are advised to exercise caution when sending sensitive or FERPA-protected student information via email. Mount community members are prohibited from sharing their Mount password(s) with any other individual and are prohibited from using their Mount user ID and password to provide access to the Mount's computer network for other individuals. At the time of resignation or termination, employees must either forward to their supervisors all University-related information that they have stored in electronic format or give supervisors access to the information.

In addition, all users of the University's email and IT systems must also comply with the following:

- Intentionally accessing, uploading, downloading, posting, emailing or otherwise transmitting unlawful and/or inappropriate information, profane, vulgar, threatening, defamatory, abusive, discriminatory, harassing or otherwise objectionable or criminal language in a public or private message is prohibited. Racially or ethnically offensive material is prohibited.
- Materials that are obscene or sexually explicit including images, messages, cartoons, jokes, and audio or video files is prohibited.
- Material to be plagiarized is prohibited.
- Any computer code files or programs or repetitive requests for information designed to interrupt, destroy or limit the functionality of any technology equipment or the University network is prohibited.
- Using the network or internet in a way that would violate any federal or state law, or the University's policy, including but not limited to the following is prohibited:
 - Uploading and downloading copyrighted material or threatening material;
 - Installing or using file sharing software;
 - Spreading computer viruses;
 - Attempting to gain authorized access to system programs or computer equipment and files, including attempts to override any fire walls or other security techniques on the network, including the use of proxy server;

- Using University technology for commercial purposes or financial gain;
- Vandalizing equipment, including but not limited to defacing, disassembling or destroying equipment, computers or network
- Attempting to obtain and/or using any administrative passwords is expressly forbidden and will result in termination of privileges and disciplinary actions.

Irresponsible use of Mount St. Joseph's information technology may result in loss of your network privileges and may lead to disciplinary action up to and including suspension or dismissal as defined in the University's Student and Employee Handbooks.

8. STUDENT OPEN LAB

The Student Open Lab provides 24-hour access to most of the capabilities of the library and the computer labs. Most online library resources will be available via the computer workstations in the Student Open Lab. The majority of the computer applications available in the general computer labs are also available in the Student Open Lab. In addition, the workstations in the Student Open Lab provide access to the University computer network, the Internet and to e-mail. The Student Open Lab is located on the ground floor of the Seton Center, in the Computer Learning Center (CLC).

Student Open Lab Use Policy: We strive to provide a 24-hour/7 day a week environment that is pleasant and conducive to study, completion of assignment requiring computer technology and online research. With this intent in mind, the following policies have been established for all lab users.

- a. Be respectful of other lab users as you are using the lab. Group study or discussion sessions should be moved to other study areas on campus more suited for this form of study. The Commuter Lounge located outside the CLC and the Theatre Gallery near the Classroom Building are two examples.
- b. Audio presentations must be reviewed with headphones. Audio volume must be kept at a level as to not disturb or distract others using the lab.
- c. Viewing of inappropriate web sites is not permitted in the Student Open Lab. Inappropriate web sites are sites that are pornographic or obscene in nature and/or would be offensive to other users in the Student Open Lab. Viewing of such web content is in violation of the Policy for Responsible Use of Information Technology at Mount St. Joseph University.
- d. Children under 15 who are accompanied by a parent or responsible adult are permitted in the Student Open Lab providing that their behavior is appropriate for an academic study area. Parents or the responsible adult will be held responsible for their children's behavior. Loud or disruptive children and their responsible adult may be asked to leave the Student Open Lab until other arrangements can be made to resolve the issue.

Notification of occurring issues that are in violation of these policies or other inappropriate action should be taken to the Help Desk located on the ground floor of the Library building (Lib 30) during normal hours or to the Seton Lobby Information Desk/Campus Police office.

Non-compliance with the above stated policies will be addressed following the Standards and Disciplinary Policy and Procedure as outlined in the Mount's Student Handbook. The Student Open Lab is monitored & recorded 24 hours a day/7 days a week by Campus Police.

9. PEER-TO-PEER (P2P) FILE SHARING POLICY

Introduction

H.R 4137, the Higher Education Opportunity Act (HEOA), is a reauthorization of the Higher Education Act. It includes provisions that are designed to reduce the illegal uploading and downloading of copyrighted works through peer-to-peer (P2P) file sharing.

This section outlines Mount St. Joseph University's plan to comply with these requirements.

ANNUAL DISCLOSURE

We view education as the most important element in combating illegal sharing of copyrighted materials at Mount St. Joseph University. We use a wide variety of methods to inform our community about the law and the University's response to copyright infringement claims: In order to use University computing resources, all members of Mount Community endorse a Responsible Use Agreement.

A Policy on Copyright Compliance is included on several pages of the institution's web site. Included on this page is a summary of possible penalties for violation of federal copyright laws. Every fall the library offers to all sections of CORE 115, a required course for freshmen, a presentation on copyright and plagiarism. A DVD that specifically addresses illegal peer-to-peer music file sharing is shown as part of the presentation.

Plans to "Effectively Combat" the Unauthorized Distribution of Copyrighted Material The University currently utilizes a bandwidth management tool. We limit the amount of bandwidth available to certain P2P protocols for the University as a whole. Annually, during the week following spring break, a message to students will go out from the ISS department informing students about University policy related to the use of copyrighted material and the steps the University will take to enforce its policies.

10. PROCEDURE FOR PERIODIC REVIEW

The Associate Provost for Campus Technology and Director of Library Services will annually review the effectiveness of the Mount's efforts to combat unauthorized distribution of copyrighted materials. If necessary, the Mount's efforts and policies will be revised to remain in compliance.

F. THE LEARNING CENTER

1. ACADEMIC SUPPORT

As a centralized unit of support for the enhancement of academic skills, The Learning Center (TLC) works actively with students to support and improve their academic achievement. The Learning Center is located on the first floor of Seton Center (SET 156). Hours are posted on the door and on the TLC website. The phone number is 513-244-4202. Staff can be contacted through the myMount website.

TLC services include a Math & Science Center; a Writing Center; a Peer Tutoring program; and support and accommodations for students with disabilities. All TLC services are free to enrolled students.

Math & Science Center The Center offers support in any math course through MTH 191 (Calculus), or courses that require a math foundation, as well as 100 level science courses. Students can schedule individual half-hour sessions or request walk-in assistance if a tutor is available.

Writing Center The Director and peer Writing Consultants focus on the *process* of writing rather than the product.

They provide individual consultation with students at any stage of the writing process. Students can bring speeches, cover letters, stories and poems, papers, personal essays, or any other kind of text they might need to produce. They can expect close, individualized feedback and should come prepared to be an engaged and active participant in the process. The Writing Center is not an editing and proofreading service, but rather provides the guidance needed to become a more effective writer. Consultations are face-to-face. Students can schedule an appointment in person or call (513) 244-4514. Walk-ins are welcome if space is available. An extensive collection of writing-related books and handouts is always accessible.

Because writing is a gradual and continuing process, we highly recommend ongoing consultation. Please come and meet with us on a regular basis.

Consultations are collaborative. We work in partnership with you. As you read your paper aloud, explain your goals, and come to recognize your strengths and challenges, we will listen, ask questions, make observations, offer suggestions, and teach the lessons we feel you need to master. If you have a draft of your work, bring two copies, please! However, you don't need to be at this stage in order to visit the Writing Center. Come ready to brainstorm and free-write, if that's what you need.

Peer Tutoring Program Any student who is experiencing difficulty with any course not covered by the Writing Center or Math & Science Center is encouraged to request a Peer Tutor. Your Peer Tutor will be a fellow student. Generally, the tutor has already taken the course and done well in it. Occasionally, the tutor may be currently enrolled in the course. You and your peer tutor will agree on a regular appointment time, frequency of meeting, and location that is convenient for both of you. Peer tutors are available for most courses.

To request a Peer Tutor, log on to MyMount to complete the peer tutor request form (type "Peer Tutor" in the search box to access the form).

To become a Peer Tutor, contact the Director of the Learning Center & Disability Services (244-4524). Peer Tutors must have a minimum GPA of 3.5 and be recommended by a faculty member. Peer Tutors are compensated and training is provided. Peer Tutoring is an excellent opportunity for good students to earn extra money and to deepen their own understanding of course content.

Academic Support for Students with Disabilities To learn more, please see *Support to Students with Disabilities*, or go to https://mymount.msje.edu/ICS/MSJAcademics/Learning_Center/Disability_Services.jnz

2. ADDITIONAL TLC SERVICES

Placement Testing The Learning Center proctors computer-based diagnostic and placement tests that measure reading, writing, and math skills. Results are used, along with other factors, to place students in appropriate math courses.

Make-Up Testing Make-up testing is available in The Learning Center, as a courtesy for all academic units. Make-up testing may be done in The Learning Center only with the instructor's permission and if space and coverage allows. Procedures are as follows:

- a. The student must make an appointment to take the test. Appointments can be scheduled in person at The Learning Center or by calling 244-4202. Appointments should be made at least two school days before the requested test date.
- b. The student notifies the instructor of the scheduled test date.
- c. The instructor delivers the test to The Learning Center, either electronically, by campus mail, or in person.
- d. TLC staff returns the completed test to the instructor by the following business day.

Individualized Instruction and Coaching - Students can meet individually with TLC staff to discuss time management, learning styles, effective study strategies, and other topics related to academic success.

G. LIBRARY

The Archbishop Alter Library supports the educational mission of The Mount by providing information resources and services to all students of the university. The library's website provides access to articles, e-books, streaming videos, and many other resources. Collections of books, periodicals, DVDs, and CDs are located on all three levels of the Library Building. Information about the Archbishop Alter Library, including hours of operation, can be found on the library's website: library.msj.edu.

Resources and services offered by Archbishop Alter Library include:

Library Collections. The library provides access to a large collection of books and journals, both in print and in electronic formats. The library also provides access to videos, both in DVD and streaming formats. Students can find these items by searching the FOCUS catalog on the library website.

Research Consultation. Librarians are available to provide research consultation. Students may request assistance by visiting the library, or by asking questions via phone or email. Students can also make an appointment via the library's website to meet with a librarian.

Databases. Students can search the contents of over 130 databases listed on the library's website. Most of these databases provide full-text access to journal articles and other research content. Students are encouraged to request assistance if they need help with database searching.

OhioLINK. MSJ University is a member of OhioLINK, a statewide network of universities and colleges whose primary mission is to provide members with timely delivery of requested books and other materials. Students may borrow books and other materials through the OhioLINK website.

Interlibrary Loan. Students may request to borrow materials not owned by the Mount Library nor available from OhioLINK by using the Interlibrary Loan (ILL) form available on the library website.

Photocopying and Scanning. The library provides access to a copier that makes black-and-white or color copies. Students may also scan documents on the copier and email them to their personal email account.

Places to Study and Collaborate. Quiet study areas are available in the Reading Room, and on the second and third floors of the library. The Library Group Study Room is available for collaborative study whenever it is not in use for meetings or other scheduled events. Students may also use the Library Lobby and the WPS Starbucks Café for collaborative study.

WPS Starbucks Café. A WPS Starbucks Café is available in the library. Hours are 7:30 am–8 pm Monday-Thursday, and limited hours Friday-Saturday. Hours may vary at certain times of the school year, so please check the library website for the most up-to-date hours of operation.

1. LIBRARY CIRCULATION POLICIES

CIRCULATING COLLECTIONS.

- Books may be checked out for three weeks, and may be renewed up to four times.
- CDs and DVDs may be checked out for one week and may be renewed once. Students may renew their library materials by phone (513-244-4216) or by email (library@msj.edu).

NON-CIRCULATING COLLECTIONS. Reference books, newspapers, and print journals may only be used in the Library.

COURSE RESERVES. Students can access books and other materials professors have placed on reserve for their classes at the library circulation desk. Students can click on "Course Reserves" on the library's catalog homepage to search for items professors have placed on reserve. Each professor determines how long items can be checked out from their reserve shelves, and the loan period varies from three hours to seven days for different reserve items.

FINES. Circulating collection items: fifty cents per day per item. Recalled reserve collection items: fifty cents per day per item. Reserve collection items: \$1 per day per item. Fines are payable when overdue materials are returned. Fines are charged for all days the library is open. Students may return library items in the book return located outside the west entrance to the Library (near the Administration Building) or in the book return in the Seton Center Lobby when the Library is not open. Students are responsible for materials and fines whether or not an overdue notice has been received. At the end of each semester/term, the Registrar may withhold grades/transcripts for students with unpaid library fines or unreturned library materials. A replacement cost plus a processing fee is charged for each lost or damaged item.

2. COPYRIGHT COMPLIANCE

Mount St. Joseph University recognizes and respects intellectual property rights. As part of its mission to maintain the highest standards for ethical conduct, Mount St. Joseph is committed to fulfilling its moral and legal obligations with respect to the university's use of copyright-protected works.

Article I of the U.S. Constitution authorizes Congress to pass legislation "to promote the Progress of Science and useful Arts by securing for limited Times to Authors and Inventors the exclusive Right to their respective Writings and Discoveries." On the basis of the Constitution, Congress has enacted the Copyright Act found at Title 17 of the U.S. Code.

As a matter both of moral integrity and of adherence to U.S. copyright law, Mount St. Joseph University sets forth these policies for all employees and students to demonstrate the university's respect for intellectual property and compliance with the law:

- a. No employee or student of Mount St. Joseph University may reproduce any copyrighted work in print, video, or electronic form in violation of U.S. copyright law. If a student or employee of Mount St. Joseph wishes to reproduce a copyrighted work, the easiest way to ensure the law is not violated is by first receiving express written permission from the copyright holder.
- b. Works are protected by copyright laws in the U.S. even if they are not registered with the U.S. Copyright Office and even if they do not carry the copyright symbol (©). Copyrighted works include, but are not limited to: articles from publications, TV and radio programs, DVDs, CDs, music performances, photographs, training materials, manuals, documentation, software, databases, digital files, and web pages. In general, the laws that apply to printed materials are also applicable to visual and electronic media.
- c. Mount St. Joseph University has obtained a repertory license from the Copyright Clearance Center, permitting it to make photocopies of portions of CCC's 1.75 million registered published works. The CCC license permits unlimited copies to be distributed to MSJ employees for internal use only. The list of CCC registered works, including trade, newspaper, and magazine titles, is available at www.copyright.com.
- d. For all other copyrighted works, the Mount St. Joseph University directs its employees to obtain permission from copyright holders directly, or their licensing representative, when the reproduction or duplication exceeds fair use.
- e. Mount St. Joseph University designates the Director of Library Services as the copyright officer to administer the university's copyright policy. The Director of Library Services can help determine whether a work is covered by the CCC license and how to handle any special copyright issues. Questions concerning copyright procedures, including fair use, should be addressed to the attention of the library director. To obtain permission to reproduce copyrighted works not covered by the CCC license or other prior agreements, the employee should contact the rights and licensing department of the copyright holder. Questions on specific procedures should be directed to the library director.

In determining whether the use made of a work in any particular case is a fair use the factors to be considered shall include:

1. the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
2. the nature of the copyrighted work;
3. the amount and substantiality of the portion used in relation to the copyrighted work as a whole; and
4. the effect of the use upon the potential market for or value of the copyrighted work.

The fact that a work is unpublished shall not itself bar a finding of fair use if such finding is made upon consideration of all the above factors. Furthermore, an educational purpose alone does not necessarily qualify as “fair use.”

Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws

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). The principal rights of the copyright owner are: to reproduce the work (e.g., photocopies, scans, digital files), to prepare derivative works based on the original work, to distribute copies of the work for sale, rental or lease, and to perform the work publicly (e.g., motion pictures, videos, plays). In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than \$750 and not more than \$30,000 per work infringed.

For “willful” infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the website of the U.S. Copyright Office at www.copyright.gov, especially their FAQ’s at www.copyright.gov/help/faq.

For more information about copyright see the following websites:

[Copyright](#) -- This site from the library at the University of Maryland serves as an introduction to copyright and fair use as it applies to instructional settings.

[United States Copyright Office](#) -- from the Library of Congress

3. INSTRUCTIONS FOR HANDLING AN INCIDENT OF COPYRIGHT INFRINGEMENT

Mount St. Joseph University encourages its employees to educate their peers and students on copyright compliance. If employees witness a potential copyright infringement, the university encourages the employee to bring the matter to the attention of the individual as well as to the copyright officer named above. Students who illegally duplicate copyrighted works are also subject to disciplinary action up to and including dismissal. See Section IV.I for more information. Examples of copyrighted works include:

- Literary works (e.g., books, magazines, newspapers, cartoons, journals and other periodicals, training materials, newsletters, documentation)
- Web pages, PDFs, ebooks, and other digital text files
- Computer software
- Pictures, graphics, and sculptures (e.g., maps, cartoon characters, photographs)
- Sound recordings (e.g., digital audio files, CDs,)
- Architectural works (e.g., blueprints)
- Dramatic works (e.g. plays, screenplays)
- Audiovisual works (e.g. DVDs and digital video files)
- Pantomimes and choreographic works

H. PROJECT EXCEL

In compliance with Section 504 of the Rehabilitation Act of 1973, Mount St. Joseph University provides academic adjustments and auxiliary aids for students with physical or mental impairments that substantially limit or restrict one or more major life activities such as walking, seeing, hearing, or learning. The University provides these reasonable academic adjustments and auxiliary aids to eligible student, at no charge, according to students' individual needs. Advocacy assistance on disability related issues is also provided. Eligibility depends on the nature of the impairment and its impact on the particular individual and is based on documentation from a qualified professional.

Students diagnosed with a learning difference, such as a specific learning disability and/or ADHD may apply to Project EXCEL.

Project EXCEL is a fee-for-service program that provides a comprehensive academic support system for students. Students must be admitted to Mount St. Joseph University before applying. Current students may also apply. Project EXCEL addresses the needs of this specific group of students through targeted instruction and strategic coordination.

Project EXCEL offers a broad spectrum of support services to meet individual needs including:

- Professional tutors
- Monitoring of student progress and academic counseling
- Scheduled consultations to promote organization and time management skills
- Two credit hour course, *Study for Success*, for incoming freshmen
- Access to and instruction in using technology
- Access to speech recognition software
- Direct instruction in academic success strategies, reading in the content areas, and developing coping skills
- Consultative academic advising with attention to students' specific learning needs
- Services to support Executive Function skill development

Each Project EXCEL application is evaluated carefully to identify students whose needs best match the support offered in the program. Project EXCEL is located on the ground floor of the Science Building, SC 17. More information is available online at <http://www.msjs.edu/academics/disability-services/project-excel/>.

I. STUDENT VOTING INFORMATION

Mount St. Joseph University provides election services to all students free of charge. To access our election services, please stop by the Service Learning & Civic Engagement Office in the Career & Experiential Education Center, or contact the Associate Director of Service Learning & Civic Engagement at 513-244-4634. There, we can help you:

- Register to vote/check your voter registration status
- Submit your absentee ballot request
- Ascertain your voter identification requirements
- Identify your polling location
- Access official issue and candidate lists

How do I know if I am qualified to register to vote? You are qualified to register to vote in Ohio if you meet all the following requirements:

- You are a citizen of the United States;
- You will be at least 18 years old on or before the day of the next general election. (If you will be 18 on or before the general election, you may vote in the primary election to nominate candidates, but you cannot vote on issues or party central committees until you are 18);
- You will be a resident of Ohio for at least 30 days immediately before the election in which you want to vote;
- You are not incarcerated (in prison or jail) for a felony conviction under the laws of this state, another state, or the United States;
- You have not been declared incompetent for voting purposes by a probate court; and
- You have not been permanently disenfranchised for violating the election laws.
- You are eligible to vote in elections held in your voting precinct 30 days after you are duly registered to vote in this state. You may request an absentee ballot during that 30- day period.

May a college student register and vote from his or her school address in Ohio?

It depends. A college student may vote using his or her Ohio school residence address if the student does not intend to return to a different permanent address. When a college student registers to vote from his or her school address, the school residence is considered to be the place to which the student’s habitation is fixed and to which, whenever the student is absent, the student intends to return, and is considered by the student to be his or her permanent residence at the time of voting. Any other previous residence for voting purposes is no longer valid. It is illegal for a person to register and vote from two different addresses.

How can I vote absentee by mail?

All Ohio voters have the opportunity to vote in the next election from the convenience of their own homes by requesting an absentee ballot. You can request your ballot for each individual election beginning on January 1 or 90 days before the date of an election, whichever is earlier, but you must complete and submit a separate application for each election in which you want to vote. Your request must be received by your local county board of elections by noon the third day before the election (usually a Saturday). However, you should submit your request as far in advance of the election as possible to ensure there is sufficient time for the board to mail you a ballot and for you to timely return that ballot. <http://www.sos.state.oh.us/sos/elections/Voters.aspx>

IV. STUDENT RIGHTS & RESPONSIBILITIES

A. STUDENT’S RIGHTS TO SPEECH AND ASSEMBLY AT MOUNT ST. JOSEPH UNIVERSITY

As a Catholic academic community grounded in the spiritual values and vision of the Sisters of Charity, Mount St. Joseph University promotes the rights of students to speak freely and to peaceably assemble. All student speech and assembly on the University’s property and at University events shall be consistent with applicable laws, University policy and conduct expectations, the mission of the University, and the Catholic identity of the University.

B. CLASSROOM

1. PROTECTION OF FREEDOM OF EXPRESSION

Consistent with the conduct expectations of students set forth in the Student Handbook, students are free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled.

2. PROTECTION AGAINST IMPROPER ACADEMIC EVALUATION

Students have protection through orderly procedures as directed by the Provost, against prejudiced or capricious academic evaluation. At the same time they are responsible for maintaining standards of academic performance established for each course in which they are enrolled.

C. HIGHER EDUCATION OPPORTUNITY ACT (HEOA)

CONSUMER INFORMATION DISCLOSURE

In accordance with the HOEA and applicable law, the University is required to make certain consumer disclosures to prospective students, current students, and their families. The University's consumer disclosures can be found at

<http://www.msjs.edu/consumer-info/>.

D. FERPA

Mount St. Joseph University's (MSJ) Registrar's Office, in compliance with the Family Educational Rights and Privacy Act (FERPA), is responsible for monitoring access to and release of information from student education records. The information provided on these pages is provided as a tool to answer general questions; it is not intended to include all academic policies and procedures.

Faculty and staff with access to student education records are legally responsible for protecting the privacy of the student by using information only for legitimate educational purposes to instruct, advise, or otherwise assist students.

Unless your position involves the release of information and you have been trained in that function, any requests for disclosure of information, especially from outside MSJ, should be referred to the Registrar's Office.

Discussing a student's record with any person who does not have a legitimate educational interest (including, but not limited to parents, spouses, and employers) is a violation of FERPA. This pertains to all conversations and communications. **When in doubt, do not release information and contact the Registrar or the Vice President Compliance, Risk and Legal Affairs/General Counsel.**

FREQUENTLY ASKED QUESTIONS

What is FERPA?

The Family Educational Rights and Privacy Act (FERPA) of 1974 is a Federal Law that helps protect the privacy of student education records. The Act provides students the right to inspect and review education records within 45 days of the day the University receives a request for access. The student also has the right to seek to amend those records and the right to limit disclosure of information from the records. The intent of the legislation is to protect the rights of students and to ensure the privacy and accuracy of education records. The Act applies to all institutions that are recipients of federal aid administered by the Secretary of Education.

When do FERPA rights begin?

FERPA governs and protects students' rights to their individual educational records. Students' FERPA rights begin at the age of 18 years or when they enroll in an institution of higher education, whichever is earlier.

What is a student's education record?

An education record is a record that is (a) directly related to a student and (b) maintained by an education institution/university.

What is "Directory Information" at Mount St. Joseph University?

Directory information is information contained in an education record of a student that generally would not be considered harmful or an invasion of privacy if disclosed.

Mount St. Joseph University (MSJ) has identified the following as directory information and it may be released to those requesting it unless the student specifically requests otherwise by submitting written notification to the Registrar's Office and subsequently has a privacy block on his/her record:

- The student's name
 - All addresses (local, home, email)
 - Telephone (home and cell)
 - Date and place of birth
 - Photograph
 - Academic Advisor
 - Student classification (year in school)
 - Program of study: majors and minors
 - Degrees and awards received (including honors)
 - Dates of enrollment and enrollment status
 - Weight and height of members of athletic teams
 - Participation in officially recognized activities/sports
- Most recent previous educational agency or institution attended

Mount St. Joseph University will not disclose any other information without written consent from the student. Students have the right to refuse the disclosure of personally identifiable information, as well as directory information, subject to other overriding provisions of law. To withhold directory information, students must complete the **Request for Non-Disclosure of Directory Information** form located on myMount and submit to the Registrar's Office.

If a student has chosen to restrict the release of directory information, NO information can be released without further written permission of the student. Should someone inquire about an individual who has restricted the release of his/her directory information, the appropriate faculty/staff response is, "*I have no record of such an individual.*"

Students also have the right to rescind their decision to withhold directory information by written request. To rescind the non-disclosure of directory information, student must complete the **Request for Revocation of Non-Disclosure of Directory** information located on myMount and submit to the Registrar's Office.

What information about students may be released to persons within the University?

All other personally identifiable information in a student's educational record is confidential and may only be disclosed to University officials who have a legitimate need to know the information contained in the student's education record.

What are the University's guidelines for determining who is a University official under FERPA?

A school official is a

- person employed by the University in an administrative, supervisory, academic or research, or support staff position, including health or medical staff;

- person who is employed by the University Police Department;
- student serving on an official committee, such as a disciplinary or grievance committee, or who is assisting another University official in performing her or his tasks; or
- contractor, consultant, volunteer or other third parties provided that the outside party:
 - o performs an institutional service which would otherwise be provided by employees of the University;
 - o has been determined to meet the criteria set forth for being a “school official with a legitimate interest” in the education records;
 - o is under the direct control of the University with respect to the use and maintenance of education records; and
 - o uses education records only for authorized purposes and may not re-disclose personally identifiable information from education records to other parties, under third party has specific authorization from the University to do so and such use is otherwise permitted by FERPA.

E. ACADEMIC GRADE APPEAL POLICY

Consistent with the University’s mission, course instructors have both the right and responsibility to render constructive and critical judgment regarding the quality of the academic work performed by students according to the grading criteria stated in the respective course syllabus. While a University student may appeal a final course grade consistent with this policy, a student must prove that the University’s course instructor issued the final grade in an “inaccurate or unfair” manner in order to be successful. Consequently, a final course grade appeal is a significant assertion by a student against a course instructor that is taken seriously by the University.

A student may appeal a final grade received in any University course (the “Grade”) within ten (10) business days (excluding University holidays) of a final course grade being posted to the University’s electronic grade posting system(s) (the “Appeal Deadline”).

STANDARD ON APPEAL

A student may appeal a Grade only when the student believes that the Grade is inaccurate or unfair based on the grading criteria stated in the course syllabus. In all Grade appeals, the student has the burden of proof. All of the student’s test results, work-product, and/or other grade criteria set forth in the course syllabus may be considered in the Grade appeal process.

GRADE APPEAL PROCEDURE

The following procedure must be followed by a student when making a Grade appeal:

1. **Written Notice of Appeal:** On or before the Appeal Deadline, the student must provide written notice to the course instructor and dean of the school in which the course is taught (the “Dean”) that the student is appealing the Grade. The written notice of appeal must include:
 - (a) Confirmation of the date, time, and location when the student discussed the student’s concerns about the Grade with the course instructor prior to submitting the written notice of appeal;
 - (b) Details supporting the student’s position that the Grade is inaccurate or unfair based on the grading criteria stated in the course syllabus; and,
 - (c) A request by the student for a conference with the course instructor and school dean to discuss the Grade appeal. (collectively, the “Notice of Appeal”). In the event that the course instructor is also the Dean, another full-time faculty member in the school in which the course is taught shall be appointed by the Office of the Provost to preside over this Grade appeal process instead of the Dean (the “Appeal Faculty”) to permit the Dean to serve in the course instructor role during the appeal.

2. **Appeal Conference:** Following receipt of the Notice of Appeal, the Dean or Appeal Faculty shall schedule an appeal conference with the course instructor and student, which conference shall occur within ten (10) business days (excluding University holidays) of receipt of the Notice of Appeal (the “Appeal Conference”). Prior to the Appeal Conference, the course instructor shall provide documentation to the Dean or Appeal Faculty supporting the Grade. The Dean or Appeal Faculty presides over the Appeal Conference. The student may be accompanied to the Appeal Conference only by
 - (a) the student’s assigned University academic advisor, or
 - (b) another full-time member of the University faculty. Any individual who accompanies a student to an Appeal Conference shall not advocate for the student, and may only provide support to the student.
3. **Grade Appeal Decision:** The Dean or Appeal Faculty shall render a written decision granting or denying the Grade appeal to the student and course instructor within five (5) business days (excluding University holidays) of the Appeal Conference (the “Grade Appeal Decision”).
4. **Provost Review of Grade Appeal Decision:** In the event that the Grade Appeal Decision is unsatisfactory to either the student or course instructor, both the student and the course instructor shall have five (5) business days (excluding University holidays) from the receipt of the Grade Appeal Decision to request that the Office of the Provost review the Grade Appeal Decision (the “Provost Review Notice”). A Provost Review Notice shall be in writing and must include:
 - (a) All documents comprising the Notice of Appeal;
 - (b) A copy of the Grade Appeal Decision;
 - (c) A cover letter detailing the specific reasons that the student or course instructor believes that the Grade Appeal Decision is incorrect. In its sole discretion, the Office of the Provost may request additional documentation from the Dean or Appeal Faculty who presided over the Appeal Conference. The Office of the Provost shall review the collective documentation related to the Grade and render a final decision regarding the Grade appeal (the “Provost Final Decision”) within ten (10) business days (excluding University holidays) of receiving the Provost Review Notice. The Provost Final Decision is binding and is not subject to further appeal.
5. If the course for which the Grade is being appealed is a prerequisite to another course, the student appealing the Grade may seek written permission from the Office of the Provost to enroll in the next course in the sequence while the appeal is pending, which permission shall be granted or denied in the sole discretion of the Office of the Provost.
6. No legal counsel for the student or course instructor may be involved in any step of the Grade appeal process.
7. A student may withdraw a Grade Appeal at any juncture by making a written request to the Dean or Appeal Faculty, who will notify the Office of the Provost.

F. MISCONDUCT REPORTING TIP LINE

Mount St. Joseph University’s mission as a Catholic University emphasizes values, integrity and social responsibility. This distinct focus reflects the University’s Catholic roots, Sisters of Charity heritage, and a commitment to a culture of ethical conduct. Our Statement of Ethical Conduct contains general guidelines for conducting University business with the highest standards of ethics.

Mount St. Joseph University has implemented a comprehensive and confidential reporting tool to assist our Mount community to address potential misconduct while cultivating a positive academic and work environment. When you observe behavior that you believe violates our Statement of Ethical Conduct or other University policy, we expect you to report it or request clarification of policy using standard reporting methods or call (513) 244-TIPS, text 244-TIPS, or email 244TIPS@msj.edu. The Misconduct Reporting and Inquiry Hotline, administered by EthicsPoint, allow users to confidentially report potential ethical misconduct or breaches of laws, rules, regulations or University policies, and may be accessed online or by calling a toll-free telephone number. Reports are entered directly on the EthicsPoint secure server to prevent any possible breach in security.

For student conduct matters, when possible, please first report in accordance with the guidelines established in the Student Handbook prior to using this Tip Line as the first course of action. We recognize, however, that there may be circumstances when you are not comfortable reporting the issue in this manner or where clarification of University policy prior to reporting is desirable.

COMPLAINT REFERRAL

If, at any point during the informal or formal grievance procedure, it becomes known or apparent that the grievance or concern arises from acts of discrimination or harassment not related to the University's obligations under Section 504 of the Rehabilitation Act, the grievance or concern will be promptly referred to the Vice President of Compliance, Risk, and Legal Affairs/General Counsel, University Provost or Dean of Students as appropriate pursuant to the University's Policy Against Discrimination, Harassment, Sexual Harassment and Misconduct, and Retaliation. In such cases, the University will conduct only a single investigation pursuant to the applicable policy and procedures.

G. STUDENT LIFE STANDARDS AND DISCIPLINARY POLICY & PROCEDURES

Mount St. Joseph University (hereinafter the "University") challenges students to growth in both responsibility and accountability. Failure to adhere to rules and regulations established by the University and other pertinent authorities carries with it well-founded sanctions. The Dean of Students is the official administrator of disciplinary decisions other than those related to academic integrity.

1. LIST OF OFFENSES

The following offenses committed by a student on or off University-owned or University-controlled property, or against such property, or against a fellow student, another member of the University community, an invited guest, or any other individual, are considered, depending on the circumstances of the particular case, to warrant disciplinary action up to the possible level of temporary suspension or permanent dismissal. The following are listed as examples, and the list is not all-inclusive, nor are all of the offenses of equal gravity.

- a. Attempting, threatening or committing physical violence against any individual. This includes self-endangerment or threatening or attempting to intentionally harm oneself.
- b. Any conduct or words that are threatening, intimidating, harassing, coercive, or abusive, made to any individual or group on the basis of race, color, national origin, religion, sex, age, disability, sexual orientation or other minority status or affiliation.
- c. Intentionally hazing, stalking, threatening, intimidating, harassing, coercing, abusing or seriously embarrassing any person through conduct that would offend a reasonable person. Such conduct includes generally lewd, vulgar, tyrannical, abusive, harmful, insulting, humiliating, sexually suggestive, or other inappropriate or other offensive words or conduct directed toward any individual.

- d. Unwanted or non-consensual physical contact or imposition of a sexual nature. This includes any sexual words or conduct that is offensive to the individual at whom it is directed or sexual words or conduct that is directed at an individual whose judgment or ability to control the situation is impaired.
- e. Intentional destruction, damage, theft or unauthorized possession of property or merchandise belonging to the University, any of its staff, faculty, students or guests, or its on-campus third-party vendors, including but not limited to the University bookstore or dining services. Violations include, but are not limited to, incidents of arson, vandalism, larceny, burglary, robbery or embezzlement. Thefts are serious infractions and may lead to fines, restitution, and disciplinary proceedings inclusive of criminal charges.
- f. Theft, abuse, or misuse of information technology (e.g., computer, computer labs, social media, electronic mail, voice mail, telephone, fax, or illegally uploading/ downloading copyrighted works through peer-to-peer [P2P] file sharing).
- g. Obstruction, interference with, or disruption of teaching, research, administration, disciplinary procedures or other authorized activities.
- h. Alteration, forgery or misuse of University documents or records including fraudulent misuse of identification cards or furnishing false information to the University with intent to deceive.
- i. Tampering with or misuse of fire alarms or other fire prevention or firefighting equipment.
- j. Failure to comply with building evacuation or other emergency procedures as directed by University officials.
- k. Failure to comply with reasonable and appropriate requests of University faculty members, administrative staff members, or other employees or agents of the University in the course of performing said agents' duties as such or with sanctions imposed in connection with disciplinary action, which may be basis for additional sanctions.
- l. Minor violations of any University regulation or policy stated in the University Catalog, Student Handbook, or published or announced by the University in any other manner, are subject to be treated as a single offense subject to University disciplinary procedure.
- m. The illegal use, possession, sale, distribution, cultivation or manufacturing of drugs. Drug paraphernalia is prohibited on University-owned or University-controlled property, or at University sponsored events on or off campus. (*See Drug and Alcohol Policies and Guidelines Extended, Section IV.G.3 for more information.*)
- n. The sale, possession or consumption of alcoholic beverages by a student not of legal age, the sale or distribution of alcoholic beverages to individuals not of legal age or the consumption of alcoholic beverages in non-designated areas of the campus. (*See Drug and Alcohol Policies and Guidelines Extended, Section IV.G.3 for more information.*)
- o. Emanation of odor beyond one's self or living space that is noxious or offensive to a reasonable person due to its strength. Such odors include but are not limited to body odor, trash, marijuana, cigarettes, cigars, pipe smoke, perfume, air freshener, incense and dirty laundry.
- p. Unauthorized entry into or misuse of University facilities. These include, but are not limited to, Seton Center entrance doors that have been locked for the overnight period, areas that are officially closed, areas restricted to designated persons, and areas where the safety and welfare of the resident would be endangered. These areas include roof tops, the dining hall when closed, locked closets and rooms, and other facilities located across campus.

- q. Possession or use of firearms, explosives, or other dangerous weapons (e.g., knives other than those necessary for cooking, paintball guns, soft air guns, pellet guns, etc.) are prohibited. This prohibition is subject to the right of a person, who holds a valid license to carry a concealed handgun, to store said person's handgun in a locked trunk, glove box or other enclosed compartment or container within or on the person's privately owned motor vehicle; and, further, that the vehicle is in a location where it is otherwise permitted to be. All possession or use of firearms, explosives or other dangerous weapons is otherwise prohibited.
- r. Disorderly conduct.
- s. Failure to wear appropriate attire including shoes and shirt when using any University public area.
- t. Incurring financial obligations on behalf of the institution without proper authorization.
- u. Any violation of local, state or federal law, particularly violations that have an adverse effect on other members of the University community, the University campus, and/or the educational environment.

2. RESIDENCE HALL POLICIES

a. Residence Hall Community Standards for Residents and Guests.

Living in a residential community usually means some adjustments of individual habits and attitudes. Adjustments are usually achieved through trial and error, with some common sense, and rarely occur over night. The University policies and guidelines along with the residence hall policies and procedures promote a safe, educational community whose goal is a comfortable living environment. As a member of this community, you should expect to:

- study without interference or unreasonable noise/distractions;
- sleep without disturbance from noise and other distractions;
- have your personal belongings respected by others;
- live in a clean environment;
- access your room and residence hall facilities;
- have personal privacy within the limits of your living space;
- host registered guests that adhere to all policies and procedures;
- discuss grievances with a staff member;
- be free from the threat of intimidation, physical and/or emotional harm.

As a member of this community, you have the responsibility to:

- verbally express your views in a constructive manner, if you feel your rights have been violated;
- treat other residents and University staff, including residence hall staff, with respect and consideration;
- read and understand all policies and procedures necessary for the hall and University communities to function;
- attend all floor meetings;
- respond to all reasonable requests of other residents;
- respond to and cooperate with residence hall staff members;
- take responsibility for personal and community security;
- take responsibility for securing and protecting your personal property and the property of the University;
- recognize that public area furnishings are used by the whole community and that the abuse of those areas violates the rights of all community members.

b. Policies Pertaining to All Students and Guests

Alcohol. The decision to drink is a personal one. MSJ residence hall policies foster an atmosphere conducive to individual choice and responsible consumption of alcohol. *However, if you misuse or abuse alcohol, you are held responsible for your behavior.* In addition to complying with all applicable laws (see Ohio Revised Code Chapter 4301 (2008)):

- Persons under the age of 21 may not purchase, possess, or consume alcoholic beverages on campus or at a University sponsored event off-campus.
- Persons of legal drinking age may not supply alcohol to individuals under the age of 21.
- The misrepresentation of age or falsification of identification cards or use of another person's identification is prohibited.
- The opening or consumption of alcoholic beverages in a motor vehicle is prohibited.

Possession and consumption of legal beverages in your room is permitted when in accordance with Residence Life policy and consistent with Ohio Revised Code, provided, however, that:

- When one roommate is not of legal drinking age, the roommate of legal drinking age shall not furnish alcohol to the underage roommate. When one roommate is of legal drinking age, the roommate of legal age may store and consume alcohol in said room.
- Individuals under the age of 21 may not be in the presence of alcohol when consumed by a person of legal drinking age in a student room unless they are the resident of that room and the resident's roommate is of legal drinking age.
- No alcohol is permitted at group events in residence hall facilities. Alcohol is not permitted in elevators, stairwells, lounges, lobbies, public hallways, Seton Center public area, or on campus grounds unless designated.
- Quantities of alcohol exceeding the following personal use limits are not allowed in any resident's room. The limits are 1.5 liters of wine or 750ml of spirits, or 12 12oz standard size cans/bottles of beer or malt beverages per legal aged resident assigned to the specific room. Spiked punch, "Jello" shots and grain alcohol are not allowed. Drinking games and drinking paraphernalia are not permitted.
- Kegs and large containers used for the purpose of holding alcohol are prohibited.
- Alcohol-related conduct that infringes upon the enjoyment of others of a quiet, orderly living environment is not acceptable.
- Pyramids or displays of empty beverage containers, possession and/or display of drug and/or alcohol-related paraphernalia are prohibited.
- Students are required to provide a valid state driver's license, state ID card, passport, or visa as proof of your eligibility to consume and/or possess alcohol.

(See Drug and Alcohol Policy and Guidelines, Section IV.J.3, for more information.)

Appliances. Both safety and the conservation of energy are important considerations in the residence hall. Limit the number of small appliances in your room and the frequency of their use.

- Appliances allowed in residence hall rooms are limited to clocks, radios, stereos, TV's, fans, hair dryers, computers, lamps, coffee makers with an automatic shut-off mechanism and irons for pressing clothes.
- Appliances with a heating element must have the element enclosed and the Underwriter's Laboratory approval (with the exception of clothing irons).
- Space heaters, sunlamps, halogen lamps, octopus plugs, and extension cords **are not** permitted in residence hall rooms because this constitutes a fire hazard. Exceptions pertaining to extension cords are described in greater detail in this policy under "Fire Regulations."

- Toasters, toaster ovens, microwave ovens, George Foreman grills (or similar versions) and, popcorn poppers **are not** permitted. A kitchenette, equipped with a microwave, is available on each floor.
- Residents are allowed to keep a refrigerator of 4.1 cubic feet or less. Both the refrigerator and the power cord must be approved by Underwriter's Laboratory. The refrigerator cannot be self-defrosting.

Authorized Entry. Students have the same rights to privacy as any other citizen and surrender none of these rights by becoming members of the academic community. These rights of privacy extend to residence hall living. Authorized University personnel have right to enter a student's room: 1) for the purpose of performing maintenance and repair to rooms and equipment; 2) to ensure that health, safety and fire regulation standards are maintained; 3) in the event of an emergency which might endanger life, health, safety, or property; and 4) for the purpose of enforcing policies, regulations and procedures.

Candles. Candles, incense, or other open-flame elements are prohibited in residence hall facilities.

Drugs. *See Section IV.G.3 for more information.*

Emergency Procedures. *See Section IV.G.7 for more information.*

Entrances. Propping open building entrances, fire doors, or other locked doors is prohibited. Propping open doors decreases safety in the residence hall, and decreases the effectiveness of fire doors in keeping smoke out of fire exits.

Fire Regulations.

Extension Cords. Home-style electrical extension cords and plug expanders (e.g., octopus plugs, cube taps, and other multi-plug adapters and splitters) are not allowed for use in the Seton Center. Extension cords and plug expanders that fit the description will be confiscated.

Surge Protectors. Where an adequate number of receptacles are not readily available, Underwriter's Laboratory listed plug strips are permitted provided that they are no longer than six feet, are equipped with a fuse or circuit breaker, and are plugged into a permanently installed receptacle. These are the only type of extension cords or plug expanders that are allowed in the Seton Center. This is a very important fire safety rule - overloaded extension cords can cause fires! Extension cords that do not fit the approved ratings will be confiscated as will plug expanders (e.g., octopus plugs, cube taps, splitters, etc.)

Suspended Items. Fishnets, parachutes, flags, tapestries, or other types of cloth or roped items may not be suspended from room ceilings because this constitutes a fire hazard.

Smoke Detectors. Smoke detectors or sprinklers have been installed in every student room. At the beginning of the fall and spring semesters, the University provides replacement batteries for each unit. It is the responsibility of the resident(s) to keep the battery in the unit. If a battery is found removed, or if the detector has been tampered with in any way, the resident(s) will be subject to disciplinary action.

Fire Doors. The greatest danger in University buildings is not from flames, but from smoke. Fire doors in the residence hall and stairways hinder the spread of smoke and must be closed at all times. *See Section IV.G.7 for more information about campus emergency procedures related to fire.*

Firearms and Weapons. *See Section IV.G.1 for more information.*

Furniture. You are responsible for the proper care and condition of all furnished items in your room.

Carpet placed in rooms must have a "Class A" rating and may not have a foam backing. Students are not allowed to modify University property to accommodate carpets.

Double-faced tape, glue, adhesive backing, tape, or nails are not permitted for carpet installation. Residents must remove carpet prior to check out.

Students who are assigned to a double room, may occupy and furnish only one-half of the room.

Guest and Escort. Residents are responsible for the actions of their guest(s) including guest's adherence to the residence hall policies and procedures.

- A "guest" is anyone who does not have a housing assignment from the Office of Residence Life for the current academic term. This includes enrolled students who do not live in the Seton Center and family members. All guests must be signed in and out by the resident student the guest is visiting. Guest sign-in is at the Seton Center Front Desk and all guests must be signed in upon entering and leaving the building.
- Guests are required to leave a form of identification (university I.D., driver's license, etc.) at the Seton Center Front Desk when they are signed in. This I.D. will be returned when they are signed out.
- Guests **MUST** be escorted at **ALL** times while they are in the residence hall. If your guest is staying over and you have to attend a class, you must escort your guest to a public lounge or space outside of the residence hall and check them out, until you are able to escort them in the residence hall again.
- No guest may stay on campus, in the residence hall, more than ten nights per semester. Overnight stays are considered to be check ins/check outs that extend into the hours between 2 AM and 9 AM. Exceptions may be requested through the Office of Residence Life.
- All guests must be at least 18 years of age or an immediate family member. Any exceptions **MUST** be approved by the Office of Residence Life *before* the guest visits.
- All guests must be accompanied by the host at all times during their visit to the residence hall.
- Overnight guests of the opposite sex are prohibited, unless that guest is an immediate family member. Your roommate must approve of any overnight guest.
- Overnight guests are permitted with the approval of your roommate.

Guests may not occupy any bed without that person's consent. The guest's visit shall not exceed three (3) consecutive nights and are allowed, only with the consent of all those assigned to the room/suite.

- Campus housing is for extended use of currently enrolled students with valid Room and Board Agreements only. Resident students may not allow non-resident students to live in their rooms or sub-let their room. Persons found to be living illegally (without a valid Room and Board Agreement) will be asked to leave and may be subject to disciplinary action and/or trespassing charges. Resident students who allow persons to live illegally in any residence hall room are subject to disciplinary action.
- Residents are responsible for informing guests of security procedures in the event of an emergency.
- Cohabitation, defined as overnight visits with a sexual partner, is incompatible with the Catholic character of the University and with rights of the roommate(s) and will be considered a violation of the Guest and Escort policy.
- Any individual who has been dismissed from the University for academic, disciplinary or financial reasons is not permitted to be a guest in the residence hall or to visit campus.
- Students are responsible for the contents of their assigned rooms, **ALL** behavior occurring in their rooms, and the behavior of any guests.
- Failure to comply with these guidelines may result in the guests being removed from University property.

Hallway Sports. Activities involving, but not limited to, the use, discharge, or throwing of the following are prohibited in hallways, lounges, bathrooms or student rooms: rollerblades, skates, golf equipment, hockey equipment, bouncing balls, firecrackers, Frisbees, balls, water hoses, and containers of water. These items are damaging to University property and fire equipment, and can cause serious injury to residents. Any programs and events that would include a sport of some kind must be approved first by the Office of Residence Life.

Lock-outs. Resident students are responsible for keeping their room keys with them at all times. However, if a student is locked out of the residence hall room, the resident must find a Resident Assistant to key them back into their room. If no one is available to perform a lock-out, a student might have to wait. All residents should carry their keys at all times and never leave doors unlocked. Students are permitted two “grace period” lockouts. After two lockouts, there will be a \$5 charge for each time any student is locked-out of their room and requesting to be keyed back into their room.

Noise. Maintaining an academic environment in the residence hall is vital. Please discuss, understand, and abide by the community standards of quietness. Please respect the needs of others 24-hours a day.

- You must be courteous to other residents in regards to noise levels 24-hours a day.
- The use of electronic equipment such as stereos, radios, amplifiers, and musical instruments in a manner that violates a standard of quietness conducive to study, sleep, or that disturbs University offices or classes is prohibited. Such use may result in the equipment being confiscated, among other disciplinary actions.
- Stereo equipment or speakers may not be placed facing out of an open window.
- Excessive noise or other behavior that disturbs others within the residence hall or staff in their offices is not permitted, including hallway sports or running in the hallway.

Noxious Odor. See Section IV.G.1 for more information.

Personal Property & Insurance. Please protect your valuables. You are responsible for the security of your personal property. The University does not assume responsibility for theft, loss, damage, or destruction of personal belongings in or on residence hall property.

- Students are encouraged to obtain insurance through a parent or legal guardian, homeowner’s or renter’s insurance plan or another personal properties insurance provider, or to make other insurance arrangements to protect against damage or loss.
- Please lock your door when you are not present in your room and when you go to sleep. Be safe. You may be held accountable for the loss of University property if it is not properly secured.

Pets. Animals with the exception of authorized service and emotional support animals are not permitted in the residence hall. Fish, in containers no larger than 10 gallons, may be kept in the residence hall. The feeding of stray animals in or around the residence hall is strictly prohibited. The Office of Residence Life reserves the right to remove any unauthorized pets and/or other animals and take them to a nearby shelter.

Proper Attire. See Section IV.J.1 for more information.

Social Gathering in Residence Hall Rooms. Social gatherings, parties, and meetings in individual rooms are subject to all municipal, state, and federal laws, as well as University policies. The number of people in a room at any time including residents of the room must be limited as follows:

<i>Room Occupancy</i>	<i>Maximum # Occupancy Allowed</i>
1 person room (single)	3 people
2/3 person room (including suites)	6 people
4 person room	8 people

University officials and Office of Residence Life staff reserve the right to disperse a gathering when residents and/or guests are in violation of any University policy, or are causing undue disturbance to the community.

University ID. *Mount St. Joseph University students are required to carry the University Student Identification Card at all times while on campus.* For additional safety, residents may be asked to identify themselves, verify residency, and provide proof of age at any time.

- Report unauthorized people in the residence hall to residence life staff immediately or contact Campus Police.
- If you believe a crime is about to be committed, or has been committed, immediately call Campus Police and then report the incident to residence life staff. See Section II.F for more information.

Vandalism/Damage. Damaging University property is a serious offense. If you damage your room, hall facilities, hall equipment or hall decorations, you will pay the replacement cost of the item(s) and labor to repair the item(s). If you observe someone damaging the building, its furnishings, equipment, or decorations, and do not notify hall staff, you are considered to be an accomplice and you may share financial and disciplinary liability. When damage occurs to common areas the University will make every effort to identify the responsible person(s), otherwise, costs associated with damage to common areas (i.e.: lounges, hallways, bathrooms, etc.) will be charged to the residents of the floor and section of the residence hall in which the damage occurred unless the person(s) responsible for the damage is (are) identified.

Visitation. Visitation is defined as the time period when residents may have guests, signed in properly at the Seton Lobby Front Desk, in their residence hall room:

- Residents may have guests any day between the hours of 9:00 a.m. and 2:00 a.m. Overnight guests are considered to be check ins/check outs that extend into the hours of 2:00 a.m. and 9:00 a.m.
- All guests must be at least 18 years of age or an immediate family member. Any exception **MUST** be approved by the Office of Residence Life at least two business days in advance of the guest visit.
- Visitation hours may be extended for special events provided the event coordinator obtains permission through the Office of Residence Life prior to the event.
- Residents may visit other residents without an escort. All non-resident guests must be signed in with an ID at the Seton Lobby Front Desk and escorted by and remain with their host at all times while in the residence hall (*See Guest and Escort policy*).
- Lounge spaces on the floors, hallways and laundry facilities in the residence hall have 24-hour visitation for residents **ONLY**.
- The Commuter Lounge and Seton Lobby 24-hour locations are open for all students.
- Any guest may be asked to leave the area, or campus, at any time for any reason deemed necessary by University officials.

3. DRUG & ALCOHOL POLICY AND GUIDELINES

Mount St. Joseph University seeks to provide an environment in which students may experience intellectual, emotional, physical, social, and personal growth. The development of the capacity to make informed decisions about drugs, including responsible choices about the consumption of, is a significant component of personal growth. The responsibility for making informed choices regarding drugs and the use of alcohol rests with all members of the University community: students, faculty, and staff.

A comprehensive drug and alcohol education program supports members of the University community in making informed and responsible decisions about drugs and alcohol. This program has three primary components: first, to provide members of the University community with education regarding the academic, social, legal, and health-related effects of drug and alcohol use and misuse; second, to provide access and referral for the assessment of and treatment for individuals with drug and alcohol-related problems in cooperation with community agencies; and third, to provide for individual freedom while promoting the health, safety, and welfare of all members of the University community. It is assumed that the University's commitment to providing education in addition to health, counseling, and ongoing support services will be matched by responsible behavior with respect to alcohol and other drugs.

The University's drug and alcohol policy applies to students and to student organizations conducting activities and events on and off campus and supplements, rather than replaces, the Student Life Standards and Disciplinary Policies and Procedures, including all policies, offenses, procedures and sanctions set forth therein. This policy also applies to any student misusing a drug prescribed to him or her by a physician.

In accordance with the Ohio Revised Code Chapters 2925 and 4301 (March 2018), Mount St. Joseph University prohibits the illegal use, possession, sale, manufacture, or distribution of drugs, including alcohol, and drug paraphernalia. In addition, the misuse of substances that present physical or psychological hazards to individuals is prohibited; this includes synthetic versions of marijuana, THC, and stimulants, or beverages that combine both alcohol and caffeine. It is the University's intention that its policies comply with state and local laws governing the use, distribution, and consumption of alcohol. See Section IV.I.2 for more information.

While the possession and use of marijuana for medical purposes is legal under Ohio law, the manufacture, possession, distribution, dispensing and use of marijuana remains illegal under federal law. Consistent with federal law, including the Controlled Substances Act and the Drug Free Schools and Communities Act, the use and/or possession of marijuana (even for medical purposes) continues to be prohibited while a student is on University owned or University controlled property, and/or at any function hosted, authorized or supervised by the University regardless of where held.

A. HEALTH EFFECTS OF ALCOHOL AND/OR OTHER DRUGS

The use of alcohol and/or other drugs has many possible health effects. There are both short-term and long-term effects of drug and alcohol use. In addition, overdose and withdrawal from alcohol and/or other drugs can produce additional effects on a person's health.

Alcohol. The use of alcohol can lead to impaired judgment and coordination, problems with vision and hearing, respiratory depression, increased aggression, liver and heart disease, pancreatitis, and cancer of the mouth, throat, esophagus, and/or voice box. Overdosing on alcohol can cause staggering, loss of coordination, slurred speech, dilated pupils, and nerve and liver damage. In women, consuming alcohol while pregnant can lead to fetal alcohol syndrome in babies. Abruptly terminating heavy long-term usage can result in withdrawal symptoms that include sweating, tremors, altered perception, psychosis, fear, and auditory hallucinations.

Narcotics. The use of narcotics may result in drowsiness, confusion, nausea, constricted pupils, and respiratory depression. Effects of overdosing on narcotics include slow, shallow breathing, clammy skin, convulsions, coma, and possible death. Withdrawal symptoms of narcotics use include watery eyes, runny nose, yawning, cramps, loss of appetite, irritability, nausea, tremors, panic, chills, and sweating.

Depressants. The use of depressants can lead to slurred speech, difficulty concentrating, impaired judgment and coordination, and respiratory depression. Overdosing from depressant use can produce effects such as shallow respiration, clammy skin, dilated pupils, weak and/or rapid pulse, coma, and possible death. Withdrawal symptoms include anxiety, insomnia, muscle tremors, loss of appetite, convulsions, delirium, and death.

Stimulants. The use of stimulants may include anxiety, blurred vision, impaired coordination, decreased appetite, increased heart and respiratory rates, elevated blood pressure, and delusions. Overdosing can lead to agitation, increased body temperature, hallucinations, convulsions, and possible death. Withdrawal symptoms seen in stimulant users include apathy, long periods of sleep, irritability, depression, and disorientation.

Hallucinogens. The use of hallucinogens may lead to confusion, violent behavior, anxiety, hallucinations, illusions, depression, distorted perception of time, convulsions, psychosis, flashbacks and after usage has ceased, heart and lung failure, irreversible brain damage, and coma. Overdosing on a hallucinogen can produce effects such as longer, more intense “trip” episodes, psychosis, coma, and death. There are no known withdrawal symptoms of hallucinogen use.

Cannabis. The use of cannabis may cause loss of appetite, impaired balance, coordination, memory and concentration, disoriented behavior, fluctuating emotions, increased risk of cancer, and psychosis. Overdosing on cannabis can lead to fatigue, lack of coordination, paranoia, and psychosis. Withdrawal symptoms include insomnia, hyperactivity, and decreased appetite.

Steroids. The use of steroids may result in weight and muscle gains and aggressive behavior. Effects of overdosing on steroids are quick weight and muscle gains, extremely aggressive behavior or “roid rage”, severe skin rashes, impotence, and development of irreversible masculine traits in females. Symptoms of withdrawal include significant weight loss, depression, behavior changes, trembling.

B. ALCOHOL POLICY GUIDELINES FOR INDIVIDUALS AND THE RESIDENCE HALL. SEE ALCOHOL POLICY, SECTION IV.G.3 FOR MORE INFORMATION.

C. ALCOHOL POLICY GUIDELINES FOR UNIVERSITY EVENTS

Alcohol is a drug that may be possessed, sold, distributed or consumed at specified and approved University-sponsored or affiliated events in accordance with applicable laws and University policy. The following guidelines are intended to assist event planners in developing responsible practices, which are consistent with the University Alcohol policy. The guidelines are not intended to be all-inclusive. Event planning should be comprehensive and specific attention be given to the event’s purpose, the age of the participants, and environmental and safety precautions.

Guidelines

1. Students, student organizations, faculty and staff must comply with all applicable laws and University regulations regarding use and availability of alcohol at events on and off campus.
 - a. Officers, planners, and advisors of organizations that sponsor events at which alcohol is available shall be familiar with applicable laws and University policy governing consumption of alcohol and the potential legal liability associated with the sale or serving of alcoholic beverages. Alcohol can only be served by a liquor license holder on or off campus. Currently, AVI Foodsystems, Inc., through their employee(s), is the liquor license holder at events on campus in the designated areas of the license agreement.
 - b. AVI Foodsystems, Inc. shall ensure that alcoholic beverages are not accessible to or served to persons under the legal drinking age or to persons who appear intoxicated. This includes, but is not limited to, checking identification (valid state driver’s license or state ID) to determine age. AVI Foodsystems, Inc. shall also refuse to serve persons whose behavior suggests that they are intoxicated.

- c. At functions where alcoholic beverages are provided through the liquor license holder, direct access to the alcohol shall be limited to a person(s) designated as the server(s) by the liquor license holder. Alcohol can only be served by the liquor license holder through their employee(s).
 - d. Consumption of alcoholic beverages is permitted only within the area designated for the event.
 - e. Alcohol education information can be obtained through the Wellness Center, and information.
 - f. Student Organizations must seek permission to serve alcohol at their event through the Dean of Students at least three weeks prior to the actual event and before any promotional/publicity materials are distributed.
 - g. The sponsoring organization is responsible for contacting Chief of Campus Police to arrange and pay for security coverage during events.
2. Students, student organizations, faculty and staff, should discourage abuse and excessive consumption of alcohol.
 - a. There shall be a purpose for any gathering other than the availability of alcohol.
 - b. Social events shall not include any form of “drinking contests” or give away alcoholic beverages as prizes.
 - c. Alcohol shall not be available at or be a part of membership recruitment functions.
 - d. The quantity of alcohol purchased and/or sold at an event shall be carefully planned in consultation with AVI as the liquor license holder. The quantity of alcohol purchased for an event shall be limited to three drinks per person of legal drinking age in attendance over a three-hour period. Alcohol may only be served in the following prescribed portions per drink: Beer must be sold in cans not to exceed 12 ounces; wine in servings not to exceed 5 ounces; and mixed drinks in servings not to exceed 1.5 ounces of liquor
 - e. Alcohol may not be brought into an event by individuals.
 - f. Food shall be readily available at any event at which alcoholic beverages are served. Food served shall not be limited to salty foods that increase thirst, such as popcorn, chips, and pretzels.
 - g. “Punches” made with alcohol or random combinations of beer and/or liquors are prohibited.
 - h. The Dean of Students must approve all advertising and/or promotional materials for events involving alcohol prior to dissemination.
 - Advertising shall focus on the purpose or theme of an event and not reference the availability of alcohol.
 - The availability of alcohol shall not be used as an inducement to participate in events.
 - Brand names, logos, and symbols of alcohol (kegs, mugs, etc.) may not appear on promotional material.
 - Advertising shall not portray drinking as a solution to personal or academic problems of students.
 - Advertising should not encourage any form of alcohol abuse.
 - i. University officials and/or AVI employees, in their sole discretion, reserve the right to deny access to an event, limit the amount of alcohol possessed/purchased/consumed, or ask an individual to leave an event based on behavior that suggests intoxication.

3. Students, student organizations, and administrative units shall respect the decision of persons who are of legal drinking age and choose to drink responsibly as well as the decision of persons who choose not to drink.
 - a. Persons who choose not to drink shall not be harassed or coerced into consuming alcoholic beverages.
 - b. Non-alcoholic beverages shall be made available at the same location as alcoholic beverages, and should be featured prominently. Groups are encouraged to serve no/low-alcohol beer.
 - c. Non-alcoholic beverages served shall be a popular brand and presented in an appealing way which does not stigmatize persons who choose not to drink.
 - d. Persons who choose not to drink shall be permitted to participate in all activities, which are a part of an event.
 - e. Any person under 18 years of age without a MSJU University ID may not be admitted to events at which alcohol is served unless accompanied by a designated MSJU community member.

4. DISCIPLINARY PROCEDURES FOR ALCOHOL AND OTHER DRUG OFFENSES

Disruptive behavior to the campus and surrounding community-directly related to the use of alcohol or other substances is prohibited. Students who, after using alcohol or other drugs, become physically or verbally abusive, or refuse to cooperate with University staff members (including student employees and all volunteers) who are performing their duties, are in violation of this policy. This includes, but is not limited to: fighting, disruptive behavior, loss of consciousness, destruction of private or public property, and harassment of others. Mount St. Joseph University attempts to ensure the safest environment possible so that the educational process is not hindered unnecessarily. Therefore, the University deems it necessary to have penalties and/or special restrictions for the violation of its Drug and Alcohol Policy. The University believes these penalties serve the best interest of the University community as a whole and the students who violate the policy.

1. **Penalties:** In addition to all other sanctions and penalties otherwise available, violation of the Drug and Alcohol policy includes but is not limited to the following penalties:
 - a. First Offense: Requires disciplinary probation and fine ranging from \$50-\$100. Additionally, disciplinary penalties may include educational sanctions and parental notification.
 - b. Second Offense: Requires disciplinary probation, fine ranging from \$75-\$125, parental notification, and mandatory participation in a comprehensive substance abuse assessment and compliance with the assessment's recommendations, including counseling if necessary. Any cost associated with the assessment and/or off-campus counseling is the responsibility of the student.
 - c. Third Offense: May result in suspension from the University either immediately or at the end of the semester. The student may return only after evidence of the successful completion of a treatment or counseling program for alcohol or other drug abuse or weekly attendance at an appropriate self-help group, i.e., Alcoholics Anonymous or Narcotics Anonymous. Further attendance at such a group is required as long as the violator attends the University. Violations of policy relating to the possession, use, or sale of illicit drugs are referred to the Dean of Students for appropriate sanctions.

Verification of registration for subsequent semesters could be withheld until the student complies or is in the process of complying with the penalties assessed for the first and second offenses.

Good Samaritan/Amnesty Policy

Mount St. Joseph University values a safe environment conducive to learning and is committed to ensuring the safety and wellbeing of each student. The University is also committed to providing guidance so that students can learn to develop a responsible approach to social challenges, including whether to use alcohol, how to do so in moderation, and how to comply with local, state, and federal laws governing alcohol consumption.

Mount St. Joseph University expects students to abide by laws and University policies regarding alcohol and drug possession and consumption. For those students who choose to consume alcohol, Mount St. Joseph University expects that they do so in moderation to minimize the incidence of alcohol poisoning and alcohol-related injuries. However, the University acknowledges there may be times when students may face medical emergencies involving excessive drinking and/or drug use. In these situations students are expected to call for assistance (e.g. Resident Assistants, Campus Police, 911, etc.) when concerned for their own health or welfare, or that of another student. In order to encourage students to seek prompt and appropriate attention for alcohol or any other drug intoxication, the University has instituted a Good Samaritan/Amnesty Policy.

Mount St. Joseph University's Good Samaritan/Amnesty policy is applicable to:

- The student requesting medical assistance for oneself
- The student(s) seeking medical assistance for another person

Seeking medical assistance for oneself or a fellow student demonstrates responsible student behavior. When evaluating an alcohol violation, the University will consider whether a student sought medical assistance for oneself or another person in need and, in most cases, view the act of seeking medical assistance as good judgment and not deserving of typical disciplinary sanctions. Thus, if it is determined that the Good Samaritan/Amnesty policy applies to a given situation, the concerned students will not be subject to a disciplinary fine or disciplinary probation. However, the students will be required to meet with the Dean of Students or Designee who will facilitate an appropriate consequence which may include parental notification, mandated counseling for assessment and treatment recommendations, or participation in a prevention class or online course for sanctions. Please note that this policy does not excuse or protect those who repeatedly or flagrantly violate the Student Life Standards and Disciplinary Policy and Procedures. If a student received medical amnesty for a prior incident, the availability of amnesty for a subsequent incident is at the discretion of the Dean of Students or Designee. If other infractions are concurrent at the time of intoxication including but not limited to physical or sexual assault, distribution of illicit substances or property damage, this policy does not apply.

SEEK ASSISTANCE WHEN: You suspect someone has alcohol poisoning, even if they are not exhibiting the classic signs and symptoms

CALL 911 OR CAMPUS POLICE WHEN THE PERSON:

- is unconscious
- is breathing less than eight times a minute, and/or
- has repeated and uncontrolled vomiting.

DON'T LEAVE AN UNCONSCIOUS PERSON ALONE:

- Alcohol continues to be released into the bloodstream and the level of alcohol in the body continues to rise
- While waiting for help, turn the person on their side; don't try to make the person vomit

5. TOBACCO/SMOKE FREE POLICY

In the interest of the health, comfort and safety of students, faculty, staff, and campus visitors, use of tobacco and tobacco products in all forms, including but not limited to cigarettes, cigars, chewing tobacco, hookah, e-cigarettes and personal vaporizers, are prohibited on University property. This restriction includes, but is not limited to academic and living facilities, athletic and recreational facilities, parking garage and lots, University vehicles, and personal vehicles being driven or parked on University property.

6. FEDERAL STUDENT FINANCIAL AID PENALTIES FOR DRUG LAW VIOLATIONS

Students who are currently enrolled and are completing the FAFSA will be asked: “Have you been convicted for the possession or sale of illegal drugs for an offense that occurred while you were receiving federal student aid?” Students who answer “Yes” will be asked an additional series of questions to determine if the conviction affects their eligibility for federal student aid. Students convicted of a federal or state offense of selling or possessing illegal drugs that occurred while they were receiving federal student aid should still complete and submit the FAFSA to determine if there is aid for which they are still eligible. Students who leave question 23 blank cannot receive federal financial aid until they respond by making a correction to their FAFSA. A student who has been convicted of possession or sale of illegal drugs loses Title IV eligibility for a period of time specified in law. The period of ineligibility depends on whether the conviction was for possession or sale of (including conspiring to sell) illegal drugs. If convicted of both the longer period of ineligibility applies.

For convictions involving possession, the periods of ineligibility are as follows:

One conviction: one year after the date of conviction.

Two convictions: two years after the date of the second conviction.

Three or more convictions: indefinite from the date of the third conviction

For convictions involving sale, the periods of ineligibility are as follows:

One conviction: two years after the date of conviction.

Two or more convictions: indefinite from the date of the second conviction.

A federal or state drug conviction can disqualify a student for federal financial aid. Convictions only count if they were for an offense that occurred during a period of enrollment for which the student was receiving Title IV aid—they do not count if the offense was not during such a period. Also, a conviction that was reversed, set aside, or removed from the student’s record does not count, nor does one received when the student was a juvenile, unless the student was tried as an adult.

Regaining Eligibility

A student regains eligibility the day after the period of ineligibility ends or when the student successfully completes a qualified drug rehabilitation program. Further drug convictions will make the student ineligible again.

A student whose Title IV eligibility has been suspended indefinitely may regain eligibility only by successfully completing a drug rehabilitation program. A student who is under a one- or two- year penalty may regain eligibility before the expiration of the period of ineligibility by successfully completing a drug rehabilitation program. If the student successfully completes an approved drug rehabilitation program, eligibility is regained on the date the student successfully completes the program. It is the student’s responsibility to certify to the school that he/ she has successfully completed the rehabilitation program.

To qualify the student for eligibility, the drug rehabilitation program must include at least two unannounced drug tests, and:

- have received or be qualified to receive funds directly or indirectly under a Federal, State, or local government program; or
- be administered or recognized by a Federal, State, or local government agency or court; or
- have received or be qualified to receive payment directly or indirectly from a Federally- or State licensed insurance company; or
- be administered or recognized by a Federally- or State-licensed hospital, health clinic or medical doctor.

7. CAMPUS EMERGENCY PROCEDURES

Students are expected to follow all University emergency procedures as communicated by University officials. Students are expected to follow all directives given by University officials (i.e. Campus Police Officers, residence hall staff, Directors, Deans, President of the University, etc.). For information on current emergency procedures, please refer to <http://www.msj.edu/student-life/public-safety-campus-police/resources-information/disaster-and-emergency-response-plan/>

- a. Bomb Threat.** In the event of a bomb threat in the residence hall, the building is evacuated according to fire procedures. Persons must follow directions of the residence hall staff and other University officials. See MSJ emergency procedure through this link: <http://www.msj.edu/student-life/public-safety-campus-police/>
- b. Fire Alarms.** Fire drills are held periodically to ensure safety of students. When the alarm sounds, you must exit the building immediately. *Do not call the Seton Center Front Desk unless you have emergency information.*
 - Learn the location of all fire exits, fire alarms, and fire extinguishers on your floor.
 - If the alarm sounds, put on your shoes, get a coat (if necessary), lock your door, and leave the building by the nearest stairway possible. Do not use the elevators! You may return only upon authorization of a staff member. Do not take chances with fire – even a small one can get out of control quickly. If a fire cannot be extinguished with available equipment, activate the nearest fire alarm.
 - Pulling a false fire alarm, tampering with fire equipment, or the false reporting of an emergency to the police or fire department is punishable under Ohio Revised Code 2917.32 as a first degree misdemeanor. Conviction carries a maximum \$1000 fine and 6 months in jail. University judicial action also results.
 - Unauthorized use of, tampering with, or damaging emergency or safety equipment is punishable under Ohio Revised Code 2909.07 as a third degree misdemeanor. Conviction carries a maximum \$500 fine and/or 60 days in jail. University judicial action also results.
 - Interference with and/or non-adherence to emergency evacuation procedures or drills is punishable under Ohio Revised Code 2917.13 and Ohio Fire Code FM106.4. University judicial action also results.
 - Setting or intentionally starting a fire on campus is prohibited.
- c. Health Emergencies.** In the event of serious illness or accident, call the Life Squad (911) and then notify Campus Police (dial 0) to meet emergency personnel. If a resident student, also notify the Resident Assistant and or the Health Services staff member. The RA notifies the Coordinator of Residence Life.
- d. Tornado Alert.** In the event of a tornado, the storm siren located on the roof of Seton Center will activate and warn resident students. Residence hall students are encouraged to take shelter on the ground floor of Seton Center, in the hallways near the Mail Center and the Lions Den Game Room, away from outside windows.

H. EQUAL OPPORTUNITY AND NON-DISCRIMINATION POLICY

1. SCOPE OF THE POLICY

Mount St. Joseph University (the “University”) is committed to providing a working and educational environment free from discrimination and harassment on the basis of race, color, origin, religion, age, disability, sex (sexual orientation and gender identity) or any other legally protected status. This policy focuses on incidents of discrimination, harassment, or retaliation related to race, color, national origin, religion, age, disability, or other legally protected statuses. For incidents of sex discrimination, sexual misconduct, and interpersonal violence please see the University’s Sex Discrimination, Sexual Misconduct and Interpersonal Violence Policy.

This policy applies to all University community members, including students, prospective students, employees, professors, administrators, visitors, or other third-parties. This policy applies to all of the University’s education programs and activities, including but not necessarily limited to admissions policies, educational programs, scholarships, loans, and other financial aid, athletic and other University-administered programs, services, and activities, or in employment. This policy applies not only to conduct occurring within the typical classroom or campus settings, but also to any location owned or operated by the University as well as University-sponsored or University-sanctioned functions taking place outside of those typical settings.

The University expects that all members of its community will help promote a learning environment free from the conduct prohibited under this policy. Any off-campus conduct that has an actual or potential adverse impact on another’s working or learning environment may also violate this policy. The University will consider the effects of off-campus conduct—including conduct that did not occur in the context of an education program or activity—when evaluating whether there is a violation of this policy.

All inquiries regarding the scope or application of this policy should be referred to the Equal Opportunity Coordinator.

2. NOTICE OF NON-DISCRIMINATION

The University does not tolerate discrimination, harassment, or retaliation on the basis of race, color, origin, religion, age, disability, sex (sexual orientation and gender identity) or any other legally protected status and takes steps to ensure that students, employees, visitors, and other third-parties are not subject to a hostile environment.

The University will respond promptly and effectively to allegations of discrimination, harassment, or retaliation on the basis of race, color, origin, religion, age, disability, sex (sexual orientation and gender identity) or another legally protected status. The University will promptly conduct investigations and take appropriate action, including disciplinary action, against individuals found to have violated this policy, as well as provide appropriate remedies to complainants and the campus community. The University will take immediate action to end a hostile environment if one has been created, prevent its recurrence, and remedy the effects of any hostile environment on affected members of the campus community.

All students found in violation of this policy will be subject to disciplinary action up to and including suspension or dismissal from the University. Similarly, any employee found in violation of this policy shall be subject to disciplinary action up to and including termination of employment. Behavior that violates this policy may also violate federal, state, and/or local laws.

3. ANTI-HARASSMENT

The University's prohibition against discrimination also includes harassment. Harassment of any person or group of persons, on the basis of race, color, national origin, religion, age, disability, sex (including sexual orientation and gender identity), or any other legally protected status, is prohibited by the University. Prohibited harassment includes any words or conduct (verbal, physical, graphic or written) directed against any person or group of persons because of their race, color, national origin, religion, age, disability, sex (including sexual orientation and gender identity), or any other legally protected status. Prohibited harassment also includes any words or conduct (verbal, physical, graphic, or written) that has the purpose or reasonably foreseeable effect of creating an offensive, demeaning, intimidating, or hostile environment for any person or group of persons. Such words or conduct include, but are not limited to, epithets, slurs, negative stereotyping, demeaning depictions or treatment, and threatened or actual abuse or harm.

4. ANTI-RETALIATION

The University will not tolerate any form of retaliation taken against anyone who makes a complaint of conduct prohibited by this policy or anyone who cooperates in the investigation of a complaint of conduct prohibited by this policy.

5. EQUAL OPPORTUNITY OFFICE AND COORDINATOR

The University has designated its Office of Human Resources as its Equal Opportunity Office. The Equal Opportunity Office is managed by the University's Director of Human Resources, Lisa Kobman, who is also the University's designated Equal Opportunity Officer. Ms. Kobman can be reached at (513) 244-4749 or by emailing lisa.kobman@msj.edu. The Equal Opportunity Office is the office responsible for responding to inquiries, addressing complaints, and coordinating compliance with the University's responsibilities under the various federal and state civil rights laws, including but not limited to Title VI and Title VII of the Civil Rights Act of 1964, the Age Discrimination Act of 1975, and the Americans with Disabilities Act. All inquiries, issues, or complaints relating to discriminatory, harassing, or retaliatory conduct related to race, color, national origin, religion, age, disability, or another legally protected status should be directed to the Equal Opportunity Office.

6. REPORTING

The University encourages any student or employee who has experienced any conduct prohibited by this policy to report such conduct immediately and in accordance with the procedures detailed below. Any student or employee who has witnessed or become aware of any conduct prohibited by this policy must report such conduct immediately and in accordance with the procedures detailed below. Employees who become aware of an alleged violation of this policy are required to report such conduct immediately to the Equal Opportunity Coordinator, unless there is a legal privilege of confidentiality.

While the University strongly encourages everyone to report incidents of conduct prohibited by this policy, it recognizes a victim's right to decline such reporting. Nonetheless, if the University is made aware of an allegation of conduct that is prohibited by this policy, the University may have an obligation to investigate and/or take action in response to that conduct, with or without the cooperation of the alleged victim.

Crimes (or any conduct prohibited by this policy which a student or employee may believe is a crime) in progress should be reported immediately to the MSJ Police Department at 513-244-4226 or dial 0 from any campus phone.

Reporting Discrimination, Harassment, or Retaliation On The Basis Of Race, Color, National Origin, Religion, Age, Disability, or Another Legally Protected Status

Any student or employee who has been the victim of, witnessed, or become aware of discrimination, harassment, or retaliation on the basis of race, color, origin, religion, age, disability, sex (sexual orientation and gender identity) or any other legally protected class should report such conduct to the following offices:

- Criminal complaint
 - o MSJ Police Department, (513) 244-4226 or dial 0 from any campus phone; additional information regarding reporting emergencies can be found on the MSJ Police Department Webpage
- Institutional complaint
 - o Lisa Kobman, Equal Opportunity Officer/Director of Human Resources, (513) 244-4749, lisa.kobman@msj.edu, or submit a report/complaint [Reporting Form](#)

A student or employee may file a criminal complaint, an institutional complaint, or both.

Anonymous Reporting

Reports of violations of this policy can be made anonymously by calling or texting (513) 244-TIPS or emailing 244TIPS@msj.edu. These anonymous reporting options are available 24 hours a day/365 days a year.

Please note that these anonymous reporting options are not intended for any immediate safety or emergency situations. All immediate safety or emergency situations should be reported immediately to the MSJ Police Department at (513) 244-4226 or dialing 0 from any campus phone.

Written Statement of Rights

Any employee or student bringing forth a complaint of discrimination or retaliation prohibited under this policy and any employee or student accused of such conduct will be provided with a written statement of their rights, reporting options, and resources.

Campus Security Authorities

Reports of any type of discrimination or retaliation prohibited under this policy can also be made to any of the University's Campus Security Authorities ("CSAs"). A list of designated CSAs can be found at CSAs List.

Confidentiality and Support

The University may, to the extent permitted by law, honor a request by a complainant that no investigation be pursued. Confidentiality requests should be made directly to the Equal Opportunity Officer/Director of Human Resources, Lisa Kobman, (513) 244-4749 or lisa.kobman@msj.edu.

If a complainant requests that the University not reveal the complainant's name to the respondent and/or asks the University to not investigate a report, this may limit the University's ability to respond fully to the incident, including pursuing disciplinary action against the respondent. However, in order to ensure a safe and nondiscriminatory environment for all students or if required to report the incident by law, the University may not be able to honor a request for confidentiality. Regarding its obligation to ensure a safe and nondiscriminatory environment, a complainant's request for confidentiality will be determined after considering factors such as the seriousness of the alleged incident, the ages of the individuals involved, other complaints that may have been filed against a respondent, and a respondent's right to receive information maintained by the University as an education record as defined by FERPA.

Additionally, the University has a duty to complete certain publicly available recordkeeping, including reporting and disclosing information about certain crimes pursuant to a federal law known as the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (the “Clery Act”). The University is also obligated to issue timely warnings of crimes enumerated in the Clery Act occurring within relevant geography that represent a serious or continuing threat to students and employees, except in those circumstances where issuing such a warning may compromise current law enforcement efforts or when the warning itself could potentially identify the reporting individual. Duties under the Clery Act will not require the University to report or disclose a complainant’s personally identifying information.

Further, there may be situations where disclosing some information about a complainant is necessary to provide accommodations, supportive measures, and/or protective measures. For allegations of conduct related to discrimination, harassment, or retaliation on the basis of race, color, origin, religion, age, disability, or any other legally protected class, the Equal Opportunity Officer/Director of Human Resources will determine what information about a complainant should be disclosed and to whom this information will be disclosed. Unless extenuating circumstances exist, the complainant will be informed before sharing personally identifying information that the University believes is necessary to provide a safe and non-discriminatory environment, to provide an accommodation, and/or to provide any protective measures.

If a student or employees tells a Campus Security Authority (“CSA”) about a criminal incident that was not reported to the MSJ Police Department, the CSA is required to report the information to the MSJ Police Department.

Students may seek support from the University’s Wellness Center [MSJ Wellness Center](#). Counselors and/or licensed health care professionals such as nurses and physicians are available to students through the Wellness Center. These trained professionals can provide students with counseling, information, and support in a confidential setting. Information shared by a student with a confidential resource at the University will not be disclosed to anyone else, including the University, except under limited circumstances. Incidents reported to a confidential resource will not be included in the University’s annual crime statistics. These confidential resources available at the Wellness Center will not share information about a student (including whether that individual has received services) without the student’s express permission, unless there is a continuing threat of serious harm to the individual patient/client or to others or there is a legal obligation to reveal such information. These support service providers are also available to help a student make a report to the University.

For employees, support from healthcare professionals may be available through the TriHealth Employee Assistance Program (EAP). The EAP is a benefit provided to all full-time and pro rata faculty and full-time, pro rata, and benefit-eligible part-time staff and members of their immediate households. The EAP may provide employees with assessment, short-term counseling, referral and follow up services. All EAP services are offered to eligible faculty, staff and household members free of charge. The TriHealth EAP can be contacted at (513) 891-1627, at 1-800-642-9794, or at www.TriHealthEAP.com. Information shared by an employee with a confidential resource through the EAP will not be disclosed to anyone else, including the University, except under limited circumstances. Incidents reported to a confidential resource through the EAP will not be included in the University’s annual crime statistics. These confidential resources available through the EAP will not share information about an employee (including whether that individual has received services) without the employee’s express permission, unless there is a continuing threat of serious harm to the individual patient/client or to others or there is a legal obligation to reveal such information.

A complainant is encouraged to make a report even if the complainant is not seeking disciplinary action against the respondent. The University will make every effort to respect a complainant's autonomy in determining how to proceed. Support and resources are always available to a complainant regardless of the chosen course of action. Receiving a report of an incident permits the University to keep records of reported incidents and determine the appropriate response and the potential need to alert the University community to potential danger. Reported incidents will also be included in the University's annual crime statistics as required.

Supportive Measures

Supportive measures, also known as accommodations, may be available upon receipt of a report of conduct allegedly in violation of this policy. Supportive measures are designed to restore and preserve access to the University's education programs or activities, without unreasonably burdening the other party; protect the safety of all parties and the University's educational or work environment; and deter conduct prohibited by this policy. Supportive measures include, but are not necessarily limited to, counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas, and other similar measures. Such steps will be designed to minimize the impact of the alleged conduct on the employment and/or educational programs of the parties involved. Supportive measures connected to reports of discrimination, harassment or retaliation on the basis of race, color, origin, religion, age, disability, or any other legally protected class are typically determined by the Equal Opportunity Officer/Director of Human Resources.

Individuals requesting additional supportive measures or experiencing difficulty with a violation of supportive measures that have been approved should immediately contact the Equal Opportunity Officer/Director of Human Resources. Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate and without fees or charge to the complainant or the respondent before or after the filing of an institutional complaint or where no institutional complaint has been filed. To the extent possible, any supportive measures that are provided will be confidential.

An individual may also consider seeking a protection or restraining order through a court of law. A protection or restraining order is a temporary order intended to help provide safety and protection from other individual. If you have a protection or restraining order against someone and that person violates the order in any way, law enforcement may be able to arrest that person and charge that person with a violation of the order. If needed and to the extent possible, the University will provide assistance in obtaining a protection order. To the extent possible, any such protective measures will be confidential. **Please contact the Equal Opportunity Officer/Director of Human Resources for more information about these protective measures, including for contact information for law enforcement agencies and/or the prosecutor's office.**

Other Available Resources

Any complainant and respondent will be notified upon request regarding medical, counseling, victim advocacy, support, respondent advisor support, legal assistance, visa and immigration assistance, student financial aid assistance, and pastoral resources available through the University or through external referral sources.

7. INVESTIGATORY PROCEDURES

Criminal Complaints

Ohio state and/or federal law will apply and the matter will follow criminal processes through a police investigation, a referral to the Hamilton County Prosecutor's Office, and/or the criminal court system for resolution.

Institutional Complaints

The University's investigation of reports/complaints of policy violations is different and separate from a criminal complaint investigation by any law enforcement agency. An ongoing law enforcement investigation does not relieve the University of its obligation to investigate allegations of conduct prohibited by this policy. In cases involving potential criminal conduct, University personnel must determine, consistent with federal, state, and local law, whether appropriate law enforcement agencies or other authorities should be notified. Conduct may constitute a violation of this policy and result in disciplinary action by the University even if a law enforcement agency and/or court of law determines that the conduct did not constitute a crime.

All reports/complaints of conduct potentially in violation of this policy involving students and employees that are reported to the MSJ Police Department will also be referred to the Equal Opportunity Officer/Director of Human Resources for a determination into whether it should be investigated under this policy.

In the event that an alleged victim(s) declines to submit a report or file an institutional complaint and in order to ensure a safe and non-discriminatory working and educational environment, the Equal Opportunity Officer/Director of Human Resources retains the discretion to file an institutional complaint.

All individuals accused of a violation of this policy (i.e., respondents) are presumed to be not responsible for the alleged conduct and a determination regarding responsibility will be made at the conclusion of the process set forth in this policy.

Informal Resolution of Institutional Complaints

In appropriate circumstances, and with the voluntary, written consent of the complainant and respondent, the Equal Opportunity Officer/Director of Human Resources may attempt informal methods to resolve a report of an alleged policy violation without the need for additional proceedings. When informal resolution of an institutional complaint is pursued, the Equal Opportunity Officer/Director of Human Resources will provide written notice to the complainant and respondent regarding (1) the allegations; (2) the voluntary nature of the informal resolution process and the availability of a formal investigation at all times; and (3) any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared. Effort will be made to resolve an institutional complaint within sixty (60) days of the filing of a report. The objective of the informal process will be to resolve the complaint to the mutual satisfaction of the parties involved, if possible.

Formal Investigation of Institutional Complaints

In instances where informal methods of resolution are inappropriate or declined, a formal investigation will be conducted.

While all investigations will vary due to the individual circumstances surrounding the particular report/complaint, formal investigations under this policy will typically involve the following:

1. **Initial Review:** Preliminary review of any report/complaint by the Equal Opportunity Officer/Director of Human Resources to determine whether, on its face, a violation of the policy is alleged and a formal investigation is needed.
2. **Equal Opportunity Officer Notice:** If a violation of the policy is alleged, the Equal Opportunity Officer/Director of Human Resources will provide written notice to the complainant and respondent within seven (7) days of the Initial Review. Written notice will include the known details of the report/complaint, the statement of rights under this policy, notice of the procedures under this policy, notice of potential sanctions, a statement that the respondent is presumed not responsible and a determination regarding responsibility will be made at the conclusion of the process set forth in this policy, a statement informing the parties that they can request to inspect and review evidence, and a statement informing the parties that the University's code of conduct prohibits knowingly making false statements or knowingly submitting false information to the University.

3. Equal Opportunity Team Assignment: Formal investigations are coordinated by the Equal Opportunity Officer/Director of Human Resources. The Equal Opportunity Officer/Director of Human Resources will assign University employees who are trained to conduct each stage of the formal investigation process. The Equal Opportunity Team Members consist of University employees trained in the areas of antidiscrimination laws and regulations, investigations, probable cause determinations, adjudication processes, appeal processes and the University’s policy.

Along with the Equal Opportunity Officer Notice, the Equal Opportunity Officer/Director of Human Resources will send a written “Initial Equal Opportunity Team Assignment” to the complainant(s) and respondent(s), which will include the names of the Equal Opportunity Team Members assigned to the particular report/complaint and each Equal Opportunity Team Member’s assigned role, as follows:

- Equal Opportunity Investigator(s) (more than one member may be assigned)
- Probable Cause Official
- Adjudication Hearing Panel (three members)
- Equal Opportunity Appellate Official
- Alternate (one member, in the event that any assigned Equal Opportunity Team Member becomes unavailable)

If any complainant and/or a respondent believes that any Equal Opportunity Team Member assigned to the particular report/complaint has a conflict of interest or bias, the party must contact the Equal Opportunity Officer/Director of Human Resources in writing no more than seven (7) days (excluding University holidays) of receiving the Initial Equal Opportunity Team Assignment with an explanation of the Equal Opportunity Team Member’s alleged conflict of interest or bias (a “Conflict of Interest Notice”). In the event that the Equal Opportunity Officer/Director of Human Resources timely receives a Conflict of Interest Notice, the Equal Opportunity Officer/Director of Human Resources will make any substitutions the Equal Opportunity Officer/Director of Human Resources deems appropriate.

Similarly, if an assigned Equal Opportunity Team Member believes that the particular report/complaint poses a conflict of interest for the individual or the Equal Opportunity Team Member believes he or she has any sort of bias that cannot be set aside, the Equal Opportunity Team Member will contact the Equal Opportunity Officer/Director of Human Resources immediately and the Equal Opportunity Officer/Director of Human Resources will make any substitutions the Equal Opportunity Officer/Director of Human Resources deems appropriate.

After the Conflict of Interest Notice period has passed, the Equal Opportunity Officer/Director of Human Resources will send a written “Final Equal Opportunity Team Assignment” to the complainant(s) and respondent(s).

4. Interviews: The Equal Opportunity Investigator(s) will conduct interviews of the complainant(s), the respondent(s), and any witnesses identified by those parties. The respondent(s) shall be provided a copy of any written report/complaint or otherwise informed of the substance of any complainant’s allegations. Similarly, the complainant(s) shall be provided with a copy of any written response provided by a respondent or otherwise informed of the substance of any respondent’s response to the allegations.
5. Consideration of Evidence by Equal Opportunity Investigator(s): The Equal Opportunity Investigator(s) will gather and examine relevant documents or evidence (e.g., law enforcement investigatory records, student and/or personnel files, etc.). Both the complainant and respondent will be asked to provide a list of possible witnesses as well as any written or physical evidence (e.g., text messages, social media postings, emails, photos, medical records, etc.) that they wish to be considered by the Equal Opportunity Investigator(s).

6. **Review of Evidence by the Parties:** Prior to completion of the Investigation Report, the Equal Opportunity Investigator(s) will send to each party and the party's advisor, if any, the evidence gathered during the investigation for the party's review. The evidence will be delivered in an electronic format that restricts the parties and advisors from downloading or copying the evidence. The parties will have ten (10) days to submit written responses to the Equal Opportunity Investigator(s) for consideration prior to completion of the Investigation Report.
7. **Prepare Investigation Report:** Within fourteen (14) days after receiving the parties' written response, if any, the Equal Opportunity Investigator(s) shall prepare an Investigation Report complete with a summary of interviews, relevant documents, and next steps.
8. **Distribute Investigation Report:** The Equal Opportunity Investigator(s) shall provide any complainant and respondent with access to the Investigation Report.

Any complainant and respondent has a right to be accompanied by one advisor or support person of the individual's choosing during any meeting with the Equal Opportunity Investigator(s). The advisor or support person is permitted to provide support, not advocate for the party or impede the investigation.

Efforts will be made to complete a formal investigation within 60 days of receiving the initial report/complaint. If for good cause the University is unable to complete a formal investigation within 60 days of receipt of a report/complaint, the Equal Opportunity Coordinator will notify any complainant and any respondent in writing of the need for additional time, the reason(s) that additional time is needed, and an approximate date for completion of the formal investigation.

8. ADJUDICATION PROCEDURES

Probable Cause Determination

Upon completion of the Investigation Report, the Equal Opportunity Investigator(s) will deliver the Investigation Report as well as any documents or evidence gathered by the Equal Opportunity Investigator(s) that were used to prepare the Investigation Report to the assigned Probable Cause Official.

Within seven (7) days (excluding University holidays) of receiving the Investigation Report, the Probable Cause Official will determine whether there is probable cause to believe that a violation of this policy occurred. In the event the Probable Cause Official determines that there is probable cause to believe that a violation of this policy occurred, the Probable Cause Official will issue a "Notice of Violation" in writing to any respondent and provide a copy of the Notice of Violation to any complainant. In the event that the Probable Cause Official does not find that there is probable cause to believe that a violation of this policy occurred, the Probable Cause Official will issue a "Notice of No Violation" in writing to any complainant and provide a copy of the Notice of No Violation to any respondent.

Request for Adjudication Hearing

If probable cause is found and a Notice of Violation is issued, a respondent will have seven (7) days (excluding University holidays) to request an Adjudication Hearing. A request for an Adjudication Hearing must be made in writing and timely delivered to the Equal Opportunity Officer/Director of Human Resources. If a respondent does not request an Adjudication Hearing within seven (7) days (excluding University holidays) of receiving a Notice of Violation or otherwise takes responsibility for the alleged conduct, the matter will proceed for consideration as to the discipline/sanction(s) to be issued by the Probable Cause Official.

If probable cause is not found and a Notice of No Violation is issued, a complainant will have seven (7) days (excluding University holidays) to request an Adjudication Hearing. A request for an Adjudication Hearing following a Notice of No Violation must be in writing and timely delivered to the Equal Opportunity Officer/Director of Human Resources. If a complainant does not timely request an Adjudication Hearing following a Notice of No Violation or advises the Equal Opportunity Officer/Director of Human Resources in writing that the complainant will not request such a hearing, the matter will be considered closed.

Adjudication Hearing

Within seven (7) days (excluding University holidays) of receiving a timely request for an Adjudication Hearing from a respondent, the Equal Opportunity Officer/Director of Human Resources will contact all parties in writing to notify them that (i) the three (3) previously assigned Adjudication Hearing Panel members will preside over the Adjudication Hearing, and (ii) to offer all parties the opportunity to request one (1) pre-hearing meeting with the Equal Opportunity Officer/Director of Human Resources. Pre-hearing meetings are not mandatory and are designed to allow the parties to ask questions regarding the Adjudication Hearing as well as to again review the Investigation Report or any documents or evidence gathered and used to prepare the Investigation Report. Each party is permitted to be accompanied by their support person or advisor during any pre-hearing meeting.

After all requested pre-hearing meetings conclude (or after they are declined), the Equal Opportunity Officer/Director of Human Resources will notify the parties of the date, time, and location of the Adjudication Hearing. The parties will receive at least ten (10) days' notice (excluding University holidays) of the Adjudication Hearing.

At least five (5) days (excluding University holidays) prior to the scheduled Adjudication Hearing, each party must identify in writing to the Equal Opportunity Officer/Director of Human Resources any and all witnesses and evidence the party intends to present at the Adjudication Hearing. Unless extenuating circumstances exist as determined by the Equal Opportunity Officer/Director of Human Resources, witnesses and evidence that were not disclosed or identified to the Equal Opportunity Investigator may not be presented at the Adjudication Hearing. The Equal Opportunity Officer/Director of Human Resources will promptly notify each party of the other party's list of witnesses and evidence for the Adjudication Hearing.

Adjudication Hearings are closed to the public. Each party is permitted to have one support person or advisor present. The support person or advisor is not permitted to participate as a vocal advocate during the Adjudication Hearing, except as otherwise noted in this policy. The Equal Opportunity Investigator(s) shall be present at the hearing.

At the Adjudication Hearing, each party will be permitted to give an opening statement. Each party will then be permitted to present evidence and/or witnesses. A party, through his or her advisor, will be permitted to pose relevant questions to the other party and/or the other party's witnesses. If a party does not have an advisor, that party will be provided with an advisor aligned with that party to conduct questioning. At the request of either party, that questioning will occur with the parties located in separate rooms with technology enabling the Adjudication Hearing Panel and parties to simultaneously see and hear the party answering the questions. If a party or witness does not submit to questioning at the hearing, the Adjudication Hearing Panel shall not rely on any statement of that party or witness in reaching its decision. Each party will be permitted to make a closing statement. Any credibility determinations made by the Adjudication Hearing Panel will not be based on the person's status as a complainant, respondent, or witness.

Within seven (7) days (excluding University holidays) of the conclusion of the Adjudication Hearing, the Adjudication Hearing Panel will issue a written “Hearing Panel Decision.” The Adjudication Hearing Panel will use a preponderance of the evidence (i.e., “more likely than not”) standard to determine whether or not an alleged policy violation occurred. The decision need not be unanimous. The Hearing Panel Decision will include (1) identification of the policy section(s) alleged to have been violated; (2) a description of the procedural steps taken from the receipt of the complaint through the determination; (3) findings of facts supporting the determination; (4) conclusions regarding the application of the policy section(s) to the facts; (5) a statement of the result and rationale as to each allegation, including a determination regarding responsibility; (6) a recommendation on any discipline or sanctions to be imposed, if any; (7) a recommendation as to remedies provided to the complainant, if any; and (8) the procedures and permissible bases for the parties to appeal. The Adjudication Hearing Panel may consider prior policy violations, among other things, when considering the level of recommended discipline.

The Equal Opportunity Officer/Director of Human Resources will promptly and simultaneously provide the parties with a copy of the Hearing Panel Decision. The decisions contained in a Hearing Panel Decision, including recommended sanctions or disciplinary action, are final unless a Hearing Panel Decision is timely appealed under this policy. If an appeal is timely submitted, any recommended sanctions or discipline will be stayed until resolution of the appeal process.

Appeal of Hearing Panel Decision

After the Equal Opportunity Officer/Director of Human Resources notifies the parties of the Hearing Panel Decision, the parties will have seven (7) days (excluding University holidays) to submit a “Written Appeal of Hearing Panel Decision” to the assigned Equal Opportunity Appellate Official.

The only bases for a party to appeal a Hearing Panel Decision are: (1) a procedural error that has significantly impacted the outcome of the Adjudication Hearing; (2) the introduction of previously unavailable relevant evidence which would have significantly impacted the outcome of the Adjudication Hearing; or (3) where the discipline/sanction is substantially disproportionate to the Adjudication Hearing Panel’s findings.

If either party timely appeals a Hearing Panel Decision, the other party will have seven (7) days (excluding University holidays) from receipt of a copy of the appeal to submit a “Written Opposition to Appeal” to the Equal Opportunity Appellate Official. Upon receipt of the Written Opposition to Appeal or the passing of the timeframe allowed to submit a Written Opposition to Appeal, the Equal Opportunity Appellate Official will consider the appeal and will promptly issue a “Decision on Appeal.” The Equal Opportunity Appellate Official has the authority to determine that appeal criteria has not been met, to affirm the Hearing Panel Decision, reverse the Hearing Panel Decision, remand the matter back to the Adjudication Hearing Panel to consider additional evidence or remedy a procedural error, or alter the discipline/sanctions that were recommended in the Hearing Panel Decision. Any Decision on Appeal will be simultaneously issued in writing to both parties and is final.

All of the timeframes set forth in the Adjudication Procedures may be extended by a showing of good cause. Any request for an extension of time must be submitted to the Equal Opportunity Officer/Director of Human Resources and may be granted or denied in the Equal Opportunity Officer/Director of Human Resources’ sole discretion. All parties involved will be promptly notified if a time extension has been granted.

9. POSSIBLE DISCIPLINE/SANCTION(S)

If it is determined that an employee of the University has engaged in conduct in violation of this policy, the employee will be promptly disciplined, up to and potentially including termination of employment, depending on the seriousness of the offense and individual circumstances. Possible sanctions and corrective actions include, but are not limited to, discrimination or harassment education, counseling, reassignment, no contact orders, demotion, suspension, non-reappointment, and termination from employment.

If it is determined that a student has engaged in conduct in violation of this policy, the student will be promptly disciplined with penalties up to and including suspension or dismissal from the University. Other sanctions include, but are not limited to, disciplinary warning, disciplinary probation, disciplinary probation with restrictions, no contact orders, fines, restitution, notification to others, educational/work assignment/community service, counseling, loss of privileges, restricted access, room transfer, termination of housing contract, or mandatory withdrawal from University housing.

Where a student or employee has been found to have engaged in conduct in violation of this policy, the University will take appropriate steps to prevent recurrence and to correct discriminatory effects on the complainant, the campus, and others, as necessary.

10. KNOWINGLY FALSE INFORMATION

If it is determined by the University in its sole discretion that any individual involved in an investigation of a potential violation of this policy has deliberately or knowingly provided false information to those administering this policy, the individual will be subject to discipline, up to and including termination of employment or dismissal from the University.

11. RIGHT TO FILE CRIMINAL COMPLAINT AND/OR WITH A GOVERNMENT AGENCY

Nothing in this policy should be construed as impeding or prohibiting an employee or student from pursuing a criminal complaint with the appropriate internal or external law enforcement agency or in filing a complaint with the appropriate external governmental agency. Although an employee or student with a concern or complaint is encouraged to attempt to resolve his/her grievance within this procedure when appropriate, each individual has the right to file a grievance/charge directly with the Department of Education's Office for Civil Rights, the Ohio Civil Rights Commission, or any other applicable state or federal agency.

Laws and regulations prohibiting discrimination, harassment, or retaliation on the basis of race, color, origin, religion, age, disability, sex (sexual orientation and gender identity) or another legally protected status include, but are not limited to, Title VI and Title VII of the Civil Rights Act of 1964, the Age Discrimination Act of 1975, and the Americans With Disabilities Act.

12. EDUCATION, TRAINING AND RESOURCES

The University offers a variety of education, training and support resources to students and employees related to discrimination, harassment, or retaliation on the basis of race, color, origin, religion, age, disability, sex (sexual orientation and gender identity) or another legally protected status. Information about education and training provided by the University can be found in the Sex Discrimination, Sexual Misconduct and Interpersonal Violence Policy. Information about additional resources for students and employees related to discrimination, harassment, or retaliation on the basis of race, color, origin, religion, age, disability, sex (sexual orientation and gender identity) or another legally protected status can be found in the [Sexual Misconduct Brochure](#).

I. DISCIPLINARY PROCEEDINGS

1. DISCIPLINARY PROCEDURES FOR MINOR VIOLATIONS OF UNIVERSITY REGULATIONS OR POLICIES (CASES OF STUDENT MISCONDUCT WHICH WILL NOT SUBJECT A STUDENT TO SUSPENSION OR DISMISSAL)

Authorized personnel as designated by the Dean of Students will handle minor violations of any University regulation or policy stated in the *University Catalog, Student Handbook* or published or announced by the University in any other manner. Disciplinary action in such cases may include one or more of the sanctions listed in *Section IV.L.3*, up to but not including the level of suspension or dismissal. The Coordinator of Residence Life (or other authorized personnel designated by the Dean of Students) will handle all cases of a nature not subjecting the student to suspension or dismissal from the University. In these proceedings an accused student will be directed to meet with the Coordinator of Residence Life or designated personnel and discuss the information surrounding an incident appearing to be in violation of policy. Information is collected from all sources surrounding an incident. Based on the information, the Coordinator of Residence Life will determine if a policy violation occurred and the level of responsibility of involved student(s). If a student is found in violation of a policy, sanctions will be imposed. Sanctions imposed for a first offense typically include (but are not limited to): Fines, Disciplinary Probation (for time periods of no less than 4 weeks), and an Educational/ Work Assignment/ Community Service Project related to the violated policy. Depending on the circumstances of the incident, other sanctions may be imposed. *See Section IV.L.3 for further definition.*

If there is a second offense within a disciplinary probationary period, fines will increase, disciplinary probation will be extended, and the educational sanction will become more involved. Again, other sanctions may be imposed based on the circumstances of the incident.

Students who are disciplined for such infractions may file a written appeal to the Dean of Students. Such appeal shall identify the case and contain a concise statement of the reason for the appeal and shall be filed within 72 hours of written or verbal notification of the sanction(s) decision. The Dean of Students shall consider the appeal as promptly as possible and may, in the exercise of the Dean's sole discretion, seek to gather additional information, including, but not limited to, additional statements or explanations from the appealing student. The decision of the Dean of Students in such cases is final and shall not be subject to review by or appeal to any higher authority. Unhappiness or disagreement with the disciplinary action is not grounds for appeal.

2. DISCIPLINARY PROCEDURES FOR MORE SERIOUS MISCONDUCT AND/ OR INFRACTIONS (CASES OF STUDENT MISCONDUCT WHICH MAY SUBJECT A STUDENT TO SUSPENSION OR DISMISSAL, BUT NOT INCLUDING SEXUAL VIOLENCE)

The focus of inquiry and goal of the University's disciplinary procedures is to determine whether standards of conduct or rules and regulations have been violated and to impose sanctions for any such violations as effectively and fairly as reasonably possible under the circumstances. The following procedures can be employed in evaluating misconduct or infractions of a more serious nature. If at any time it appears to the Dean of Students that the student's conduct may present clear and present danger to the campus community, the Dean of Students, in consultation with the University Provost, may suspend the accused student immediately, pending further investigation into the matter.

STEP 1.

Upon being advised of or discovering potential student misconduct, including, but not limited to, the items listed in *Section IV.G.1* above, one or more authorized representatives within the Student Affairs Office shall conduct a reasonable investigation into the nature of the alleged misconduct, which may include a personal interview of the accused student. If, as a result of such investigation, it appears that there are facts supporting a conclusion that the student engaged in misconduct, the matter will be referred to the Dean of Students or Coordinator of Residence Life.

STEP 2.

The Dean of Students and/or the Coordinator of Residence Life when appropriate will review the allegations and evidence obtained in the course of the investigation. The Dean of Students and/or the Coordinator of Residence Life may also, in either of their sole discretions, seek to gather additional information, including, but not limited to, additional statements or explanations from the accused student. After such review, the Dean of Students and/or the Coordinator of Residence Life when appropriate may render a decision regarding whether the alleged misconduct or infraction occurred and what, if any, disciplinary action will be taken.

STEP 3.

The vast majority of decisions made by the Dean of Students shall be final, with no further right to appeal. Unhappiness or disagreement with the disciplinary action is not grounds for appeal. When an appeal is permitted, the decision appealed from will remain operative pending the appeal. A student may appeal a determination of the Dean of Students only in the following very limited circumstances:

- a. There is clear and convincing evidence of a procedural error or irregularity that affected the decision. (Deviations from prescribed procedures do not necessarily invalidate a decision or proceeding. Such errors will only be grounds for reevaluation of a disciplinary decision when it is shown that the accused student or the University was significantly prejudiced by the error or irregularity).
- b. New and significant evidence has become available that was not available at the time of the hearing.
- c. The discipline imposed was suspension, dismissal or termination of the student's housing contract.

All appeals of decisions by the Dean of Students shall be made in writing to the University Provost within 3 business days of written or verbal notification of the challenged decision, or within 10 days of a decision rendered as a result of a formal investigation of violations of the **Policy on Sex Discrimination, Sexual Misconduct and Interpersonal Violence**.

- a. An appeal must present specific information in writing that grounds for appeal exist. Appeals will be reviewed only if grounds exist.
- b. Appeals are reviewed solely on the basis of the written statements of the individual involved in the matter except for the appeals based on the discovery of new information. In such cases, the student will be presented with a reasonable opportunity to present new information not available at the time of the investigation.
- c. The University Provost will review the appeal and render a decision within a reasonable period of time, considering such factors as the University Provost's schedule, other commitments, vacation periods and absence from the University.

3. SANCTIONS

All violations of policy can result in dismissal, suspension, immediate removal from University property, or arrest based on the severity of the violation and the actions of the individuals involved. The following sanctions will be utilized as deemed appropriate and no sanction listed will require previous disciplinary action as a prerequisite to its imposition.

- a. **Disciplinary Warning:** A written statement of reprimand for specified conduct, which also indicates that future violations will result in more severe sanctions.
- b. **Disciplinary Probation:** A sanction which defines a student's status for a specific amount of time; future infractions may result in either probation with restrictions, suspension or dismissal.
- c. **Disciplinary Probation With Restrictions:** A sanction that defines a student's status for a specified amount of time and includes restrictions and/or revocation of campus privileges. The privileges that may be impacted include, but are not limited to, any or all of the following: holding office or membership in any campus student organization; participating in intercollegiate sports; representing the University or its organizations in any public event; or other privileges that seem appropriate. Future infractions may result in suspension or dismissal.
- d. **Disciplinary Suspension:** A student who earns disciplinary suspension will be excluded from the University campus, classes and other on and off campus University activities for a specific period of time. The period of time may range from several days or weeks to the remaining portion of a semester or for a period of time beyond one semester. The student may be asked to seek and/or complete counseling as a condition or term of suspension.

A student given the sanction of suspension is excluded from classes with no right to take tests or make up work missed during the period of suspension. Reinstatement following suspension may be conditional on the continuation of sanctions or restrictions and/or the issuance of new or additional sanctions or restrictions.

This sanction will be noted on the official University transcript including the specific period of time the sanction is in place.

- e. **Disciplinary Dismissal:** Disciplinary dismissal results in the permanent termination of a student's status with the University. The dismissed student is not allowed on campus, permitted to attend classes, or participate in University activities on or off campus. Disciplinary dismissal is permanent and will be noted on the student's official transcript.

- f. **Fines:** The amount of fines will be set at the sole discretion of the University. The fine schedule listed below is a general starting point of possible fines. (*Fines can be less or more based on the severity of the violation and the circumstances surrounding the incident.*)

Alcohol Policy	min. \$50.00
Candle Policy	min. \$50.00
Drug Policy	min. \$100.00
Entrances Policy	min. \$50.00
Failure to Comply	min. \$100.00
Fire Policy.....	min. \$50.00
Guest and Escort	min. \$50.00
Improper Checkout	min. \$25.00
Lost Key	min. \$75.00
Lost Student ID.....	min. \$15.00
Noise Policy	min. \$25.00
Noxious Odor	min. \$50.00
Theft.....	min. \$50.00
Tobacco Policy	min. \$50.00
Unauthorized Entry Policy	min. \$50.00
Vandalism/Damage Policy	min. \$50.00
Visitation Policy	min. \$15.00

This list of violations and fines is **NOT** all-inclusive. Other violations can occur and will result in appropriate fines. Second and subsequent violations will result in higher fines than the ones listed above. This list is simply a general gauge to outline possible sanctions.

- g. **Restitution:** Reimbursement for damage, destruction, theft, or misappropriation of property. This is not a fine, but a charge to repair, replace or compensate for property.
- h. **Notification to Others:** Informing those deemed appropriate. Notification can include the student’s parents or legal guardians when the student is defined as a “dependent” under the law pertaining to such notification, and faculty, advisors, coaches or Student Affairs staff. Notification also may be sent to appropriate University departments (i.e., Student Engagement, Athletics, etc.). Additionally, both parties (complainant and respondent) will be informed of the outcome, including sanction information, on any institutional proceeding pertaining to the University’s Policy on Prohibited Discrimination, Harassment and Related Misconduct (Including Sexual Harassment, Sexual Violence, Sexual Misconduct and Stalking).
- i. **Educational/Work Assignment/Community Service:** An assignment to be completed by a specified time in a satisfactory manner. It can include cleaning, repairing or restoring property, accompanying staff during responsibilities, making signs, coordinating and/ or presenting programs, writing reports, meeting with University officials, assisting staff with responsibilities, or writing one or more letters of apology.
- j. **Counseling:** Students may be asked to seek counseling or other professional assistance when it is believed that conduct is a result of the student’s personal issues or problems.
- k. **Loss of Privileges:** Loss of privileges can include the privileges of visitation; holding office or membership in any campus student organization; participating in intercollegiate sports; representing the University or its organizations in any public event; or other privileges that seem appropriate for a specified period of time.

- l. Removal of Property:** Removal of property (i.e. televisions, Blu Ray players, microwaves, etc.) from University property or a designated area.
- m. Restricted Access:** Restrictions from entering certain designated areas for a specified period of time.
- n. Room Transfer:** Transfer of one or more resident students to another room, floor, section, etc.
- o. Termination of Housing Contract:** Discontinuation of housing for students assigned to a residential unit.
- p. Mandatory Withdrawal from University Housing:** In addition to other sanctions set forth herein, students will be subject to mandatory withdrawal from Seton Residence Hall if they:
 - 1. Engage, or threaten to engage, in behavior that poses a danger of causing physical harm to self or others; or
 - 2. Engage, or threaten to engage, in behavior that would cause significant property damage, or directly and substantially impede the lawful and the educational activities of others.

Noncompliance with disciplinary restrictions or sanctions can result in a hold being placed on a student's registration for the upcoming semester and/or additional disciplinary action.



MOUNT ST. JOSEPH
UNIVERSITY

V. UNIVERSITY POLICIES

A. SEX DISCRIMINATION, SEXUAL MISCONDUCT AND INTERPERSONAL VIOLENCE POLICY

Mount St. Joseph University (the “University”) is committed to providing an educational environment free from discrimination and harassment on the basis of race, color, origin, religion, age, disability, sex (sexual orientation and gender identity) or any other legally protected status. This policy focuses on incidents of sex discrimination (including sexual harassment and sexual misconduct), domestic violence, dating violence, and stalking. For incidents of discrimination, harassment, or retaliation related to race, color, national origin, religion, age, disability, or other legally protected statuses, please see the University’s Equal Opportunity and Non-Discrimination Policy.

This policy applies to all University community members, including students, prospective students, employees, professors, administrators, visitors, or other third-parties. This policy applies not only to conduct occurring within the typical classroom or campus settings, but also to any location owned or operated by the University as well as University-sponsored or University-sanctioned functions taking place outside of those typical settings.

The University expects that all members of its community will help promote a learning environment free from the conduct prohibited under this policy. Any off-campus conduct that has an actual or potential adverse impact on another’s working or learning environment may also violate this policy. The University will consider the effects of off-campus conduct—including conduct that did not occur in the context of an education program or activity—when evaluating whether there is a violation of this policy.

1. SEX DISCRIMINATION, INCLUDING SEXUAL HARASSMENT AND SEXUAL MISCONDUCT

Title IX of the Education Amendments of 1972 prohibits sex discrimination—which includes sexual harassment and other forms of sexual misconduct—in education programs and activities. Educational institutions receiving federal funds must comply with Title IX. If you have experienced sex discrimination, please review this policy for information about your Title IX rights.

Sexual harassment, which includes sexual misconduct, is a form of sex discrimination. Conduct that may constitute sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors and other verbal, electronic, or physical conduct based on sex or of a sexual nature as defined in this policy.

Sexual misconduct includes, but is not necessarily limited to, sexual assault (both non-consensual intercourse and non-consensual sexual contact), sexual exploitation, and indecent exposure as defined in this policy.

2. INTERPERSONAL VIOLENCE, INCLUDING DOMESTIC VIOLENCE, DATING VIOLENCE AND STALKING

Often times, incidents of sexual misconduct also involve other acts of interpersonal violence including but not limited to domestic violence, dating violence, and stalking as defined in this policy. The University prohibits interpersonal violence such as domestic violence, dating violence, and stalking, regardless of whether it is related to conduct of a sexual nature. If you have experienced interpersonal violence including, but not necessarily limited to, domestic violence, dating violence, and stalking, please review this policy for more information.

3. ANTI-RETALIATION

The University will not tolerate any form of retaliation taken against anyone who makes a complaint of conduct prohibited by this policy or anyone who cooperates in the investigation of a complaint of conduct prohibited by this policy.

4. TITLE IX COORDINATOR

The University has designated Paige Ellerman as its Title IX Coordinator. Ms. Ellerman can be contacted at (513) 244-4393. The Title IX Coordinator is the individual responsible for responding to inquiries, addressing complaints, coordinating informal resolutions, formal investigations and adjudications, and coordinating compliance with the University's responsibilities under Title IX of the Education Amendments of 1972. Inquiries, issues, or reports/complaints relating to sex discrimination, sexual misconduct, interpersonal violence or retaliation should be directed to the Title IX Coordinator.

5. DEFINITIONS

Sexual Harassment

Sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors and other verbal, electronic, or physical conduct based on sex or of a sexual nature when:

- such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive working or academic environment; or
- submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic achievement or advancement; or
- submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individuals.

Sexual Assault

Sexual assault includes non-consensual sexual intercourse and non-consensual sexual contact.

Non-Consensual Sexual Intercourse

Non-consensual sexual intercourse means any sexual penetration, however slight, with any body part or object, by any individual upon another that is without consent and/or by force or coercion. Sexual penetration includes vaginal or oral penetration by a penis, object, tongue, or finger; and oral copulation (mouth to genital contact or genital to mouth contact).

Non-Consensual Sexual Contact

Non-consensual sexual contact means any intentional sexual touching, however slight, with any body part or object, by any individual upon another that is without consent and/or by force or coercion. Sexual contact includes intentional contact with the breasts, buttocks, groin, or genitals, or touching another with any of these body parts; making another touch you or themselves with or on any of these body parts; and any intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth, or other orifice.

These definitions of non-consensual sexual intercourse and non-consensual contact are designed to include, but are not limited to, instances of rape or any other sex offenses included in the FBI's Uniform Crime Reporting Program.

Sexual Exploitation

Sexual exploitation includes taking non-consensual or abusive sexual advantage of another for that individual's own advantage or benefit, or to benefit or advantage anyone other than the individual being exploited. Examples of sexual exploitation include, but are not limited to, photographing or recording someone involved in sexual activity or in a state of undress without that person's knowledge or consent; voyeurism; non-consensual streaming or transmitting of images or video of another person involved in sexual activity; or prostituting another person.

Indecent Exposure

Indecent exposure includes the intentional exposure of one's private or intimate parts of the body to another in non-consensual circumstances.

Domestic Violence

Domestic violence includes conduct that would meet the definition of felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction where the conduct takes place, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction where the conduct takes place.

Under Ohio Revised Code § 2919.25, domestic violence is defined and prohibited as follows:

- (a) No person shall knowingly cause or attempt to cause physical harm to a family or household member.
- (b) No person shall recklessly cause serious physical harm to a family or household member.
- (c) No person, by threat of force, shall knowingly cause a family or household member to believe that the offender will cause imminent physical harm to the family or household member.

The complete text of Ohio Revised Code §2919.25 is found at <http://codes.ohio.gov/orc/2919.25>.

An individual need not be charged with or convicted of a criminal offense to be found responsible for domestic violence pursuant to this policy.

Dating Violence

Dating violence means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and; where the existence of the relationship shall be determined based on a consideration of the following factors:

- the length of the relationship;
- other type of relationship; and
- other frequency of interaction between the persons involved in the relationship.

Stalking

Stalking means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others; or suffer substantial emotional distress. Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.

Under Ohio Revised Code §2903.211, menacing by stalking is defined and prohibited as follows:

- (A)(1) No person by engaging in a pattern of conduct shall knowingly cause another person to believe that the offender will cause physical harm to the other person or cause mental distress to the other person. In addition to any other basis for the other person's belief that the offender will cause physical harm to the other person or the other person's mental distress, the other person's belief or mental distress may be based on words or conduct of the offender that are directed at or identify a corporation, association, or other organization that employs the other person or to which the other person belongs.

(A)(2) No person, through the use of any electronic method of remotely transferring information, including, but not limited to, any computer, computer network, computer program, or computer system, shall post a message with purpose to urge or incite another to commit a violation of division (A)(1) of this section.

(A)(3) No person, with a sexual motivation, shall violate division (A)(1) or (2) of this section.

The full text of Ohio Revised Code §2903.211 is found at <http://codes.ohio.gov/orc/2903.211>.

An individual need not be charged with or convicted of a criminal offense to be found responsible for stalking pursuant to this policy.

Consent

Sexual intercourse or sexual contact without consent is a violation of this policy. Consent is permission that is clear, knowing, voluntary, and expressed prior to engaging in and during an act. Consent is active, not passive. Consent requires words and/or actions that demonstrate a voluntary agreement to engage in mutually agreed-upon sexual activity.

- **Both partners must clearly communicate their willingness and permission through mutually understandable words and/or actions.** Consent is a “yes” through words and/or actions, not the absence of the word “no.” Failure to resist sexual advances, silence, and/or prior dating or sexual relationship does not constitute consent. Both partners have the right to revoke their consent at any time during the sexual activity by communicating (verbally or non-verbally) their desire to stop the activity. Consent to one form of sexual contact does not constitute consent to any other form of sexual contact, nor does consent to sexual contact with one person constitute consent to sexual contact with any other person. Additionally, consent to sexual contact on one occasion is not consent to engage in sexual contact on another occasion. There is no requirement that an individual verbally or physically resists unwelcome sexual contact for there to be a violation of this policy.
- **Both partners need to be fully conscious and aware of their actions.** A person is unable to give consent if they are asleep, drugged, intoxicated, unconscious, a minor, mentally or physically impaired, or mentally or physically incapacitated. Signs that a person is intoxicated, incapacitated, or otherwise unable to give consent include, but are not limited to, slurred speech, loss of coordination, passing out, vomiting, and a visual or verbalized feeling of nausea.
- **Both partners must be equally free to act.** The decision to be sexually intimate must be made without coercion or force. Coercion or force includes conduct, intimidation, or express or implied threats of physical or emotional harm that would reasonably place an individual in fear of actual, immediate, or future harm and that is used to persuade or compel someone to engage in sexual conduct.

6. REPORTING

The University encourages any student or employee who has experienced any conduct prohibited by this policy to report such conduct immediately and in accordance with the procedures detailed below. Any student who has witnessed or become aware of any conduct prohibited by this policy should report such conduct immediately and in accordance with the procedures detailed below. Employees who become aware of an alleged violation of this policy are required to report such conduct immediately to the Title IX Coordinator, unless there is a legal privilege of confidentiality.

While the University strongly encourages everyone to report incidents of conduct prohibited by this policy, it recognizes a victim's right to decline such reporting. Nonetheless, if the University is made aware of an allegation of conduct that is prohibited by this policy, the University may have an obligation to investigate and/or take action in response to that conduct, with or without the cooperation of the alleged victim.

Crimes (or any conduct prohibited by this policy which a student may believe is a crime) in progress should be reported immediately to the MSJ Police Department at 513-244-4226 or dial 0 from any campus phone.

Reporting Sex Discrimination, Sexual Misconduct, Interpersonal Violence, or Retaliation

Any student or employee who has been the victim of, witnessed, or become aware of sex discrimination, sexual misconduct, interpersonal violence, or retaliation should report such conduct to the following offices:

- **Criminal complaint**
 - o MSJ Police Department, (513) 244-4226 or dial 0 from any campus phone; additional information regarding reporting emergencies can be found on the MSJ Police Department Webpage
- **Institutional complaint**
 - o Paige Ellerman, Title IX Coordinator, (513) 244-4393, or submit a report/complaint Title IX Reporting.

A student or employee may file a criminal complaint, an institutional complaint, or both.

Anonymous Reporting

Reports of violations of this policy can be made anonymously by calling or texting (513) 244-TIPS or emailing 244TIPS@msj.edu. These anonymous reporting options are available 24 hours a day/365 days a year.

Please note that these anonymous reporting options are not intended for any immediate safety or emergency situations. All immediate safety or emergency situations should be reported immediately to the MSJ Police Department at (513) 244-4226 or dialing 0 from any campus phone.

Written Statement of Rights

Any employee or student bringing forth a complaint of sex discrimination, sexual misconduct, interpersonal violence or retaliation and any employee or student accused of such conduct will be provided with a written statement of their rights, reporting options, and resources.

Campus Security Authorities

Reports of any type of sex discrimination, sexual misconduct, interpersonal violence or retaliation can also be made to any of the University's other designated Campus Security Authorities (CSAs). A list of the designated CSAs can be found at CSA Contact List.

Confidentiality and Support

The University may, to the extent permitted by law, honor a request by a complainant that no investigation be pursued. Confidentiality requests should be made directly to the Title IX Coordinator, Paige Ellerman (513) 244-4393.

If a complainant requests that the University not reveal the complainant's name to the respondent and/or asks the University to not investigate a report, this may limit the University's ability to respond fully to the incident, including pursuing disciplinary action against the respondent. However, in order to ensure a safe and nondiscriminatory environment for all students or if required to report the incident by law, the University may not be able to honor a request for confidentiality. Regarding its obligation to ensure a safe and nondiscriminatory environment, a complainant's request for confidentiality will be determined after considering factors such as the seriousness of the alleged incident, the ages of the individuals involved, other complaints that may have been filed against a respondent, and a respondent's right to receive information maintained by the University as an education record as defined by FERPA.

Additionally, the University has a duty to complete certain publicly available recordkeeping, including reporting and disclosing information about certain crimes pursuant to a federal law known as the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (the “Clery Act”). The University is also obligated to issue timely warnings of crimes enumerated in the Clery Act occurring within relevant geography that represent a serious or continuing threat to students and employees, except in those circumstances where issuing such a warning may compromise current law enforcement efforts or when the warning itself could potentially identify the reporting individual. Duties under the Clery Act will not require the University to report or disclose a complainant’s personally identifying information.

Further, there may be situations where disclosing some information about a complainant is necessary to provide accommodations, interim measures, and/or protective measures. For allegations of conduct related to sex discrimination, sexual misconduct, interpersonal violence or retaliation, the Title IX Coordinator will determine what information about a complainant should be disclosed and to whom this information will be disclosed. Unless extenuating circumstances exist, the complainant will be informed before sharing personally identifying information that the University believes is necessary to provide a safe and non-discriminatory environment, to provide an accommodation, and/or to provide any protective measures.

If a student or employee tells a Campus Security Authority (CSA) about a criminal incident that was not reported to the MSJ Police Department, the CSA is required to report the information to MSJ Police Department.

Students may seek support from the University’s Wellness Center [MSJ Wellness Center](#). Counselors and/or licensed health care professionals such as nurses and physicians are available to students through the Wellness Center. These trained professionals can provide students with counseling, information, and support in a confidential setting. Information shared by a student with a confidential resource at the University will not be disclosed to anyone else, including the University, except under limited circumstances. Incidents reported to a confidential resource will not be included in the University’s annual crime statistics. These confidential resources available at the Wellness Center will not share information about a student (including whether that individual has received services) without the student’s express permission, unless there is a continuing threat of serious harm to the individual patient/client or to others or there is a legal obligation to reveal such information. These support service providers are also available to help a student make a report to the University.

For employees, support from healthcare professionals may be available through the TriHealth Employee Assistance Program (EAP). The EAP is a benefit provided to all full-time and pro rata faculty and full-time, pro rata, and benefit-eligible part-time staff and members of their immediate households. The EAP may provide employees with assessment, short-term counseling, referral and follow up services. All EAP services are offered to eligible faculty, staff and household members free of charge. The TriHealth EAP can be contacted at (513) 891-1627, at 1-800-642-9794, or at www.TriHealthEAP.com. Information shared by an employee with a confidential resource through the EAP will not be disclosed to anyone else, including the University, except under limited circumstances. Incidents reported to a confidential resource through the EAP will not be included in the University’s annual crime statistics. These confidential resources available through the EAP will not share information about an employee (including whether that individual has received services) without the employee’s express permission, unless there is a continuing threat of serious harm to the individual patient/client or to others or there is a legal obligation to reveal such information.

A complainant is encouraged to make a report even if the complainant is not seeking disciplinary action against the respondent. The University will make every effort to respect a complainant's autonomy in determining how to proceed. Support and resources are always available to a complainant regardless of the chosen course of action. Receiving a report of an incident permits the University to keep records of reported incidents and determine the appropriate response and the potential need to alert the University community to potential danger. Reported incidents will also be included in the University's annual crime statistics as required.

Interim Measures

Interim measures, also known as accommodations, may be available upon receipt of a report of conduct allegedly in violation of this policy. Interim measures are typically put in place in order to stop and prevent the recurrence of behavior and/or improve the impact of behavior. Interim measures include, but are not necessarily limited to, "no contact" orders, transportation assistance or security escorts, and/or adjustments in employment, academic schedule, housing, and extracurricular arrangements and activities. Such steps will be designed to minimize the impact of the alleged conduct on the employment and/or educational programs of the parties involved. Interim measures connected to reports of sex discrimination, sexual misconduct, interpersonal violence or retaliation are typically determined by the Title IX Coordinator.

Individuals requesting additional interim measures or experiencing difficulty with interim measures that have been approved should immediately contact the Title IX Coordinator. Interim measures will be available to a complainant regardless of whether the complainant chooses to participate in a hearing against a respondent or whether the complainant chooses to report the incident to law enforcement. Interim measures will also be available to any respondent. To the extent possible, any interim measures that are provided will be confidential.

An individual may also consider seeking a protection or restraining order through a court of law. A protection or restraining order is a temporary order intended to help provide safety and protection from other individuals. If you have a protection or restraining order against someone and that person violates the order in any way, law enforcement may be able to arrest that person and charge that person with a violation of the order. If needed and to the extent possible, the University will provide assistance in obtaining a protection order. To the extent possible, any such protective measures will be confidential. **Please contact the Title IX Coordinator for more information about these protective measures, including obtaining contact information for law enforcement agencies and/or the prosecutor's office.**

Other Available Resources

Any complainant and respondent will be notified upon request regarding medical, counseling, victim advocacy support, respondent advisor support, legal assistance, visa and immigration assistance, student financial aid assistance, and pastoral resources available through the University or through external referral sources.

Good Samaritan/Amnesty Policy

The University values a safe environment conducive to learning and is committed to ensuring the safety and well-being of each student and employee. The University is also committed to providing guidance so that all members of the University community develop a responsible approach to social challenges, including whether to use alcohol, how to do so in moderation, and how to comply with local, state, and federal laws governing alcohol consumption.

Additionally, the University encourages reporting of conduct prohibited by this policy and seeks to remove any barriers to making a report. The University recognizes that an individual who has been drinking alcohol or using drugs at the time of an incident may be hesitant to make a report because of potential consequences for their own conduct. An individual that reports conduct prohibited by this policy, either as a reporting party or a witness, will not be subject to disciplinary action by the University for the individual's own personal consumption of alcohol or drugs at or near the time of the incident, provided that any such violation did not and does not place the health or safety of any other person at risk.

7. INVESTIGATORY PROCEDURES

Criminal Complaints

Ohio state and/or federal law will apply and the matter will follow criminal processes through a police investigation, a referral to the Hamilton County Prosecutor's Office, and/or the criminal court system for resolution.

Institutional Complaints

The University's investigation of reports/complaints of policy violations is different and separate from a criminal complaint investigation by any law enforcement agency. An ongoing law enforcement investigation does not relieve the University of its obligation to investigate allegations of conduct prohibited by this policy. In cases involving potential criminal conduct, University personnel must determine, consistent with federal, state, and local law, whether appropriate law enforcement agencies or other authorities should be notified. Conduct may constitute a violation of this policy and result in disciplinary action by the University even if a law enforcement agency and/or court of law determines that the conduct did not constitute a crime.

All reports/complaints of conduct potentially in violation of this policy involving students and employees that are reported to the MSJ Police Department will also be referred to the Title IX Coordinator for a determination into whether it should be investigated under this policy.

Informal Resolution of Institutional Complaints

In appropriate circumstances, and with the approval of the complainant and respondent, the Title IX Coordinator may attempt informal methods to resolve a report of an alleged policy violation without the need for additional proceedings. When informal resolution of an institutional complaint is pursued, the Title IX Coordinator will provide written notice to the complainant and respondent regarding (1) the allegations; (2) the voluntary nature of the informal resolution process and the availability of a formal investigation at all times; and (3) any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared. Effort will be made to resolve an institutional complaint within sixty (60) days of the filing of a report. The objective of the informal process will be to resolve the complaint to the mutual satisfaction of the parties involved, if possible.

Formal Investigation of Institutional Complaints

In instances where informal methods of resolution are inappropriate or declined, a formal investigation will be conducted.

While all investigations will vary due to the individual circumstances surrounding the particular report/complaint, formal investigations under this policy will typically involve the following:

1. **Initial Review:** Preliminary review of any report/complaint by the Title IX Coordinator to determine whether, on its face, a violation of the policy is alleged and a formal investigation is needed.
2. **Title IX Team Assignment:** Formal investigations are coordinated by the Title IX Coordinator. The Title IX Coordinator will assign University employees who are trained to conduct each stage of the formal investigation process. The Title IX Team Members consist of University employees trained in the areas of Title IX investigations, probable cause determinations, adjudication processes, appeal processes and the University's policy.

Prior to the start of a formal investigation, the Title IX Coordinator will send a written "Initial Title IX Team Assignment" to the complainant(s) and respondent(s), which will include the names of the Title IX Team Members assigned to the particular report/complaint and each Title IX Team Member's assigned role, as follows:

- Title IX Investigator(s) (more than one member may be assigned)
- Probable Cause Official

- Adjudication Hearing Panel (three members)
- Title IX Appellate Official
- Alternate (one member, in the event that any assigned Title IX Team Member becomes unavailable)

If any complainant and/or a respondent believes that any Title IX Team Member assigned to the particular report/complaint has a conflict of interest, the party must contact the Title IX Coordinator in writing no more than seven (7) days (excluding University holidays) of receiving the Initial Title IX Team Assignment with an explanation of the Title IX Team Member's alleged conflict of interest (a "Conflict of Interest Notice"). In the event that the Title IX Coordinator timely receives a Conflict of Interest Notice, the Title IX Coordinator will make any substitutions the Title IX Coordinator deems appropriate.

Similarly, if an assigned Title IX Team Member believes that the particular report/complaint poses a conflict of interest for the individual, the Title IX Team Member will contact the Title IX Coordinator immediately and the Title IX Coordinator will make any substitutions the Title IX Coordinator deems appropriate.

After the Conflict of Interest Notice period has passed, the Title IX Coordinator will send a written "Final Title IX Team Assignment" to the complainant(s) and respondent(s).

1. Title IX Investigator(s) Notification: The Title IX Investigator(s) will send written notification to any complainant and the respondent that the formal investigation has commenced, along with the relevant conduct provision(s) at issue and the potential sanctions and disciplinary actions if a violation of the policy is found.
2. Interviews: The Title IX Investigator(s) will conduct interviews of the complainant(s), the respondent(s), and any witnesses identified by those parties. The respondent(s) shall be provided a copy of any written report/complaint or otherwise informed of the substance of any complainant's allegations. Similarly, the complainant(s) shall be provided with a copy of any written response provided by a respondent or otherwise informed of the substance of any respondent's response to the allegations.
3. Consideration of Evidence by Title IX Investigator(s): The Title IX Investigator(s) will gather and examine relevant documents or evidence (e.g., law enforcement investigatory records, student and/or personnel files, etc.). Both the complainant and respondent will be asked to provide a list of possible witnesses as well as any written or physical evidence (e.g., text messages, social media postings, emails, photos, medical records, etc.) that they wish to be considered by the Title IX Investigator(s).
4. Prepare Investigation Report: The Title IX Investigator(s) shall prepare an Investigation Report complete with a summary of interviews, relevant documents, and next steps.
5. Distribute Investigation Report: The Title IX Investigator(s) shall provide any complainant and respondent with access to the Investigation Report as well as any non-confidential documents or evidence gathered by the Title IX Investigator(s) that were used to prepare the Investigation Report to the parties.

Any complainant and respondent has a right to be accompanied by one advisor or support person of the individual's choosing during any meeting with the Title IX Investigator(s). That advisor or support person may not be someone who is a potential witness in the investigation. The advisor or support person is permitted to provide support, not advocate for the party or impede the investigation.

Efforts will be made to complete a formal investigation within 60 days of receiving the initial report/complaint. If the University is unable to complete a formal investigation within 60 days of receipt of a report/complaint, the Title IX Coordinator will notify any complainant and any respondent in writing of the need for additional time, the reason(s) that additional time is needed, and an approximate date for completion of the formal investigation.

8. ADJUDICATION PROCEDURES

Probable Cause Determination

Upon completion of the Investigation Report, the Title IX Investigator(s) will deliver the Investigation Report as well as any non-confidential documents or evidence gathered by the Title IX Investigator(s) that were used to prepare the Investigation Report to the assigned Probable Cause Official.

Within seven (7) days (excluding University holidays) of receiving the Investigation Report, the Probable Cause Official will determine whether there is probable cause to believe that a violation of this policy occurred. In the event the Probable Cause Official determines that there is probable cause to believe that a violation of this policy occurred, the Probable Cause Official will issue a “Notice of Violation” in writing to any respondent and provide a copy of the Notice of Violation to any complainant. In the event that the Probable Cause Official does not find that there is probable cause to believe that a violation of this policy occurred, the Probable Cause Official will issue a “Notice of No Violation” in writing to any complainant and provide a copy of the Notice of No Violation to any respondent.

Request for Adjudication Hearing

If probable cause is found and a Notice of Violation is issued, a respondent will have seven (7) days (excluding University holidays) to request an Adjudication Hearing. A request for an Adjudication Hearing must be made in writing and timely delivered to the Title IX Coordinator. If a respondent does not request an Adjudication Hearing within seven (7) days (excluding University holidays) of receiving a Notice of Violation or otherwise takes responsibility for the alleged conduct, the matter will proceed for consideration as to the discipline/sanction(s) to be issued by the Probable Cause Official.

If probable cause is not found and a Notice of No Violation is issued, a complainant will have seven (7) days (excluding University holidays) to request an Adjudication Hearing. A request for an Adjudication Hearing following a Notice of No Violation must be in writing and timely delivered to the Title IX Coordinator. If a complainant does not timely request an Adjudication Hearing following a Notice of No Violation or advises the Title IX Coordinator in writing that the complainant will not request such a hearing, the matter will be considered closed.

Adjudication Hearing

Within seven (7) days (excluding University holidays) of receiving a timely request for an Adjudication Hearing from a respondent, the Title IX Coordinator will contact all parties in writing to notify them that (i) the three (3) previously assigned Adjudication Hearing Panel members will preside over the Adjudication Hearing, and (ii) to offer all parties the opportunity to request one (1) pre-hearing meeting with the Title IX Coordinator. Pre-hearing meetings are not mandatory and are designed to allow the parties to ask questions regarding the Adjudication Hearing as well as to again review the Investigation Report or any non-confidential documents or evidence gathered and used to prepare the Investigation Report. Each party is permitted to be accompanied by their support person or advisor during any pre-hearing meeting.

After all requested pre-hearing meetings conclude (or after they are declined), the Title IX Coordinator will notify the parties of the date, time, and location of the Adjudication Hearing. The parties will receive at least ten (10) days’ notice (excluding University holidays) of the Adjudication Hearing.

At least five (5) days (excluding University holidays) prior to the scheduled Adjudication Hearing, each party must identify in writing to the Title IX Coordinator any and all witnesses and evidence the party intends to present at the Adjudication Hearing. Unless extenuating circumstances exist as determined by the Title IX Coordinator, witnesses and evidence that were not disclosed or identified to the Title IX Investigator may not be presented at the Adjudication Hearing. The Title IX Coordinator will promptly notify each party of the other party’s list of witnesses and evidence for the Adjudication Hearing.

Adjudication Hearings are closed to the public. Each party is permitted to have one support person or advisor present. The support person or advisor is not permitted to participate as a vocal advocate during the Adjudication Hearing. The Title IX Investigator(s) shall be present at the hearing.

At the Adjudication Hearing, each party will be permitted to give an opening statement. Each party will then be permitted to present evidence and/or witnesses. A party will be permitted to pose questions of the other party and/or the other party's witnesses, but the questions must be first submitted to the Adjudication Hearing Panel and the Adjudication Hearing Panel will ask the questions on the party's behalf. The Adjudication Hearing Panel retains discretion to refrain from asking questions it believes are irrelevant or unnecessary and/or to exclude the presentation of any witnesses or evidence. For example, information about a party's prior sexual history with persons other than the other party and information about a party's mental health diagnosis/treatment may be excluded. Similarly, evidence of a party's past policy violations and/or criminal history may be excluded. Each party will be permitted to make a closing statement.

Within seven (7) days (excluding University holidays) of the conclusion of the Adjudication Hearing, the Adjudication Hearing Panel will issue a written "Hearing Panel Decision." The Adjudication Hearing Panel will use a preponderance of the evidence (i.e., "more likely than not") standard to determine whether or not an alleged policy violation occurred. The decision need not be unanimous. The Adjudication Hearing Panel will also issue a written recommendation on any discipline or sanctions to be imposed in the Hearing Panel Decision, if applicable. The Adjudication Hearing Panel may consider prior policy violations, among other things, when considering the level of recommended discipline.

The Title IX Coordinator will promptly provide written notice to the parties of the Hearing Panel Decision. The Title IX Coordinator will also notify the parties of their right to appeal the Hearing Panel Decision and, if applicable, the sanctions or disciplinary measures recommended. The decisions contained in a Hearing Panel Decision, including recommended sanctions or disciplinary action, is final unless a Hearing Panel Decision is timely appealed under this policy. If an appeal is timely submitted, any recommended sanctions or discipline will be stayed until resolution of the appeal process.

Appeal of Hearing Panel Decision

After the Title IX Coordinator notifies the parties of the Hearing Panel Decision, parties will have seven (7) days (excluding University holidays) to submit a "Written Appeal of Hearing Panel Decision" to the previously assigned Title IX Appellate Official.

The only bases for a party to appeal a Hearing Panel Decision are: (1) a procedural error that has significantly impacted the outcome of the Adjudication Hearing; (2) the introduction of previously unavailable relevant evidence which would have significantly impacted the outcome of the Adjudication Hearing; or (3) where the discipline/sanction is substantially disproportionate to the Adjudication Hearing Panel's findings.

If either party timely appeals a Hearing Panel Decision, the other party will have seven (7) days (excluding University holidays) from receipt of a copy of the appeal to submit a "Written Opposition to Appeal" to the Title IX Appellate Official. Upon receipt of the Written Opposition to Appeal or the passing of the timeframe allowed to submit a Written Opposition to Appeal, the Title IX Appellate Official will consider the appeal and will promptly issue a "Decision on Appeal." The Title IX Appellate Official has the authority to determine that appeal criteria has not been met, to affirm the Hearing Panel Decision, reverse the Hearing Panel Decision, remand the matter back to the Adjudication Hearing Panel to consider additional evidence or remedy a procedural error, or alter the discipline/sanctions that were recommended in the Hearing Panel Decision. Any Decision on Appeal will be issued in writing to both parties and is final.

All of the timeframes set forth in the Adjudication Procedures may be extended by a showing of good cause. Any request for an extension of time must be submitted to the Title IX Coordinator and may be granted or denied in the Title IX Coordinator's sole discretion. All parties involved will be promptly notified if a time extension has been granted.

9. POSSIBLE DISCIPLINE/SANCTION(S)

If it is determined that an employee of the University has engaged in conduct in violation of this policy, the employee will be promptly disciplined, up to and potentially including termination of employment, depending on the seriousness of the offense and individual circumstances. Possible sanctions and corrective actions include, but are not limited to, discrimination or harassment education, counseling, reassignment, no contact orders, demotion, suspension, non-reappointment, and termination from employment.

If it is determined that a student has engaged in conduct in violation of this policy, the student will be promptly disciplined with penalties up to and including suspension or dismissal from the University. Other sanctions include, but are not limited to, disciplinary warning, disciplinary probation, disciplinary probation with restrictions, no contact orders, fines, restitution, notification to others, educational/work assignment/community service, counseling, loss of privileges, restricted access, room transfer, termination of housing contract, or mandatory withdrawal from University housing.

Where a student or employee has been found to have engaged in conduct in violation of this policy, the University will take appropriate steps to prevent recurrence and to correct discriminatory effects on the complainant, the campus, and others, as necessary.

10. KNOWINGLY FALSE INFORMATION

If it is determined by the University in its sole discretion that any individual involved in an investigation of a potential violation of this policy has deliberately or knowingly provided false information to those administering this policy, the individual will be subject to discipline, up to and including termination of employment or dismissal from the University.

11. RIGHT TO FILE CRIMINAL COMPLAINT AND/OR WITH A GOVERNMENT AGENCY

Nothing in this policy should be construed as impeding or prohibiting an employee or student from pursuing a criminal complaint with the appropriate internal or external law enforcement agency or in filing a complaint with the appropriate external governmental agency. Although an employee or student with a concern or complaint is encouraged to attempt to resolve his/her grievance within this procedure when appropriate, each individual has the right to file a grievance/charge directly with the Department of Education's Office for Civil Rights, the Ohio Civil Rights Commission, or any other applicable state or federal agency.

Laws and regulations prohibiting sex discrimination, sexual misconduct, interpersonal violence, and retaliation in institutions of higher education include Title VI and Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972. The Campus Sexual Violence Elimination Act (SaVE Act) amends the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (known as the Clery Act).

12. EDUCATION, TRAINING AND RESOURCES

The University offers a variety of education, training and support resources to students and employees related to sex discrimination, interpersonal violence and retaliation. Information about education and training provided by the University can be found in the Sex Discrimination, Sexual Misconduct and Interpersonal Violence Policy. Information about additional resources for students and employees related to sex discrimination, sexual misconduct, interpersonal violence and retaliation can be found in the Sexual Misconduct Brochure.

If your report/complaint involves discriminatory, harassing, or retaliatory conduct based on race, color, national origin, religion, age, disability, or another legally protected status, please refer to the University's Equal Opportunity and Non-Discrimination Policy. If your report/complaint relates to student disability accommodations, please refer to the University's Student Accommodation Grievance Procedure.

B. PROTECTION OF MINORS POLICY

Mount St. Joseph University values the health, safety, and wellbeing of minors and is committed to providing a safe environment for minors on campus and who participate in University programs. In keeping with this value and to fulfill this commitment, the University has adopted this Protection of Minors Policy (“Policy”). This Policy applies to all members of the University community and all offices, divisions, and departments of the University. Failure to comply may lead to disciplinary action, up to and including dismissal, and revocation of the opportunity to use University property or facilities. For purposes of this Policy, a minor is a person, other than an enrolled University student, who is less than 18 years of age.

When participating in University sponsored or University affiliated programs and activities that involve minors, students and faculty and staff must:

- Always be vigilant in protecting the wellbeing and safety of minors with whom they interact on campus or elsewhere.
- Review the informational material about the signs of abuse and neglect of minors in our Protection of Minors Training Program.
- Watch for signs of minor abuse or neglect and promptly report suspected instances of abuse or neglect, or violations of this policy or law, as provided in the Protection of Minors Training Program.
- Before engaging in any University sponsored or University affiliated program or activity involving contact with minors, meet the requirements of the Protection of Minors Procedures and meet any additional requirements that relate to the specific program or activity.

All camps, events, programs, and activities that are intended for minors and that take place on campus, in University facilities, or under the supervision of the University, whether operated by the University or third parties (“Programs”), are subject to this Policy with the following exceptions:

- (1) undergraduate and graduate academic programs in which minors are enrolled for academic credit;
- (2) research programs subject to the review and approval of an Institutional Review Board (IRB) sponsored by the University or authorized by the University to provide oversight concerning such research programs;
- (3) events on campus which are open to the general public and which minors attend at the sole discretion of their parent(s) or guardian(s);
- (4) Discovery & Get Acquainted Days, single day campus visits by prospective students not involving an overnight stay and such other similar, ongoing programs as may be designated from time to time by the appropriate administrative officer in advance and in writing as exempted from this Policy.

Any requests for clarification as to whether a particular program or activity is subject to this Policy, or a request for a waiver to this Policy, should be sent to the Vice President of Compliance, Risk, and Legal Affairs/General Counsel.

This policy applies to such programs and activities whether they are limited to daily activities or involve the housing of minors in the residence hall or other facilities. In order to promote the safety and general welfare of all minors participating in programs at the University, it is the policy of Mount St. Joseph University that all minors participating in programs must be reasonably and appropriately supervised by an Authorized Adult who will be considered the Program Director (“Program Director”).

C. ADVERTISING POLICY

The University has adopted standards for placement of advertisements on campus. Advertisements posted on campus are for events sponsored by University departments and student organizations ONLY. Advertisements on campus can be no larger than 11"x17". The following steps must be taken to approve and post advertising on campus:

1. Provide a copy of the advertisement to one of the following offices for review and approval:
 - a. Office of Student Engagement and Leadership (Harrington 139)
 - b. Office of Student Affairs (Seton 132)
2. Approved advertising will be stamped by an office representative, and the sponsoring office or organization can make copies for posting on general-use bulletin boards. Approved advertisements must include the following:
 - a. Event name
 - b. Time/date (start and end)
 - c. Location
 - d. Description
 - e. Who to contact

For best visual impact, create posters with fewer words, larger fonts and avoid using light colored font on light colored backgrounds.

Advertising can be posted in the following ways on campus:

1. **Email:** Advertising can be sent to appropriate audiences via MSJ email. Please limit posts to no more than three times per event.
2. **Mount Roar!:** A JPEG or PDF file of the approved advertisement for posting to the Mount Roar! student app can be provided to the Student Technology Engagement Manager, Sierra Henline, at sierra.henline@msj.edu.
3. **Flyers:** Flyers can be posted on all general-use bulletin boards on campus. Do not post flyers on departmental bulletin boards unless you receive permission from the department to which it belongs.
 - a. A complete list of general-use bulletin boards is held in the Offices of Student Engagement and Leadership and Office of Student Affairs.
 - b. Twelve copies of the approved advertisement can be provided to the Office of Residence Life for Resident Assistants to post in Seton Residence Hall.
4. **myMount:** Campus events should be added to the myMount University calendar. Departments and student organizations can post to myMount through their respective calendars on their myMount groups.
5. **Sidewalk chalking:** Sidewalk chalk is permitted on sidewalks in the University Quad and campus sidewalks.
6. **Table tents and napkin holders:** Posting using table tents and inserts for napkin holders in the Harrington Food Court and Fifth Third Dining Hall tables are permitted. Contact AVI Foodsystems (513-244-4633) for approval.

Easels/Stand alone advertisement boards: Easels and/or standalone boards are not intended for Advertising, and can ONLY be placed on the day of the event outside the event space room or event building main entrance. No more than two easels are permitted at building entrances. Signage size is limited to 24"x36".

All items not approved or posted in areas that are not permitted will be removed.

D. CANCELLATION OF CLASSES

In the event that **INCLEMENT WEATHER** or **SOME OTHER REASON NECESSITATES THE CLOSING OF THE UNIVERSITY**, the decision will be announced on the local radio and TV stations that announce local school and business closings. The decision is usually made by 6:00 AM for day classes, and by 3:00 PM for evening classes. Information about the closing will also be communicated to current students, faculty and staff through the Mount's MountSafe network. Three types of announcements are possible:

No Classes - means that classes are canceled and the faculty and students should not report for classes. Staff, however, are expected to report.

University Closed - means that classes are canceled and University offices are closed. Faculty, students, and staff should not come to the campus. Essential personnel are expected to report. The announcement that the university is closed will include information about whether the closure is for the day, the evening, or both.

Delay - when a delay is announced, a start time will always be announced with it. Faculty, students, and staff should come to campus at the announced start time. Classes that are 50-75 minutes long, and scheduled to begin before the start time, are canceled and University offices closed until the start time. Classes scheduled to begin at or after the start time will begin at their regular time. Classes that are longer than 75 minutes, and scheduled to begin before the start time, will meet for a shortened class period, beginning at the start time.

For example, if the University opens at 10 AM:

- a 50-75 minute class scheduled prior to 10 AM will not be held.
- a 120 minute class scheduled to meet from 9-10:50 AM will meet for 50 minutes.
- a 50 minute class scheduled to meet at 10 AM would begin meeting at 10 AM and meet for the full time scheduled.

Students should check their course syllabus or speak with their instructor regarding any additional policies related to the inclement weather attendance policy that impact that particular class. Information about canceling Evening and Saturday classes is not necessarily the same as that regarding day class cancellations or delays. It is possible that the University would be open during the day but closed in the evening if the weather worsens. In that case, a decision to close for the evening will be made by 3 PM. Canceling classes for a Friday evening does not necessarily mean that they are cancelled for Saturday. The decision to close Saturday will be made early in the morning (by 6 AM) and once again announced over the radio and TV stations.

Whenever an accelerated class is canceled, it will be made up at the discretion of the faculty member. If rescheduled, the course instructor is responsible for working out with students in the course, when and where the make-up class will be held.

The Mount is very reluctant to cancel classes without necessity. Weather conditions throughout the area are often not uniform. Each student must make a responsible decision about whether to come to the University when driving conditions are bad. Instructors will be considerate of students who feel it necessary to make the decision not to come because of weather conditions. If the University is open and an instructor is unable to attend, he/she is responsible for notifying the students and will make arrangements for making up the content missed. If the University is open and the instructor is not in the classroom at the scheduled class time, students are expected to allow faculty 30 minutes before leaving.

E. FUNDRAISING

To protect institutional and donor interests, the following fund raising policies will apply to all employees and students of Mount St. Joseph University.

For the purposes of this policy, fundraising is defined as any effort by an individual or group employed by or enrolled at Mount St. Joseph University that is intended to secure gifts or grants for any purpose directly or indirectly related to the University from any external source, including government agencies, corporations, foundations, individuals, and organizations.

1. All fundraising programs conducted by or associated with Mount St. Joseph University must be pre-approved by the Division of Institutional Advancement. This includes all personal, telephone, event, and mail solicitations. Exempted from this policy are campus-based fundraising efforts that do not involve off-campus activities and/or audiences, with the exception of student-led fundraisers, which must be approved by the Office of Student Engagement and Leadership prior to approval from the Division of Institutional Advancement.
2. All applications for support to government agencies, foundations, corporations, and individuals, that directly or indirectly involve Mount St. Joseph University, must first be submitted, to the department chair and then to the appropriate line officer for approval, along with a one- or two-page summary of the proposed project. Upon approval, the application/summary is then to be submitted to the Division of Institutional Advancement to ensure coordination of all grant requests.
3. All information on alumni, non-alumni individuals, corporations, foundations, and other University gift sources is to be maintained by the Division of Institutional Advancement. No individual may establish or maintain a database for purposes of individual, departmental, or institutional fundraising apart from the official database maintained by personnel in the Division of Institutional Advancement.
4. All in-kind contributions (gifts of equipment, supplies, services, etc.) must be approved by the Division of Institutional Advancement before acceptance. Donated equipment must be in working order and have a remaining useful life of at least two years.
5. No employee, student, or alumna/alumnus of Mount St. Joseph University may use the University's mailing list to promote products, services, or personal opinions, unless such use is approved by the Division of Institutional Advancement and President's Cabinet.
6. No off-campus agency, organization, or individual may use the University's mailing list to promote products, services, or personal opinions, unless such use is approved by the Division of Institutional Advancement and President's Cabinet.
7. Requests for fundraising activities will only be considered if the "agency" is qualified as a non-profit charity. (The "agency's" mission will be pre-reviewed by the VPIA for appropriateness.)

The Division of Institutional Advancement is prepared to provide a full range of fundraising services to the campus community. These include the identification of potential gift sources, assistance with grant preparation and submission, suggestions about fundraising strategies and tactics, the production of mailing-lists, and donor recognition and management.

To receive approvals for and assistance with a fundraising project or to use the institutional mailing lists, contact must be made at least two months prior to the grant application deadline or proposed date for the fundraising program. In all cases, University fundraising priorities are approved by the Office of the President, in consultation with the President's Cabinet.

F. LOBBYING AND POLITICAL ACTIVITY

As a non-profit, private institution of higher education whose activities are regulated in part by Section 501 (c) (3) of the Internal Revenue Code (IRS), the University is prohibited from participating in political campaigns for candidates or ballot initiatives and is restricted in conducting lobbying activities. Violation of IRS regulations could have serious ramifications for the University, including loss of its tax-exempt status.

1. LOBBYING ACTIVITY

Lobbying is generally defined as communicating, directly or indirectly, with policymakers for the purpose of trying to influence legislation, whether federal, state, local, or foreign (non-U.S.).

Mount St. Joseph University faculty, staff and students with an interest in engaging in lobbying in their capacity as a member of the Mount community must notify the appropriate administrative officer who will consult with President's Cabinet. If it is determined that a lobbying activity is appropriate, it will be coordinated through the Office of the President. Such activity includes, but are not limited to, "call to action" letters often encouraged by professional interest or membership groups associated with higher education.

Where lobbying activity is permitted, it is Mount St. Joseph University's policy to adhere strictly to limitations on lobbying expenditures imposed by the Internal Revenue Service, the Higher Education Opportunity Act, foundation, government, and other funders. The University is specifically prohibited from using any funds under the Higher Education Act to attempt to influence a member of Congress in connection with any federal grant, contract, loan, or cooperative agreement and must demonstrate and certify to the Secretary of Education that we have not used any funds under the Higher Education Act for purposes covered in this policy. No student aid funding under HEA may be used to hire a registered lobbyist or to pay for securing an earmark. The University is also required to report lobbying expenditures annually to the IRS on Form 990.

2. POLITICAL ACTIVITY

Under the Internal Revenue Code, all section 501(c)(3) organizations are absolutely prohibited from directly or indirectly participating in, or intervening in, any political campaign on behalf of (or in opposition to) any candidate for elective public office. The prohibition applies to all campaigns at the federal, state, local, and foreign levels. Violation of this prohibition may result in denial or revocation of the University's tax-exempt status and the imposition of certain excise taxes.

Political campaign intervention includes any and all activities that favor or oppose one or more candidates for public office. The prohibition extends beyond candidate endorsements to include contributions to political campaign funds or public statements of position (verbal or written) made by or on behalf of the University in favor of or in opposition to any candidate for public office, distributing statements prepared by others that favor or oppose any candidate for public office, or allowing a candidate to use the University's assets or facilities if other candidates are not given an equivalent opportunity. These prohibitions extend to both the content of the public and inside pages of the University's website as well as links to related and unrelated organizations that encourage, recommend or otherwise urge viewers to use the link to get information about specific candidates and their positions on specific issues.

Certain activities will require an evaluation of all the facts and circumstances to determine whether they result in political campaign intervention. Plans to invite a candidate for public office to campus or to host an election-related activity must be discussed with the Vice President of Compliance, Risk, and Legal Affairs/General Counsel and approved by President's Cabinet prior to issuing an invitation or arranging the event.

All employees of the University are entitled and encouraged to participate or not, off hours, as they see fit, as individuals in the election process provided that speaking or acting in the name of Mount St. Joseph University is prohibited; and further, if Mount St. Joseph University is identified, that the opinions that are expressed are clearly identified as those of the individual and not the University.

Faculty, staff and students may decide to run for public office while at Mount St. Joseph University. To ensure compliance with IRS regulations and University policy, including conflict of interest and/or a conflict of commitment, a plan to manage potential conflicts must be established upon declaration of candidacy. An employee intending to seek public office must inform said employee's supervisor and appropriate administrative officer to develop a plan to avoid conflicts of interest. Students intending to seek public office must inform the Dean of Students to develop a plan to avoid conflicts of interest. It is requested that this notification come as soon as the employee or student is considering becoming a candidate, but in all cases, the aforementioned plan to manage political conflicts must be established and approved by the employee's administrative office, or the Dean of Students when involving students, prior to declaring candidacy.

G. MISSING PERSONS

All reports of missing persons are taken seriously and investigated fully until the person is located. Any on campus resident student who is deemed missing, regardless of length of time, should be reported immediately to the MSJ Police Department in person or by calling 513-244-4226 or from any campus phone. Anyone receiving a missing student report should immediately bring it to the attention of the MSJ Police Department. ADD: Students who reside off campus should contact their local police department having jurisdiction where the residence is located to report a missing person.

Resident students may name a confidential contact person or persons whom University officials, MSJ Police Department, or other law enforcement can notify if they are missing. Residents wishing to utilize this resource should do so by obtaining a missing person contact card at the Office of Student Affairs. REASON: The card cannot be a "confidential record" if it is a record maintained by the Police Department. This would be considered a "Public Record" based on Ohio Public Records Law and no "confidentiality can be promised. However, if it is a record maintained by the Office of Student Affairs, it is likely "confidential" because of FERPA guidelines. . Completed cards may be accessed only by authorized campus officials. Those officials may disclose the contact information only to law enforcement officials and only for the purpose of a missing student investigation.

In the event the student is under the age of 18 a custodial parent or guardian will be notified. Notifications to confidential contacts, custodial parents or guardians will occur within 24 hours. . When appropriate, a missing person notice will be reported through Regional Crime Information Center (RCIC). Notification may also be made to law enforcement in the missing student's home location. All reports of missing students who reside within campus housing will be investigated thoroughly by the MSJ Police Department. All procedures as outlined in sections 2901.30, 2901.40 and 2901.41 of the Ohio Revised Code will be followed.

H. SALES AND SOLICITATION POLICY

Sales and solicitations are not permitted at the University. Exceptions are subject to the discretion of the Dean of Students. Sales and solicitations within the residence hall are subject to the discretion of the Coordinator of Residence Life.

I. STUDENT COMPLAINT POLICY

Students may register concerns in a variety of ways ranging from informal conversations, formal appeals, to feedback on evaluation surveys. If a student wants to register a formal complaint it must be submitted in writing or by email (the official communication medium at the Mount). Written/emailed formal complaints should describe the issue or concern and must include the student's name, signature (electronic signature acceptable), and date. Formal complaints should be submitted to the Provost, the Associate Provost for Academic Support, the Dean of Students, or the President, who will determine if further action is necessary.

Before filing a general complaint, students may wish to consider if alternate complaint or grievance procedures are more appropriate for their specific concern. These include, but may not be limited to, Academic Grade Appeal, Academic Dishonesty Appeal Process, Appeals/Petitions for Reinstatement, Disability Related Grievance Procedures, Informal Resolution and Formal Investigation and Resolution of concerns related to discrimination, harassment, sexual harassment, misconduct, and retaliation, and student disciplinary procedure appeal process. Information on these procedures can be found in the Student Handbook and/or the Graduate and Undergraduate Catalogs.

**The University also has established an anonymous tip
line that you can call, text or email:**

Call 513-244-TIPS

Text 244-TIPS

Email 244TIPS@msj.edu

¹If your report/complaint involves conduct relating to sex discrimination (including sexual harassment and sexual misconduct), domestic violence, dating violence, or stalking please refer to the Sexual Misconduct and Interpersonal Violence Policy. If your report/complaint relates to student disability accommodations, please refer to the University's Student Accommodation Grievance Procedure.

