



Circleville Campus
STUDENT HANDBOOK

OHIO CHRISTIAN UNIVERSITY

STUDENT HANDBOOK

Student Responsibility for Items in the Handbook

Each student is expected to adhere to university policies. Students should be familiar with and abide by the content listed in the following pages.

Right to Amend

The University reserves the right to amend sections of this handbook through regular administrative procedures. Policies and other community behavioral standards listed in this handbook are current at the time of publication. Final approval and amendments to the Student Handbook resides with the President and President's Cabinet. Amendments take immediate effect upon notification of the general student population. The updated version of the Student Handbook will be available on the University website.

How to Use Your Student Handbook

This handbook provides general program information and University policy for awareness, student life navigation, and student rights and lifestyle standards. Students who have specific questions regarding the Student Handbook may speak with the Executive Director of Student Life.

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ABOUT OHIO CHRISTIAN UNIVERSITY

Mission Statement

Ohio Christian University prepares students to serve effectively in the church and society by providing holistic, Christ-centered, biblically integrated education in the Wesleyan tradition.

University Lifestyle Statement

Ohio Christian University believes that our life purpose is to bring praise and honor to our Lord Jesus Christ. These statements are the general guide for lifestyle concerns for the entire University Community:

We believe that the Word of God is the inerrant revelation for Christian faith and personal behavior, and the Lordship of Christ in the life of the believer is the guiding principle for the University Community.

To "love the Lord with all your heart and your neighbor as yourself" (Luke 10:27), is both a demand and privileged responsibility. This unselfish, Christ-like love can be the motivation for lifestyle and certainly is the evidence of holiness and sometimes requires setting aside certain personal rights for the good of the community. Respect for authority is a natural result of this commitment.

The ideals of holy living require that members of the community practice discretion and restraint in the choice of entertainment, use of leisure time, and associations with others, socially and in organizations. "Whatever you do, do it all for the glory of God. . . don't just do what is best for me, do what is best for others." (1 Cor. 10:31-33) In response to divine truth, certain practices are forbidden by Scripture, and others require restraint and control to avoid offense and harm to the Body.

Attitudes such as greed, jealousy, pride, lust, bitterness, covetousness, hostility, an unforgiving spirit, and prejudice are condemned by Scripture. The university community seeks to eliminate these attitudes as evidenced in speech and action, and to see them replaced by godly attitudes appropriate to the mature Christian (Philippians 2:3-7).

Ohio Christian University has chosen to adopt certain practices that contribute to an environment appropriate to its mission and goals. We are advised to occupy ourselves with virtuous pursuits. Right thinking about the noble things in life lead to godliness in thought, speech and action (Philippians 4:8).

Accreditation

Ohio Christian University is accredited by The Higher Learning Commission and the Council for the Accreditation of Educator Preparation. OCU is also a member of the Council for Christian Colleges and Universities, a leading advocate for the integration of faith and learning.

If a student feels that the University is not maintaining the standards demanded by its accrediting agencies, that student may follow procedures as outlined on the [university complaints website](#).

CAMPUS LIFE

RESOURCES

Office of Student Development

Student Development seeks to connect our students relationally, engage them spiritually, and prepare them to be servant leaders in the world. The office is responsible for specific objectives designed to influence, shape, and guide the university's traditional student population through their college experience.

Academic Issues

The office of the Provost and Dean of the Residential Campus oversees academic life on the Circleville Campus. If an issue arises in class, students should first contact their professor. If the issue concerns the professor, the student should reach out to the associate dean of that school. If the issue concerns the dean, the student should reach out to the Academic Affairs office (academicaffairs@ohiochristian.edu). For issues related to academic appeals, see the Student's Rights and Appeals information in the Academic Catalog.

Social Life Issues

The Student Development Department oversees student life on the Circleville Campus. If an issue arises that is outside of the classroom (residential life, community living, student activities, student council), please connect with the appropriate area.

- Executive Director
- Resident Director
- Conduct Committee
- Spiritual Life Committee
- President's Cabinet (through the Office of the President)

Outside Agencies

See the consumer information, which includes who and how to contact outside accreditation, federal, and state agencies, or other organizations on the Ohio Christian University website. <https://www.ohiochristian.edu/university/about-ocu/accreditation-recognition>

Counseling

Ohio Christian University is pleased to offer Ohio Christian Care in partnership with Timely MD. Ohio Christian Care is a convenient way for undergraduate, residential Ohio Christian University students to receive health care and counseling for common conditions that can be safely and accurately diagnosed and treated online. All you need is an internet connection. Ohio Christian Care gives all Circleville Campus students access to medical visits with doctors, counseling sessions, health coaching sessions, discounted prescriptions, and more all 24 hours a day. Please sign up before you **need** the service! You can sign up online at <https://ohiochristian.care/> or download the "Timely MD" App.

The Office of Student Development also has established partnerships with several counseling facilities in the Pickaway County area and on campus to serve as a referral system for students. Students that are seeking professional counseling may contact Student Development to receive this list of contact information.

Off-campus confidential resources include the following:

- National Sexual Assault Hotline – 1-800-656-HOPE (4673)
- National Domestic Violence Hotline – 1-800-799-7233
- Ohio Sexual Violence Helpline – 1-844-OHIOHELP (1-844-644-6435)
- Ohio Hispanic Coalition Domestic Violence 24 Hour Hotline – (614) 746-3534 (Spanish and English)
- Haven House of Pickaway County – (740) 477-9113
- Medical care options in your community, including:
 - Berger Health in Circleville, Ohio – (740) 474-2126
- Counseling Services

Employment

We endeavor to find employment for students who need funds to meet their expenses. Students need to fill out the appropriate financial information each year with Financial Aid for eligibility. Students are not guaranteed a job on campus – while jobs are available, it is up to the student to apply for jobs, interview, and receive offers of employment. Students should prepare resumes and hiring documents just like they would for any job.

Food Service Information

Ohio Christian University has an excellent food service history and accommodating kitchen staff. Recently OCU was ranked 4th Best College Food in Ohio by Niche.com. There are a range of options each day, a café for coffee and specialty drinks, and flexible meal schedules. For further information and questions about dietary restrictions please contact the Food Service Manager by visiting the website below.

<https://ocu.hallmarkdining.com/>

Mail

Mail is delivered by the Post Office and is distributed by OCU Mail Room personnel. All students will be assigned a mailbox and are encouraged to pick up their mail daily. Letters and packages can be sent out through the Mail Room. Please see the Mail Clerk for instructions and payment. Please leave your change of address at the Post Office. All other mail will be returned to sender or disposed of if a forwarding address is not available.

Student Identification Cards

Students are issued an OCU identification card prior to the start of classes. This card provides access to the residence hall, dining commons, library services, and other campus related functions. Keep your

identification card on your person at all times. Carrying another student's card or misusing your ID are subject to disciplinary action.

Security

Campus Security is maintained by the Chief of Security and a Deputy as well as part-time work study students. These persons are employed by the University to take steps to maintain your safety and the security of campus facilities. Add their number to your cell phone: (740) 412-5337.

University Office Contact Information

Ohio Christian University
1476 Lancaster Pike
Circleville, OH 43113

Office of Student Development

- Location: Dean and Diana Hickman Student Center – Second Floor
- Phone: 740-477-7702
- Website: <https://www.ohiochristian.edu/myocu/student-development>

Financial Aid Department

- Location: Graham Administration Building – Second Floor
- Phone: 740-477-7716
- Website: <https://www.ohiochristian.edu/campus-degrees/tuition/financial-aid>

Registrar's Office

- Location: Johnson Hall – First Floor
- Phone: 740-477-7787
- Website: <https://www.ohiochristian.edu/myocu/university-registrar>

Bookstore and Mailroom

- Location: Dean and Diana Hickman Student Center – First Floor
- Phone: 740-420-5928
- Website: <https://ohiochristian.treeoflifebooks.com/>

Maxwell Library

- Location: Maxwell Library – First Floor
- Phone: 740-477-7737
- Website: <https://www.ohiochristian.edu/myocu/melvin-and-laura-maxwell-library>

Campus Security

- Location: Dean and Diana Hickman Student Center – Second Floor
- Phone: 740-412-533

IT Helpdesk

- Location: Johnson Center – Second Floor
- Phone: 740-420-5907
- Website: <https://it.ohiochristian.edu/>

Office of the Provost and Dean of the Residential Campus

- Location: Smith Executive Center – Second Floor
- Phone: 740-477-7729

Academic Coaching and Tutoring

- Location: Maxwell Library, First Floor
- Phone: 740-477-7702
- Website: <https://www.ohiochristian.edu/myocu/bridge-academic-support-services>

Conference and Custodial Services

- Location: Maxwell Center – Front Hallway
- Phone: 740-477-7769
- Website: <https://www.ohiochristian.edu/conference-services>

Campus Dining Services

- Location: Dean and Diana Hickman Student Center – Cafeteria
- Phone: 740-477-7742
- Website: <https://ocu.hallmarkdining.com/>

Office of Enrollment

- Location: Welcome Center – Johnson Hall
- Phone: 740-412-1342
- Website: <https://www.ohiochristian.edu/inquire>

Office of University Advancement

- Location: Science and Logistics Center – Second Floor
- Phone: 740-420-5918
- Website: <https://www.ohiochristian.edu/advancement/support-ohio-christian-university>

Office of the President:

- Location: Smith Executive Center – Second Floor
- Phone: 740-477-7713

CAMPUS GUIDELINES

Personal Property

The University will exercise reasonable precautions to protect personal property left on campus, but cannot assume responsibility for the loss of money, valuables, or other personal property. Please report all losses to the personnel in Campus Security and in the Office of Student Development. It is the student's responsibility to initiate contact with local authorities if deemed necessary. Personnel within Campus Security and the Office of Student Development can provide contact information if requested.

Personal Vehicle Registration and Operation

Anyone who drives on the Ohio Christian University campus is expected to abide by all posted regulations and use designated parking. Students are also expected to abide by all Ohio regulations. Failure to comply with state and campus regulations may result in suspension of the vehicle registration. The motor vehicle must then be removed from campus for the remainder of the academic year.

Vehicles operated on campus by a student or resident family member must be registered with the Office of Student Development within 48 hours of its first arrival on campus. Mopeds and motorcycles are considered motor vehicles and all motor vehicle regulations apply. Student motor vehicles are not registered until all appropriate forms are completed and the campus vehicle decal is properly displayed. If the decal is not properly displayed, a fine will be issued.

When state registration plates change, or a vehicle is sold and/or the plates transferred to another vehicle, the Office of Student Development must be notified within 48 hours. State law requires that all vehicles be insured. Failure to comply with this law will result in disciplinary action by the University and authorities will be contacted at once. The University will not assume any responsibility for any liability or expenses involving vehicles or its contents registered or owned by students.

The maximum campus speed limit is 15 miles per hour. Vehicles are to be operated within posted speed limits. Vehicles are to be operated only on surfaced roadways. Remember, there are children that reside on campus. Keep safety a priority. Racing or any reckless driving is prohibited on campus roadways and surrounding denominational property, including the RV Park. In an effort to prevent erosion of farm fields, all-terrain vehicles and motorcycle traffic is limited to established roadways.

Mechanically inoperative vehicles and those not bearing valid state registration plates are not permitted on campus. The vehicle owner is responsible to remove the vehicle involved at his/her own expense within 48 hours. If the above is not completed within 48 hours, the University reserves the right to remove the vehicle at owner's expense.

Parking is permitted only in the lots designated by the individual parking decal. No parking is allowed in areas that would block driveways, crosswalks, and building entrances. Handicap parking spaces are reserved at all times. Do not park on the grass.

Students should be aware that they may be asked to relocate their vehicle to another lot temporarily for certain campus events; these events will be communicated in Hall Meetings and via email. Violations and offenses will be fined and added directly to the student's bill. In compliance with insurance regulations,

bicycles may not be stored in any building. Students are not permitted to use any University vehicle for personal use.

Firearms, Weapons, and Explosives

There will be no discharging of firearms, weapons or explosives of any kind on university property. "Firearms/weapons" include rifles, shotguns, air rifles, BB/pellet guns, slingshots, paintball equipment, and bows & arrows (exceptions can be made for students enrolled in a university approved archery course). Personal defense items such as Tasers, pepper spray, and stun guns are not permitted on campus. Airsoft guns, knives over 3.5 inches, or other weapons that cause harm to another, are prohibited on University grounds at all times. The University may confiscate firearms/weapons to maintain the safety of the campus and its residents.

Internet Access

Students can access the internet from their rooms via the University server or OCU secured Wi-Fi. Residents are not permitted to access the internet through any other source from within the residence halls. The University prohibits students from accessing pornography and reserves the right to restrict students from accessing internet sites that are not consistent with the standards of Ohio Christian University. The University further reserves the right to monitor, randomly or systematically, individual or network use of the internet. Violations of policy will be handled through the Student Conduct Process.

Social Networking Policy

It is imperative that each student realizes the importance of using discretion when utilizing social network mediums such as Facebook, Twitter, Instagram, or other sites. Students are strongly encouraged to use the strongest privacy settings to prevent people from accessing personal information. Students must realize that they represent Ohio Christian University at all times. The use of public social media to air grievances or complaints against the university is inconsistent with the professional conduct expected of OCU students. Content put on the internet can have negative consequences regarding professional opportunities, status as a student, or other goals. Students who have complaints or concerns should utilize the appropriate method for submitting grievances explained in the Student Handbook.

Media Guidelines

It is the policy of the University that all forms of public media (i.e., television, newspaper, radio, websites) who wish to interview any member of the University be referred to the Office of Marketing with their comments or questions.

Entertainment & Dancing Policy

Attendance at dance halls, bars and nightclubs is not acceptable.

Videos, games, DVDs, television, or other media involving pornography, coarse language, adult humor/situations, nudity and excessive violence are prohibited. This includes ratings of R, Mature, AO, NR, and X, as well as PG-13 when content listed above is present. Violations will result in disciplinary action which may include forfeiture of viewing privileges and/or confiscation of the unit or media. The University reserves the right to restrict television viewing in the halls and other University facilities.

Personal music choice should be consistent with the mission and standards of Ohio Christian University. Students should refrain from listening to music that makes use of indecent, degrading lyrics or promotes an undesirable emotional or physical response. Music that contains suggestive or coarse language is not permitted at campus sponsored events, in residence halls, or anywhere else on campus.

Students are expected to keep the volume down on electronic devices so that the noise does not distract other students. If the noise or music can be heard in the hall or other rooms with the door closed, it is too loud. Students are encouraged to use personal earphones.

Children in the Classroom

Due to liability issues and the various disruptions and distractions (whether real or potential) associated with the presence of children in the classroom setting, no children will be permitted to accompany faculty or students into University class sessions. Faculty and students will need to make appropriate arrangements for the care of their children.

Tobacco, Drug and Alcohol Policy

Ohio Christian University is a drug, alcohol, and tobacco free environment.

All tobacco is prohibited on the University campus at all times (this includes E-Cigs, Vapor Pens, or chewing tobacco). It is expected that any student that has a habit of tobacco use will make every effort to quit. Counseling and other assistance is available. The University reserves the right to take corrective action in response to tobacco use.

The possession, sale, and/or use of alcoholic beverages of any description, non-medical narcotics, or hallucinogenic drugs, including marijuana, is completely and strictly prohibited on the campus of Ohio Christian University or denominational property. Those in violation risk immediate dismissal and may be subject to a criminal penalty and federal financial assistance penalties as well.

The University will fully cooperate with law enforcement if a member of the university community is apprehended for violating drug or alcohol laws on university property, or while participating in a university activity. Violating state or federal laws regarding alcohol or drugs is a violation of university policy and will be handled in a separate disciplinary manner by the University.

The University's Alcohol and other Drug Abuse Prevention Handbook is published biennially and distributed to all students annually in the first semester. This handbook can also be found at <https://www.ohiochristian.edu/file/doc/drug-and-alcohol-abuse-prevention-handbook>.

Use of illegal drugs is prohibited under Federal and State law. Federal law prohibits, among other things, the manufacturing, distributing, selling and possession of controlled substances as outlined in 21 United States Code, Sections 801 through 971. Depending on the amount, first offense maximum penalties for trafficking marijuana range from five years' imprisonment and a fine of \$250,000 to imprisonment for life and a fine of \$4 million. Again, depending on the amount, first offense maximum penalties for trafficking other controlled substances (e.g., methamphetamine, heroin, cocaine, cocaine base, PCP, LSD, fentanyl and fentanyl analogue) range from five years to life imprisonment and fines range from \$2 to \$4 million. First offense penalties and sanctions for the illegal possession of small amounts of controlled substance range from up to one year in prison or a fine of at least \$1,000. Both Ohio and Georgia have state laws prohibiting the manufacturing, distributing, selling and possession of controlled substances and

underage drinking, which may be misdemeanors or felonies depending on the nature of the crime. Penalties may include fines or imprisonment depending on the nature of the crime. More information about Federal and State penalties may be found in the University's Annual Security Report: <https://www.ohiochristian.edu/university/aboutocu/campus-security-fire-safety#safetystats>.

Visitors Policy

The University reserves the right to limit or forbid the visitation privileges of any person. Visitation may be restricted if a person's presence on campus is threatening to any member of the University community, disrupts the educational process or limits the effectiveness of job performance of any employee. It is entirely within the University's rights to demand that said persons remove themselves from campus or be removed by the authorities. After being informed that they are to leave, individuals must seek permission from Residence Life and Security if they wish to return to campus at any time. A student may not bring an individual on campus if he or she knows that visitation privileges have been removed from the individual.

Social Life

We believe that an opportunity to develop relationships is a part of the educational journey. Ohio Christian University offers a tremendous opportunity for building friendships with other Christians that students will cherish for the rest of their lives.

Dating

Dating relationships can be one of the most enjoyable and important aspects of university life. It is important, therefore, to be very wise in these decisions regarding relationships, maintaining the priority on academic, spiritual, and social maturity. All such relationships must be based on Biblical principles. This will result in enjoyable, meaningful relationships and spiritual edification. All students are asked to be cautious about the time spent dating and be certain to devote sufficient time to study and spiritual growth.

Adult students who are enrolled in the traditional campus program are not permitted to engage in dating relationships with College Credit Plus (CCP) students who are taking courses through their high schools on campus. Dating relationships that exist before the students' enrollment in the traditional program must be disclosed to the CCP Academic Director and Director of Student Life.

Public Display of Affection

Physical expression of affection should be appropriate to the guidelines of Scripture and the policies of the University. Other behaviors, such as excessive body contact, lying with one's head in the lap of another, sitting on the lap of someone of the opposite sex, inappropriate touching to any degree, and similar activities, are inappropriate and prohibited.

Unauthorized Contact

Engaging in or the appearance of indiscreet contact with members of the opposite sex is unacceptable and prohibited, whether in the residence halls or off-campus. Members of the opposite sex discovered in a student's room or who spend the night with a member of the opposite sex off campus (family members excluded) may be charged through the Student Conduct Process. This may include but is not limited to instances when doors are closed, lights are off, and students are not fully clothed.

Engagement and Marriage

Some students will make a lifetime decision in regard to marriage while at Ohio Christian University. The time of engagement is an opportunity to learn of the high Biblical standards for marriage and to prepare for married life. Student Development personnel are available for or can direct a student to guidance and counseling.

Married Student Life

We believe that the married student, the spouse, and children should be given the opportunity to be involved in the full University experience. The University experience can be very positive as a couple and as a family. It must be a team effort and commitment. This will be an experience that will stretch married couples' faith as they allow God to meet their every need. Married students should be certain to involve their families in the total University experience. There are a number of events families can attend together, such as Chapel services, Revivals, concerts, sporting events, Christmas parties, and other events. If married students plan to be involved, it will be a growing opportunity for their families. We also urge that married students carefully plan their time spent alone, as a couple, and as a family, as well as maintaining a positive financial plan for their families. Married students should conduct themselves in keeping with the standard of Scripture and the University. Guidance will be offered in circumstances of divorce and adultery.

Standards of Dress and Appearance

Ohio Christian University emphasizes biblical principles of modesty and holiness in dress and behavior. The standards outlined below reflect biblical principles and expectations for propriety and professional appearance for all students (campus residents, commuters, and CCP students).

- Sheer, tight-fitting, revealing clothing, or pajamas should not be worn in public areas on campus.
- Yoga pants, leggings or tights should not be worn in public areas without a covering.
- Clothing should not reveal the abdomen, midriff, back, or chest. Clothing should not be excessively short. For example: skirts/dresses should be mid-thigh, underwear should not show.
- Cosmetics and jewelry should be conservative. Only 1 nose ring is allowed, and gauged earrings are not permitted.
- Body and facial jewelry are prohibited for both genders.
- A man's hair and facial hair must be kept neat and trim and up off the back.
- Extremes in hair styles and dye colors that do not occur naturally in humans are prohibited (blue, green, pink, etc.).
- Hats, caps, hoods, and other coverings are not allowed to be worn in University Chapel.
- Clothing with logos or writing not consistent with the Christian lifestyle are not permitted.
- Shoes must be worn in all campus buildings.

Some student organizations or ministry groups such as Chapel Ministry Teams, choir, travel groups, athletic teams, or academic programs may require participants to adhere to a specific standard of dress during those activities.

Semi-Formal/Formal Attire

Formal dress may be worn to designated campus events as directed by the Administration or student organizations. Men's attire should include dress shirt with tie, a coat or sweater, dress slacks, dress shoes, tuxedos, or suits. Women's gowns should emphasize modesty and not sensuality. Strapless, spaghetti straps, deep open backs, low cut fronts and high slits are not appropriate for these occasions.

Classroom and Chapel Attire

Men are to wear shirts, pants, and shoes. Athletic pants, T-shirts (consistent with the General and Modesty Guidelines), jeans, and shorts (finger-tip length with arms relaxed for measuring) are acceptable. Women are to wear pants, shirts, blouses, and shoes. Capri pants (mid-calf length), skirts and dresses (hemlines including slits, are to be fingertip length with arms relaxed for measuring), leggings (provided an appropriate skirt or modest covering is worn, shorts (finger-tip length with arms relaxed for measuring) and finished sleeveless shirts (must be four fingers wide and the opening must not expose the chest, abdomen, undergarments, or midriff) are acceptable.

In addition to the chapel dress code, while on stage students must wear pants or knee length, or longer, skirts or dresses, socks and shoes, or sandals. Shorts are not permitted on the chapel stage.

Clothing Restrictions

Several items of clothing are not in keeping with the General and Modesty Guidelines of the Standard of Dress and are not permitted to be worn at any time on campus.

- Tank tops, cut-off shirts, spaghetti strap shirts, and camisoles unless properly covered.
- Modest workout clothing is permitted in areas designated for fitness and Athletics. Spandex, leggings, and tight running shorts will need a modest covering. Sheer or see through clothing is not permitted.
- Low cut shirts and shirts that expose the midriff or chest are not permitted.

RESIDENCE LIFE

Ohio Christian University is a residential campus that believes in the many benefits derived from living in a University Residence Hall. All single students under the age of 21, maintaining at least 9 credit hours per semester who are not living with immediate relatives, are required to live in University provided housing. For those living with immediate family, your commute needs to be within a 40-mile radius. Furthermore, all residents are required to participate in a meal plan (excluding those residing in select Townhouses) and sign a Residence Hall Housing Contract.

The following individuals will not be allowed to reside in the Residence Halls without special permission from the Provost:

- Students who are married
- Students who do not turn 18 years of age within their first semester of traditional classes
- Students 28 years of age or older at the start of the semester
- Students taking less than 9 hours

- College Credit Plus (CCP) dual enrollment students
- Children
- Students not receiving any of their 9 hours from the traditional program (i.e., online and independent study)
- Any student no longer attending classes

Residence Hall Staff

Residence Halls are managed by Resident Directors. The Student Life staff handle administrative duties as well as community and minor disciplinary issues, in collaboration with the Conduct Committee. Additionally, the staff is there to assist and coach students on an individual basis as needed.

Each Residence Hall is staffed by a Residence Director (RD). The RD works under the direction of the Executive Director of Student Life and monitors the upkeep of the building as well as maintaining the collective community of the hall.

Resident Assistants (RAs) work under the direction of the RD. RAs are available to assist students with various needs and to maintain order in campus life. Students are expected to immediately respond appropriately to any directions given by Residence Hall Staff.

General Residence Hall Policy

The University retains the right to assign students to their particular rooms and roommates. A student has the right to request a roommate, yet the final decisions in these matters are made by the Director of Student Life and Assistant Director of Student Life.

Residence Hall Attire

In view of the possibility of the occasional unexpected guest or visitor coming into the hall, to avoid embarrassment, show personal modesty, and respect for other persons in the Residence Hall, students are required to wear a robe when not otherwise properly dressed. Any form of public nudity is not permitted and will result in disciplinary action.

Private Rooms

Students desiring a private room must make the request, in writing, on the Residence Hall Housing Contract or contact the Director of Student Life. Those who are granted a private room will be charged an additional Private Room Fee per semester. Permission will be granted based on individual need, class rank, and available rooms.

Keys

Keys will be assigned to the student at the time of check in to the Residence Hall. If a key is lost or damaged, a \$100 fee will be charged to the student. The keys for university facilities are never to be duplicated by students.

Room Furnishings

Rooms are furnished with bunk beds, desks, chairs, dresser, closet racks, ceiling lights, and blinds. These furnishings are not to be moved from one room to another without permission from the Resident Director. Occupants of a room are responsible for damage to the room furnishings and structure inflicted either by themselves or their guests.

Personal decorations and furnishings must be appropriate to the mission of the University. If certain items are found to be inconsistent with the moral standards of the University, authorized persons may remove these items.

The University is not responsible for the loss or damage of personal property of students in any building of the university. University insurance covers university structures only. Students' belongings may be covered by their parent's homeowners/renters/auto policies. Check with your insurer.

Pets

Pets are not permitted in the Residence Halls. Students found with pets in the Hall are subject to disciplinary action and will receive carpet cleaning charges and non-compliance charges. Exceptions may be made for Service Animals. Please see the Service Animals on Campus Policy for more detail.

Electrical Devices

Due to state fire codes, care is to be taken when using electrical devices in the rooms.

- Permitted: Convection air fryers, crock pots, Keurig coffee makers, dehumidifiers, rice cookers, convection space heaters, microwaves, diffusers, and power strips equipped with a surge protector and reset switch.
- NOT Permitted: Extension cords, electric space heaters, halogen lamps/bulbs, candles and candle warmers, deep fryers, hot plates, waffle irons, griddles, coffee pots, convection plates, electric skillet, non-convection space heaters, electric blankets, incense burners, wax warmers, or any appliances with an open heating coil such as a toaster.

Room Inspection

Residence Hall rooms are inspected bi-weekly during a time designated by the Resident Assistant. Rooms should always be kept orderly and clean and decorated in keeping with Christian principles. Students who fail two consecutive Room Inspections will receive a fine. Students that reside in the University's independent living (Terrace Hall and Townhouses) may not be inspected on a weekly basis. However, students that reside in these buildings that fail to maintain a clean and orderly room will be subject to disciplinary action, including but not limited to relocation to a community building. University officials reserve the right to enter a student's room without consent when circumstances dictate. Example of such circumstances may include but are not limited to the following:

- If it is believed that a federal, state, or University regulation is violated
- If it is believed that the room contains illegal or immoral items
- In the event of an emergency

Residence Hall Common Areas

Students are not permitted to sleep in any of the lobby areas due to state fire code restrictions. Books, food, dishes, and any other personal items are not to be left in lobby, kitchen, or other public areas. Items left behind may be discarded or removed to clean the area. Keep noise at an appropriate level at all times. Men and women may visit in the main lobbies during select hours. Students in violation of visiting or Quiet Hours will be asked to leave, and visitation privileges may be withheld. Students, guests, and family members are not permitted beyond the lobby area in a Residence Hall of the opposite gender.

Overnight Guests and Meals

OCU permits siblings, family, and friends in residence halls to visit, experience campus life, and for prospective students to learn more about OCU. Anyone not currently a resident of a hall is considered a guest, even if they are a family member or a friend of a resident. Guests may stay in the hall if arrangements are made at least 72 hours in advance via notification with the Resident Director and approval from the University.

An overnight guest must be at least 18 years of age, but no older than 28, unless they are in attendance for an event coordinated through the Office of Enrollment. Guest privileges pertain to the same person and/or a combination of persons. No one person may stay in a hall for more than three nights.

Records will be kept in the Office of Student Development. By filing a guest application, the OCU student vouches for the character of the guest and is responsible for his or her actions while they are on campus. Guests must abide by the same regulations as students. Additionally, guests are expected to pay the established price for meals if eating in OCU's dining commons.

Students will be subject to disciplinary action if the student fails to obtain proper approval for guest visits or for the actions of the guest. It is vital that the Resident Director knows who is in the building each night.

Prospective students will be on campus at various times throughout the year. Arrangements for lodging and meals must be made through the Office of Enrollment and the Office of Student Development. When special visitation events take place on the campus, every effort will be made to respect the privacy of the resident student; however, OCU reserves the right to utilize residents' rooms to house visitors during prospective student events as needed.

Residence Hall Curfew

Except during special events, university offices and facilities are closed and secured by midnight. All students will have a 12:00 AM curfew. Students are expected to be in their Residence Hall each evening according to the curfew schedule.

Late permission must be secured 24 hours in advance from the Resident Director. Unless there is an emergency involving a parent or illness, verbal late permission will not be given by Residence Hall Staff. Students who violate curfew, which includes the check-in process, will be subject to the discipline process.

Repeat offenses will receive additional disciplinary sanctions up to removal from campus housing. Students on Academic, Social, or Spiritual Formation probation will be placed on Early Curfew until they are back in good standing.

Quiet Time

An appropriate volume is to be maintained at all times. In the Residence Hall, it is our goal to ensure students are able to comfortably study, rest, and maintain personal devotions; therefore between the hours of 11:00 PM to 8:00 AM students are to avoid loud noises and respect any peer requests to adjust the noise level. Maintaining quiet hours is the responsibility of the Residence Hall Staff. During mid-term and final exams, a 24-hour quiet time will be observed.

Missing Student Notification Policy

If a member of the OCU community has reason to believe that a student who is a resident of university run housing is missing, they should immediately report this to Campus Security at 740-412-5337, Residence Life Staff, or the Pickaway County Sheriff at 740-474-2176. Any individual to receive information on a potential missing student should immediately direct that information to Campus Security. Should Security be unavailable, community members should contact Residence Life Staff. A student will be considered a missing student after 24 hours of unauthorized absence from their residence hall.

Students may identify confidentially on the Consent for Release of Information form an individual to be contacted by the University if the student is determined to be missing. The University will notify the confidential contact within 24 hours of determining the student to be missing. This confidential contact will be available only to authorized campus authorities and law enforcement during the investigation. For students under the age of 18 and not emancipated, parents will be notified no later than within 24 hours if that student has been determined to be missing.

If notified, Campus Security will create a missing person report and begin an investigation. If a student has been determined to be missing for 24 hours, Campus Security will contact the Pickaway County Sherriff's office within 24 hours of determining that the student was missing. This does prevent Campus Security from contacting law enforcement before the student has been missing for a full 24 hours. If a student is under 18 years of age and not emancipated, the parents/guardians and designated contact individual(s) will be notified of the student's missing status within 24 hours of that determination.

Security of and Access to Campus Facilities Policy

Residence halls on the residential campus are locked during the academic year. Resident students are granted access to their specific hall via their student identification card. Resident students are also issued a key to their room. Academic and office buildings are unlocked during normal business hours. Select buildings have extended hours for evening classes or activities. University employees monitor access to these buildings after normal business hours. As part of their rounds, Campus Security officers check for potential indoor and outdoor security and safety problems and report any issues to the Chief of Security for resolution.

Residence Hall Meetings

For communication purposes, all resident students are required to attend Residence Hall meetings held regularly throughout the year.

Solicitation of Money

Solicitation of money in the Residence Halls for any reason, (other than those authorized by the University) is prohibited.

Babysitting

Students are not permitted to babysit children in the Residence Halls. Children may visit campus if they are under direct supervision of their parent and/or legal guardian.

Vacations and Breaks

During Winter Break, Spring Break, and Summer Break, all Residence Halls are closed and students are not permitted to reside in the buildings during these times. All students must vacate the hall by the prearranged time as announced by the Provost or Student Development Office.

With appropriate written permission, in season athletic teams, international students, and students with on campus employment may be permitted to stay on campus. During Fall, Thanksgiving, and Easter breaks students may stay in the Residence Halls, but during these breaks students are not permitted to have any guests or visit other halls they do not live in. A fine may be issued if a student does not leave by the prearranged time.

For Summer Break, students taking Summer Session classes and working on campus must submit a Summer Housing Application to the Coordinator of Residence Life. These students will move from their Spring Semester housing into their prearranged housing and must do so within the parameters established by the Student Life Office.

When leaving campus over an academic break, a student's room must not receive any checks for Room Inspection. Additionally, all electrical devices must be unplugged, food properly disposed of or taken home, and any appliances emptied, cleaned, and unplugged.

Students returning for a new semester will be allowed to move in the day prior to the first day of classes of that semester and must be checked in by the conclusion of business hours that day.

During breaks, students are expected to follow all processes in Student Handbook. These expectations are conveyed in meeting and written form. Any student who violates these expectations may be required to move out within 24 hours for the duration of the break.

Windows/Screens

Screens are not to be removed from Residence Hall windows. A fine will be assessed for violations. Students should report damaged screens immediately to their Resident Director. Cost of replacing missing screens will be assessed to students in the room. Students are not to exit/enter through windows. This

behavior will result in disciplinary action. In the interest of modesty and propriety, students may not approach the Residence Hall windows of students of the opposite sex.

Housing Selection Process

All students who wish to live on campus participate in one of two processes to receive a housing assignment. Additionally, all resident students are required to complete and sign a Housing Contract that includes the selection of one of three meal plans. For meal plan eligibility information, please read a copy of the Residence Hall Housing Contract.

The Housing Process for first year students requires the student to complete a Roommate Preference Sheet as supplement to the Housing Contract. This form allows the Housing Director to pair students up with roommates based on provided information. This form allows first year students to request a specific roommate they may have a previous affiliation with who will be attending the University.

Returning students participate in what is referred to as “Room Rush.” Immediately following Spring Break, students are given the opportunity to select their Hall, room, and roommate(s) in an order decided by a points system. Students earn points based on number of semesters on campus and academic credits earned, and ties are decided by Spiritual Formation attendances from the fall semester.

Specific point breakdowns, appointment order and time, and instructions are communicated in Residence Hall meetings and distributed to the students prior to Spring Break. It is the student’s responsibility to attend these meetings to receive this information and to be present at their slot to select their assignment. Students who fail to attend their scheduled time and order will be moved to the end of the selection process. The Student Development Office reserves the right to deny a student’s hall, room, or roommate(s) request when circumstances dictate.

Hall Clearance/Storage

Students are expected to vacate the hall as described in the Vacation and Break Policy. Rooms must be thoroughly cleaned and emptied of all personal belongings when a student is checking out of their dorm at the end of the semester. For breaks, students need to ensure their room is clean in the event that a new roommate will be moving in. Room Inventory Forms are filed within the Residence Hall Office and forwarded to the Director of Housing and Residence Life upon check out. Failure to comply with the above procedure will result in additional charges. The University is unable to store any personal items. Arrangements should be made with local storage facilities if a student is unable to transport items home.

Residence Hall Services

- Laundry Facility
- Vending machines
- Internet
- Security Scan Systems
- Furniture
- Heating and Cooling

Residence Hall Emergencies (Fire/Tornado)

When the Fire Alarm sounds, quickly clear the Residence Hall using the appropriate exit (diagrams are posted). Once outside, go to the designated meeting place to check in with your Resident Assistant. Tampering with Fire Alarms, Fire Extinguishers and Posted Emergency Information is a federal offense and can result in dismissal.

If a Tornado Warning is issued, follow your Residence Hall's Tornado Procedures. Resident Directors will review Emergency Procedures at the beginning of the year and conduct drills regularly through the year. Emergency drills are held periodically. All are required to participate. Other emergency situation procedures are available from the Student Development Office.

Off Campus Housing Policy

Living off campus as a single student is a privilege and not a right. It is granted only to those who are seniors and/or age 21 and older. Exceptions may be granted on a case-by-case review by the Executive Director of Student Development and Provost. There is no guarantee that the application will be approved.

An application must be completed thoroughly, and permission must be gained from the Student Development staff prior to the semester the student plans to live off campus. Applications are to be submitted no later than July 1 when seeking off-campus housing for fall semesters. Students who apply for off campus housing that are on Academic, Social, or Spiritual Formation Probation will not be approved to live off campus until good standing is regained. Students are not permitted to move off campus in the middle of a semester. Disregarding the off-campus application procedures will result in the application being denied.

Single students that are given permission to live off campus are required to adhere to the following regulations:

- Maintain a positive Christian witness in all activities, including paying your bills on time.
- Attend church services on a regular basis as described in this Handbook.
- It is a violation to have an overnight guest of the opposite sex in your home (family excluded).
- Be consistent in maintaining a total lifestyle that is in keeping with scriptural standards of holy living and the guidelines of the Community Lifestyle Standards.

Students interested in applying to live off campus may speak with the Student Development Office to gather information before applying. Refrain from signing an external lease before receiving final approval from the Student Development Office in the event their application is denied. Incomplete forms will result in denial of the application. The Off-Campus Housing privilege may be revoked based on any change in the above stated conditions.

Student Housing Visitor Policy

Students are not to visit a room, apartment, or home on campus of a single student of the opposite sex alone without proper permission from Student Life staff. Violations may lead to loss of housing privileges. The host is responsible for the conduct and whereabouts of his/her guests.

STUDENT ORGANIZATIONS

Ohio Christian University has a number of student clubs and organizations. Student Clubs are approved by the Office of Student Development and financially sponsored by Student Council. Student Organizations are sponsored by various offices and departments of the University and generally are associated with department functions or academic programs. These organizations may receive funding support from their sponsoring department or receive no funding for operation. All Student Clubs & Organizations, once approved by their sponsoring area, are officially recognized by the University and are under the governance of the Office of Student Development.

Students desiring to start something new should set up a meeting with the Executive Director of Student Development to discuss their idea and start the club application process. Student Clubs must complete an annual review and recharting applications for continued Student Council sponsorship.

General Regulations

All Student Club & Organization events and fundraising functions must be approved by Student Development. Campus groups are not permitted to sign or guarantee financial contracts that obligate them or the University for club purchases or services. All contracts must be approved through the Director of Student Engagement. No new student clubs may be organized without approval from Student Development.

All Student Clubs must have an identified Faculty or Staff Advisor who will operate in an advisory role to the club. The Faculty or Staff Advisor should be selected by student officers of each club. In situations where student leaders cannot identify potential advisor candidates, Student Development officers may make recommended suggestions. Advisors must be full-time, professional faculty or staff of Ohio Christian University. On-campus graduate students are encouraged to be involved with clubs but may not hold student officer positions or staff advising positions.

Student groups must abide by the Student Handbook and all OCU Student Lifestyle Standards. Any conduct within clubs or student organizations found to violate OCU Lifestyle Standards may result in a revocation of the club's status by University Administration or the Office of Student Development. Student Clubs or Organizations that are derecognized must cease all operation on campus immediately upon receiving derecognition notice.

No club or organization may be formed whose purpose can be construed as supporting or affirming a religion or lifestyle that is antithetical to the evangelical Christian faith as expressed in the University's Mission and Doctrinal Statements, as well as the University's Lifestyle Guidelines and Human Sexuality Statement.

List of Student Organizations:

- Athletes in Action: SportLinc – sponsored by Trailblazer Athletics, SportLinc meets weekly to help Student Athletes engage in Scripture study and worship.
- Awaken Ministries OCU – sponsored by Spiritual Formation, focused on student-led discipleship small groups.
- Kappa Delta Pi – national student teacher honor society sponsored by the School of Teacher Education.

- OCU Worship Collective – student-led, traveling music ministry housed in Student Development and supervised by the Assistant Director of Worship Arts & Spiritual Formation.
- OCU Drama Team – performing arts team managed by an Admissions staff member as designated by the Vice President of Enrollment and/or the President of Ohio Christian University.
- OCU Red Cross Club – sponsored by Emergency & Disaster Management through the School of Social & Behavioral Sciences. This organization hosts regular Red Cross Blood Drives on campus.
- Student Council – student governance body that seeks to provide representation to University Administration on behalf of the Student Body.
- The Trail: News Writers Group – sponsored by the Marketing Department. The Trail is a student team who writes news about university events and announcements for the Marketing Department.
- WGM: The Summit – World Gospel Mission student chapter focused on promoting missions work and travel opportunities to the OCU student body.

List of Student Clubs:

- Craft Crew – group that meets bi-weekly to learn and conduct new crafting projects, from pottery to knitting to plant potting.
- Nerd Herd – group that meets weekly to discuss things considered nerdy, such as comic books, sci-fi movies, video games, etc.
- Table-Top Guild – board/card game group that hosts weekly board gaming nights on campus.

SPIRITUAL LIFE

Your spiritual life is a priority at Ohio Christian University. We believe that private and public worship are necessary for full spiritual development and are a vital element in your Christian university education.

Our goal in the Spiritual Formation Department is to set students up for a lifetime of faithfully serving and abiding with Jesus Christ through revealing the nature of God and the truth of scripture, creating opportunities to encounter Christ, and practicing spiritual disciplines that open them to the transforming work of the Holy Spirit.

Church Engagement

Attendance at a local church on a regular basis is an indication of spiritual growth and maturity and is expected of our college family. Regardless of where students attend church, they are highly encouraged to participate in activities as part of the Body of Christ and to attend church on a regular basis. Chapel is not intended to replace church. The Church body, united by the Holy Spirit across the globe, is intended to be Christ's hands and feet to bring about the Kingdom of God in our broken world. The local church is to be the place that we participate, become equipped, and are activated to that calling.

University Chapel

University chapel is one way students can take that next step in deepening their relationship with Jesus Christ. It is the time for the entire college community to meet together in a structured time of worship. This time is the integration point of spiritual, academic, and community life. Chapel is where we

intentionally pursue and offer ourselves and our education to Christ through passionate worship and biblically rooted teaching.

Part of our mission at OCU is to “prepare students to serve effectively in the church and society.” We want chapel to be a place that students encounter God in a transformational way that gives them a broader understanding of who God is, how their faith touches every part of life, and their calling to build the Kingdom of God in unique, creative, and world-shaping ways. We want speakers to share the truth of the Word of God by modeling how they do this in their own life, work, and ministry. We want our teaching to push students to think about God’s work in our world and how they can be a part of it.

As a university, we come alongside the church as a parachurch organization or support to the church, with the broad aim to educate its people for whatever Kingdom work to which they have been called. Chapel, then, is also meant to come alongside and supplement what the church does. We do this through having a variety of constituents coming to share about their part in God’s Kingdom work. Constituents who lead chapel may be students, staff, professors, local pastors, traveling speakers, artists, or businesspeople. They may be young, old, every variety of ethnic background, or spectrum of Christian denomination. Yet they will serve our end goal to equip students to grow in Christ and grow together as members of the body of Christ.

We believe that passionate worship is about more than corporate singing and loud music. Worship is intentional reflection on the nature and character of God. It is our opportunity to respond to His goodness both intellectually and emotionally, in spirit and in truth. We design our worship services to reflect the cultural diversity on our campus, and we seek to provide students with multiple ways to express their praise and adoration to the Father. Taking time throughout the week to engage in corporate worship with students, faculty, and staff strengthens community and cultivates unity on our campus.

It is with these ideas in mind that we plan and create the chapel schedule. We hope that you are blessed by being able to hear the teaching of the Word of God and the shared testimonies of His saints.

Pursuing Your Personal Spiritual Formation through Small Groups

There are many ways for students to deepen their relationships with God during their time at OCU. If students wish to take their spiritual lives to the next level, they need to get into a smaller group with other students. This is a time to intentionally challenge one another to regularly encounter Christ and encourage one another to passionately join God’s mission in this world. Whether students join one of the groups below or gather their friends together and start their own micro-community, finding a way to live honestly and authentically with other students can be one of the most life changing experiences students can ever have as they pursue life with God.

Pursuing Your Personal Spiritual Formation through a Prayer Partner

Each semester during Revival Week, students are invited to share their prayer requests and have a staff or faculty person meet with them. Having someone to meet for support on their spiritual journey can be an impactful and helpful experience.

It should be noted that staff and faculty, under the prayer partner connection program, are not functioning as counselors or therapists. As members of the Body of Christ we pray for one another and

support one another, but should long standing issues arise, students are encouraged to seek a pastor or professional assistance from a counselor (contact student development for referrals).

Chapel Times & Attendance

Chapels are held regularly on Tuesday and Thursday, with some special chapel events held through the week on occasion. This will be communicated via announcement the prior week and will be reflected on printed chapel posters around campus and online.

Completing chapel attendance requirements is mandatory to be in good standing with the university. All residential students are required to attend chapel. Students enrolled in 12+ credits are required to attend chapel. Commuters have certain exceptions listed below.

Chapel Conduct

Students are expected to maintain conduct that is appropriate for worship. Inappropriate conduct includes excessive talking and other disruptive behavior, physical contact (PDA), studying, sleeping, using cell phones, listening to music, earbud usage, etc. Disciplinary action may result.

Other Ways to Receive Chapel Attendance

Students can receive 1.0 attendance for each Summit and Awaken weekly events. Maximum of 3 attendances can be earned towards chapel attendance in this category.

Awaken is a bi-weekly large event open to all allows students the space to worship and to hear from student speakers. Each week discipleship groups meet guided by a trained student discipleship group leader. For more information, visit Awaken's [Facebook](#) and [Instagram](#).

Commuter Chapel Attendance Requirements

Commuters will be required to earn credits based on the days they have class directly before or after chapel. Commuters may complete a Chapel Exemption Request with the Spiritual Formation Department (found in the Brightspace online course). This form must be submitted by September 30th in the fall or January 31st in the spring and is not official until written approval is returned to the student. A Chapel Exemption Request may be submitted as soon as the student's schedule is set for the semester. Post-Secondary students are not required to earn credits unless they are degree-seeking.

Commuter students who fall into one of the two categories listed below must complete a Chapel Exemption Request form with the Spiritual Formation Department to receive the corresponding exemption.

- Commuters who are only able to attend one Chapel per week (Tuesday or Thursday) are required to attend 14 chapels (see above requirements).
- Commuters who do not have class on Tuesday or Thursday are required to attend 9 chapels. This will be accomplished through 5 in-person attendances and listening to 4 chapels online (from the

current-semester) and submitting a written response. Details will be given when a commuter is approved for this exemption.

If you are experiencing any real difficulty or have serious concern about completing your chapel requirement, please stop by Student Development or email spiritualformation@ohiochristian.edu as soon as possible.

Chapel Attendance Tracking System

To track chapel attendance, we use an app system called iAttended. To scan out of chapel, a QR code will be presented after chapel is over. Students scan the code via the iAttended App and receive credit for attending chapel. Students arriving more than 10 minutes late for chapel or leaving chapel early will not receive credit.

Chapel Attendance Consequences

Failure to obtain the required attendances will result in disciplinary action. Students will be notified of their chapel attendance through the students' OCU online learning platform within 48 hours of the most recent chapel. A cumulative account of attendances will be posted on iAttendedapp.com at the end of each semester. There may not be other contact regarding chapel attendance status. Students who wish to appeal the accuracy of chapel attendance may do so by filling out an Accuracy Petition with the Spiritual Formation Department.

Students should earn a minimum of 20 to 27 chapel credits. Absences include athletic events, sickness, or other unexpected events and need to be utilized wisely. If a student has received an exemption, they will be allowed to miss according to the guidelines below. The following applicable restrictions will be administered to any student that misses chapel more than the allotted times:

Obtaining 14-19 chapel attendances during a semester, when required to earn 27, results in Chapel Warning for the following semester. Attending less than 14 chapels during a semester results in Chapel Probation. Students may be suspended from the University for habitually missing their required chapel amount or for demonstrating gross disregard for chapel behavior policies. Those who are required to attend 14 chapels are placed on Chapel Warning for attending 8-9 and placed on Chapel Probation for attending less than 8. Students who are required to attend 9 chapels are placed on Chapel Warning for attending 5-6 chapels and placed on Chapel Probation for earning less than 5 credits.

Chapel Warning consists of the following:

- Limit to 15 credit class load
- Loss of participation in 10% of intercollegiate athletic season
- Loss of curfew exemption
- Declared ineligible to participate on the Student Government Association, Residence Life staff, lead a student club, chapel worship team/Worship Collective, or Awaken Ministry Team.

Chapel Probation consists of the following:

- Limit to 12 credit class load
- Loss of participation in 10% of intercollegiate athletic season
- Loss of curfew exemption

- Declared ineligible to participate on the Student Government Association, Residence Life staff, lead a student club, chapel worship team/Worship Collective, or Awaken Ministry Team.

Chapels Required	Chapel Warning	Chapel Probation
27	19-14	13 or less
14	9-8	7 or less
9	6-5	4 or less

To be removed from warning/probation, a student must attend their full required amount of chapels in the semester they are serving warning/probation. Failing to do so, thereby being on warning/probation consecutive semesters, will result in a one semester suspension for the following semester.

- A graduating senior must maintain good standing with their chapel attendances. Failure to do so will result in the students’ diploma being withheld until satisfactory requirements are met as assigned by the Director of Spiritual Formation.
- While chapel attendance is recorded in iAttended, each student is personally responsible for keeping record of their own chapel attendance. Students have the ability to check on the number of attendances in iAttended. Ignorance of the chapel attendance policies or failure to meet credit requirements does not excuse potential impartation of consequences. Students must be in good standing with chapel attendance before diplomas will be released.
- At the end of each semester, each student is assigned a satisfactory or unsatisfactory record for completing chapel attendance for the semester that is listed on the transcript.
- All requests for consideration of circumstances or other appeals not covered by these guidelines can be submitted to the Spiritual Formation Office in the Student Development Department or through email to spiritualformation@ohiochristian.edu .

UNIVERSITY POLICIES

Ohio Christian University has adopted varying policies designed to address the safety and wellbeing regarding areas of campus and student conduct. Each of these policies are laid out and addressed in this section. These policies are authorized by the President’s Administrative Cabinet and by the Ohio Christian University Board of Trustees. They are administered by University Personnel.

UNIVERSITY STATEMENTS

Faith Statement

For our full statement of faith, please visit <https://www.ohiochristian.edu/about/faith>

Diversity Statement

Ohio Christian University believes that every human being is created in the image of God. Additionally, a spirit of worship based upon a Wesleyan-Arminian perspective unifies the academic, social, and spiritual life of the student body and the campus community. Therefore, we embrace the dignity and value of each person and strive to reflect both the unity and diversity of the body of Christ, with standards of campus conduct based on biblical standards.

University Statement on Human Sexuality

As an evangelical Christian university established in the Wesleyan-Holiness tradition, Ohio Christian University believes that Holy Scripture, interpreted through the lenses of Christian orthodox tradition, reason, and personal experience, occupies a privileged position as the final authority for the faith and practice of the people of God and thus, for all aspects of the Ohio Christian University community. As members of this community, we are committed to living into the fullness of salvation as taught in Scripture, characterized by holy love, reaching into all aspects of our lives, including our sexuality.

We affirm that humans are beings created, in the image of God, male and female, and are of inestimable worth. As a result, we affirm that human sexuality is intended by God to include more than the contemporary cultural emphasis upon the physical experience and is a gift of God designed to reflect the whole of our sensual and relational createdness. We believe that it is only within the context of the covenant of marriage between one man and one woman that the full expression of sexuality is to be experienced and celebrated. This understanding of covenantal marriage, and the practice of celibacy within singleness, are the means by which we may experience a life of full human flourishing while glorifying God and honoring his Word.

A faithful interpretation of Scripture affirms the principle that sexual purity honors God and that all forms of sexual intimacy that occur outside the covenant of heterosexual marriage are sinful distortions of the holiness and beauty for which God intended. As members of a larger community, we recognize that stewarding one's expression of sexual intimacy is a trust that reaches beyond ourselves, extending even to those who may disagree with our beliefs. Therefore, we understand our responsibility to uphold biblical truth in our belief and practice, but in a way that reflects the grace that holiness produces.

We believe that the sin of sexual immorality (e.g., pre-marital sexual behavior, adultery for the heterosexually married person, polygamy, polyandry, pornography, incest, and all forms of same-sex practice) is about the behavior. As sinful fallen creatures, we are all tempted to sin, however, we do not claim those areas of temptation as right and good – and worthy of embrace and celebration. Rather, we unashamedly insist that by the grace of God we are called to live within the biblical boundaries of our sexuality and are empowered to live in obedience with God's will and alignment with His purposes as revealed in Scripture. We do not surrender the biblical standard of sexual purity to the prevailing secular

culture, nor the definition of “male” and “female” to mean something more or different than an individual’s sex at birth. At the same time, we do pledge to extend compassion and care, providing accountability and assistance as we support all members of our community— students, staff and faculty—in their desire to live consistently with the Christian teaching on human sexuality as described above.

Accordingly, Ohio Christian University will not recognize or support campus groups whose aim by statement, practice, or intimation is to promote a vision of human sexuality that is contrary to this understanding of biblical teaching. Further, we believe the above affirmations to be consistent with the ancient and historic teaching of Christian scriptures around the world and remains the guiding light for our practice.

Harmonious Worship Guidelines - OCU Position on Speaking in Tongues

Ohio Christian University is committed to the Wesleyan-Arminian interpretation of the Scriptures. The Churches of Christ in Christian Union, the supporting denomination of OCU, has adopted the following theological position on glossolalia (speaking in tongues). We accept the Biblical record of glossolalia as reported in Acts and I Corinthians. The gift was given as a means of communication: "Every man heard them speak in his own language" (Acts 2:6). The Apostle Paul considered glossolalia as the lesser of the spiritual gifts (I Corinthians 12:28-31). Since the gift is a manifestation of the Holy Spirit, the gift is not to be sought but is the prerogative of the Holy Spirit. There is Biblical evidence that speaking in tongues is not a prerequisite to the baptism of, or being filled with, the Holy Spirit.

To maintain a strong spiritual community and harmony in worship, OCU feels a responsibility to students, parents, pastors, churches, and denominations which send students to us. These policies are in place to encourage harmonious interaction among students.

Students at OCU should abstain from the public practice or promotion of speaking in tongues on the Circleville campus or at any University-sponsored event. Students representing the University, whether on campus or on traveling teams, should not advocate theological positions that are inconsistent with the sponsoring denomination of OCU.

- Ohio Christian University does not encourage or promote the act of speaking in tongues or prayer languages.
- No student shall engage in the use of tongues speaking or prayer language in the presence or within the hearing of any other member of the University.
- Group prayer meetings or Bible study sessions are not permitted to engage in the practice of tongues speaking or prayer languages anywhere on the University campus. University sponsored small groups should follow these same guidelines anytime and anywhere they meet.

GENERAL POLICIES

Financial Responsibility

It is essential that you maintain a positive testimony regarding finances. When you sign your financial agreement, this means you pledge to faithfully pay your bill. The university reserves the right to take

whatever legal steps are necessary for those who default on payment. Ohio Christian University's Student Financial Aid Program serves the majority of the student body through scholarships, grants, campus employment, and loans. Any student in need of help should contact the university Financial Aid Department.

Readmission of Continuing Students

Readmission is not granted automatically. If the University believes that a student's readmission would compromise the lifestyle and/or academic standards of the University or not be in the student's best interest, the appropriate committee will review his or her record for the purpose of granting or denying continued enrollment.

Rights and Privacy Act (FERPA)

When a student is enrolled at an institution of higher learning, a substantial amount of personal information and educational data is collected, maintained, used and disseminated. Ohio Christian University recognizes and desires to protect the rights of privacy of the student providing access to his or her educational data, and the rights to challenge the content of his or her records for inaccurate or misleading information. Specifically, a federal law, the Family Educational Rights and Privacy Act (FERPA) affords students the following rights:

1. The right to inspect and review the student's education records within 45 days after the day the University receives a request for access. A student should submit to the Registrar or Student Development office a written request that identifies the record(s) the student wishes to inspect. The [school official] will make arrangements for access and notify the student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the University to amend a record should submit a written request to [the school official], clearly identifying the part of the record the student wants changed, and specifying why it should be changed.

If the University decides not to amend the record as requested, the University will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the University discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

Ohio Christian University discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is typically a person employed by the University in an administrative, supervisory, academic, research, or support staff position (including security personnel); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of the

University who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the University.

Upon request, the school also discloses education records without consent to officials of another school in which a student seeks or intends to enroll. The University will also disclose education records without consent in a health or safety emergency. (See below)

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

FERPA Exemption Under Health and Safety Emergencies

FERPA permits non-consensual disclosure of education records, or personally identifiable, non-directory information from education records, in connection with a health or safety emergency under § 99.31(a) (10) and § 99.36 of the FERPA regulations. In particular, § 99.36(a) and (c) provide that educational agencies and institutions may disclose information from an education record “to appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals” and that the exception will be “strictly construed.” Congress’ intent that the applicability of this exception be limited is reflected in the Joint Statement in Explanation of Buckley/Pell Amendment, 120 Cong. Rec. S21489 (Dec. 13, 1974).

Accordingly, the Department consistently has limited the health and safety exception to a specific situation that presents imminent danger to a student, other students, or other members of the school community – or to a situation that requires the immediate need for information from education records in order to avert or diffuse serious threats to the safety or health of a student or other individuals. For example, the health or safety exception would apply to nonconsensual disclosures to appropriate persons in the case of a smallpox, anthrax or other bioterrorism attack. This exception also would apply to nonconsensual disclosures to appropriate persons in the case of another terrorist attack such as the September 11 attack. However, any release must be narrowly tailored considering the immediacy, magnitude, and specificity of information concerning the emergency. As the legislative history indicates, this exception is temporally limited to the period of the emergency and generally will not allow for a blanket release of personally identifiable information from a student’s education records.

Under the health and safety exception school officials may share relevant information with “appropriate parties,” that is, those parties whose knowledge of the information is necessary to provide immediate protection of the health and safety of the student or other individuals. 20 U.S.C. § 1232g (b) (1) (I); 34 C.F.R. § 99.36(a). Typically, law enforcement officials, public health officials, and trained medical

personnel are the types of parties to whom information may be disclosed under this FERPA exception. FERPA's record keeping requirements (§ 99.32) apply to disclosures made pursuant to the health or safety exception.

The educational agency or institution has the responsibility to make the initial determination of whether a disclosure is necessary to protect the health or safety of the student or other individuals. However, the Department is available to work with institutions to assist them in making such decisions in order to ensure that the disclosure comes within the exception to FERPA's requirement of prior written consent.

In short, the health or safety exception will permit the disclosure of personally identifiable information from a student's education record without the written consent of the student in the case of an immediate threat to the health or safety of students or other individuals. Of course, a school official, based on his or her own observations, may notify law enforcement officials of suspicious activity or behavior. Nothing in FERPA prohibits a school official from disclosing to federal, State, or local law enforcement authorities information that is based on that official's personal knowledge or observation and not from an education record.

Nondiscrimination Policy

Ohio Christian University does not discriminate on the basis of race, color, gender, national origin, ancestry, age, disability, military status, genetic information, or any other category protected by applicable federal, state, or local laws. This policy applies to all aspects of the University's programs and activities, including admissions policies, scholarship and loan programs, and athletic and other school administered programs.

Child Abuse

The University will not tolerate child abuse on campus or by any member of the University community. State law and University policy require a student to report any such incident to the Title IX Coordinator via email at TitleIX@ohiochristian.edu and to Campus Security.

Mandated Reporting Policy

All members of the University community are expected to report any crime that they are aware of regardless of the status (visitor, student, faculty member) of the survivor of the crime. Failing to report a crime may also be a crime under state law. The University commitment to the safety of the campus community is a top priority, and student(s) who are found to have failed to report a crime to the proper authority may be subject to discipline.

Students should refer to the Annual Security Report for reporting procedures. This report can be found at <http://www.ohiochristian.edu/about-ocu/campus-security-fire-safety>.

Service Animals on Campus

The scope of this policy is to set forth the University's policy, guidelines and requirements with respect to the admittance and use of service animals on university grounds or in other programs.

It is the policy of the University that service animals assisting individuals with disabilities are generally permitted in all OCU facilities, programs, and activities except as described below or otherwise governed by applicable law.

If a student plans to have a service animal live with them in residence, OCU requires that the student provide notice to the University. Notice is used solely to ensure the appropriate housing placement/accommodation is made. Students should provide notice to the University by contacting the Director of Student Life in the Student Development Office. Ohio Christian University is not responsible for the care, supervision, or financial expenses associated with service animals.

Areas Restricted to Service Animals

The University may prohibit the use of service animals in certain locations where the service animals may be in danger or where their use may pose a risk.

Responsibilities of the Owner/Handler

The owner/handler is responsible for the cost, care, supervision, and safety of their service animal, including:

1. Compliance with any state and/or town laws pertaining to animal licensing, vaccination, and owner identification.
2. Keeping the animal under control, on a leash, harness, or other restraint at all times outside of the owner's private quarters or work area. When a leash, harness, or other restraint is not in use, the service animal must be otherwise under the owner's control (e.g., voice control, signals, or other effective means).
3. Feeding and walking the animal and properly disposing of waste or soliciting assistance to dispose of the waste. All animal waste should be disposed of in exterior trash receptacles.
4. Additionally, the owner is not permitted to leave the animal overnight in campus housing to be cared for by any individual other than the owner/handler.

Financial Responsibilities of Owner

A person who has a service animal on campus (including University housing) is financially responsible for property damage, beyond reasonable wear and tear, caused by his or her service animal. This includes but is not limited to, the cost of any pest treatment beyond standard pest management, cost of repairs, replacement or cleaning of facilities or furnishings, and any bodily injury or personal injury caused to other persons by the service animal.

Removal of Service Animal

Any service animal may be removed from campus temporarily or excluded from campus permanently if the animal is unruly and disruptive (barking, running around, off leash or out of control, aggressiveness toward others including people and other animals, disruption or interruption of class, etc.), in ill health or habitually unclean or unhealthy to the extent that the animal's behavior or condition poses a direct threat to the health and safety of others, or otherwise causes a fundamental alteration in the University's services, programs, or activities. If such behavior or condition persists, the owner may be directed not to bring the animal into public campus areas until the problem is rectified.

In the event that restriction or removal of a service animal is determined to be necessary, reasonable accommodations will be provided to ensure the individual equal access to the activity.

Conflicting Disabilities

OCU is aware that persons at the University may have a condition or disability that may precipitate an allergic reaction to the service animal. Persons who have asthma, allergies or other medical issues related to a service animal may contact the Office of Student Development and follow its procedures to request an accommodation. Where accommodations conflict, the University will consider the needs of both persons to resolve the problem as efficiently and effectively as possible.

Service Animal Etiquette for OCU Community

Service animals are working and are not considered pets. OCU faculty, staff, and students should refrain from the following interaction with the service animal:

- Prevent a service animal from accompanying its handler at any time.
- Pet, feed, or otherwise distract a service animal who is “on duty.”
- Startle, tease, or taunt the service animal.

Student Health Services and Undergraduate Vaccination Policy

Immediate health care is available to students through Urgent Care at Berger Hospital. The student is responsible for charges incurred. Students should notify their Resident Director when they are ill so that their progress can be monitored.

Immunization Record is required of each student when admitted to Ohio Christian University. Students must be vaccinated against meningococcal disease, tuberculosis, MMR, DTap/DTP, Polio, Varicella, and hepatitis B. The data will be kept on file in the Office of Student Development and Residence Hall RD Office. All information is kept in strict confidence, per FERPA. Students must also have their Immunization Record completed and submitted to the Admissions office prior to Student Orientation at the beginning of the semester.

In case of serious physical or mental illness, the parents or guardians will be notified if a student has given consent or the situation constitutes a health or safety emergency.

Students who wish to abstain from vaccinations due to religious or medical reasons may contact the Office of Student Development to appeal this policy.

Title IX Policy

Ohio Christian University is an institution built upon honor, integrity, trust, and respect. Consistent with these values, the University is committed to providing a safe and non-discriminatory learning, living, and working environment for all members of the University community. The University does not discriminate on the basis of sex or gender in any of its education or employment programs and activities. The Policy prohibits specific forms of behavior, which the Policy collectively refers to as “Prohibited Conduct”:

- Sexual Discrimination
- Sexual Harassment
- Non-Consensual Sexual Intercourse
- Non-Consensual Sexual Contact

- Stalking
- Intimate Partner Violence
- Sexual Exploitation

Acts of Prohibited Conduct are unlawful. Specifically, they violate Title IX of the Education Amendments of 1972 (“Title IX”) and Title VII of the Civil Rights Act of 1964 (“Title VII”); undermine the character and purpose of the University and will not be tolerated. Acts of Prohibited Conduct also require the University to fulfill certain obligations under the Violence Against Women Reauthorization Act of 2013 (“VAWA”) and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (“Clery Act”).

In addition to being unlawful, acts of Prohibited Conduct undermine the character and purpose of the University. They will not be tolerated.

For a full description of our Title IX policy, team, and resources please visit our website at:

<https://www.ohiochristian.edu/title-ix>

STUDENT CONDUCT

Ohio Christian University students are expected to conduct themselves in compliance with the Student Handbook and in such a way as to reflect a growing relationship with the Lord Jesus Christ. The purpose of student conduct and discipline at Ohio Christian University is to assist in the maturing of its members and to aid the University in maintaining an atmosphere conducive to Christian growth. It is intended to be developmental and redemptive rather than merely punitive. If a student is having difficulty adjusting to the Ohio Christian University lifestyle, the Executive Director of Student Life may arrange for the student to meet with the Student Life Committee in an attempt to resolve the problem before any disciplinary measures are required.

Good Samaritan Policy

Because Ohio Christian University believes that student safety and health are of high importance, this policy was implemented to encourage students to take immediate action during times of medical emergencies or other crises. The University encourages students to take active steps to protect the safety and well-being of the OCU community. OCU is aware that the Code of Conduct or Lifestyle Agreement can cause students to be reluctant to seek medical help or other assistance for themselves or others out of fear that they will be punished for their actions by the University. During crisis situations involving drugs, alcohol, sexual misconduct (rape, sexual assault, domestic violence, dating violence, stalking, etc.), OCU urges students to take positive action to care for themselves or others who need immediate care. Because of this, no University disciplinary sanctions will be issued to either the reporting student(s) or to the student(s) in need of assistance related to the violations that occurred at or near the time of the incident. A student violating University policy may not avoid discipline by reporting their own violation of policy if their conduct risks the health and safety of others.

This policy applies to students who report sexual misconduct or participate as key witnesses in sexual misconduct investigations, or who seek medical assistance for themselves or another by contacting an appropriate official (Resident Assistant, Resident Director, Campus Security, or by calling 911). It should

be noted the incident will be documented and that educational or health interventions may be deemed appropriate and considered in place of disciplinary sanctions.

Amnesty

We know that students can sometimes be fearful of asking for help, so we have established an Amnesty Process. Through this process, you can admit your struggles, accept accountability for them, and receive the help and support you need to work through your issues. If you ask for help for issues such as drug or alcohol dependency or smoking, you will be asked to abstain from the behavior and may be asked to sign a behavioral agreement and/or to seek professional help.

When you request to be part of this process, you will not be suspended for the behavior(s) you requested Amnesty for, which occurred prior to beginning the process, but you will have to embrace the change process. This policy allows students who want to receive help and support to work through these issues and accept accountability for these behaviors without going through the normal discipline process. Those students who seek help from the Office of Student Development receive appropriate assistance. Students requesting help are asked to abstain from the behavior and may be asked to sign a behavioral agreement and/or required to seek professional help. Students must request this before any disciplinary confrontation addressing the specific inappropriate behavior(s) occurs. The University can help you do that through counseling, mentoring, discipleship programs, accountability software, behavioral agreements and more. Students who wish to have more information on the amnesty process must speak directly with the Vice President of Academic Affairs.

It should be noted that the Amnesty and Good Samaritan Policy does not cover an individual's actions that put the health or safety other people at risk of endangerment.

Areas of Accountability

The items listed below represent the types of actions that create difficulty or concern within the community and are likely to result in disciplinary action. This list is not to be considered complete.

General Community Rules:

- Excessive noise in the residence hall
- Failure to follow residence life sign-in/out procedures
- Not observing general community rules in a residence hall
- Curfew violation
- Standard of Dress violation
- Having overnight guests without permission
- Unsatisfactory Room Inspection
- Water fights in building
- Pets in room
- Out of the hall overnight without signing out
- Use of fire equipment other than designated purposes
- Housing policy violations

Personal Conduct Rules:

- Possessing prohibited music, movies, reading material, or pictures

- ☐ Violating Public Display of Affection policy
- ☐ Inappropriate University Chapel conduct
- ☐ Possession of smoking or chewing tobacco/snuff products
- ☐ Cursing or profane language or other obscenities
- ☐ Possession of or drinking alcoholic beverages
- ☐ Possession of or use of illegal drugs
- ☐ Theft, lying, dishonesty, cheating or other academic misconduct
- ☐ Possession or use of pornographic materials
- ☐ Immoral sexual activity (Based on scriptural prohibitions of fornication, adultery, and homosexuality: Romans 1:26-27, Galatians 5:19-21, Leviticus 18)
- ☐ Violation of restrictions previously imposed

Actions Toward Others:

- ☐ Hazing
- ☐ Failure to obey those in authority, insubordination, or manifesting a spirit of rebellion
- ☐ Practical jokes causing damage
- ☐ Entering another's room without permission
- ☐ Men beyond the lobby of a women's residence or women beyond the lobby of a men's residence
- ☐ Letting someone in residence hall after hours and leaving a residence hall after hours
- ☐ Entering another's locked room or other locked restricted areas
- ☐ Fighting or threatening/jeopardizing the welfare of others
- ☐ Sexual, racial, ethnic harassment or other violations of the Antidiscrimination Policy
- ☐ Bullying

Hazing Policy

As part of our commitment to promoting a safe and healthy campus environment for the University community and cultivating a culture that fosters respect for the dignity and rights of all its members, the University does not tolerate hazing activities, defined below, by any members of the University community, employee or student, on or off campus.

Definition

Hazing, as defined by statute, is doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization or any act to continue or reinstate membership in or affiliation with any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person, including coercing another to consume alcohol or a drug of abuse, as defined in section 3719.011 of the Revised Code.

Further, as defined by Ohio Christian University, hazing is doing, requiring, or encouraging any act, in conjunction with initiation, continued membership, or participation in any group that causes or creates a substantial risk of causing mental or physical harm or humiliation.

Examples of hazing under this Policy include, but are not limited to the following:

- i. Forced cleaning
- ii. Running errands/menial tasks
- iii. Mental and/or psychological abuse

- iv. Public or private displays of humiliation
- v. Forced use of drugs or alcohol
- vi. Providing alcohol to minors
- vii. Use of alcohol or drugs during new member education/intake process or other membership events

Distribution

This policy will be made available publicly on the OCU website. Each university employee will receive training on an annual basis. The student leaders and leaders of student clubs and organizations will receive personalized training each fall regarding this policy.

All students seeking membership in a registered student organization or student group at OCU must complete the anti-hazing training provided by the University. Failure to complete the training will result in the student being denied the ability to join any recognized student organization or group. If a student is unsure if they have completed the required program they should contact studentdev@ohiochristian.edu to verify their eligibility to join a student organization or group.

Sanctions

Hazing will not be tolerated at Ohio Christian University. Hazing is a serious offense of the OCU Student Code of Conduct and, therefore, is subject to the full range of sanctions listed in *Disciplinary Sanctions* section of the Student Handbook. In addition, hazing may result in the loss of University privileges such as the ability to formally meet on campus and to use campus facilities, or to represent the University and, in the case of fraternities and sororities, the right to be recognized or operate at the University.

Violations of this Policy are subject to referral to appropriate law enforcement or University services, as well as to regional and inter/national affiliated offices of student organizations, for action and prosecution. Violations of this Policy by employees may result in corrective action or discipline (including termination) in accordance with applicable University policies and procedures.

Procedures for Implementation

Allegations of Hazing - Any person having knowledge of any activity or conduct which may constitute hazing should contact the Dean of Students Office or University Security.

Self-Reporting of Incidents - Student organization/team members and officers/captains should immediately report any hazing incidents that occur within their organization to the Student Development Staff, providing a detailed description of the events that have transpired, the names of any individuals involved, and a description of any actions taken by the organization. Upon receiving the report, a Conduct Committee member(s) will investigate as described in this regulation, and the organization president and advisor/coach will be notified.

The investigation and adjudication will proceed related to the regulation violations by the individual(s) implicated in the report, unless evidence discovered in the investigation proves the incident to have been sanctioned by the organization. If the incident appears to have been sanctioned by the organization, a follow-up investigation into the organization's role may be undertaken.

Investigation of Allegations and Charges - Upon receiving a report of alleged hazing, the Conduct Committee will:

- a. Make contact (if possible) with the individual(s) bringing forward the allegations of hazing;

- b. Make contact with the individual(s) alleged to have perpetrated the hazing. If the conduct is organizational in nature, the investigator will contact the advisor and president of the organization under investigation;
- c. Conduct interviews with all parties, including victims, the accused student(s), and any witnesses. The investigator(s) may, at his/her discretion, recommend interim action (as described in the Student Handbook) to the Provost at any point during the investigation;
- d. The Conduct Committee may, at their discretion, require students, or a select group of students (i.e. all new members of an organization) to participate in an investigatory meeting at a pre-determined time and location and may exercise discretion regarding the communication of students during the investigation process.
- e. The Conduct Committee may, at their discretion, require students to undergo a physical examination by University athletics physical trainer, particularly when allegations of physical abuse are part of a hazing investigation. The results of these physical examinations will be protected by application health privacy laws, but a summary of any physical signs of hazing (i.e. bruises, burns, etc.) will be provided to the investigator by the medical professional conducting the examinations.
- f. The Conduct Committee Chairperson will provide a written investigative report and recommendation of sanctions to the VPAA. Upon receipt of this report and recommendation, the VPAA will determine final sanctions. If sanctions are warranted, the VPAA will charge the individual student(s), the involved student group(s), and /or the President or other responsible officers of the involved student group(s) or any other complicit bystanders in accordance with the Student Code of Conduct.

Adjudication. - Adjudication shall be conducted pursuant to the Student Handbook process as outlined in Disciplinary Process (or other specific language in university policy related to organizational misconduct, if applicable).

Reporting an Incident of Hazing

Immediately upon learning of potential hazing, all employees and students are required to report the alleged conduct to care@ohiochristian.edu.

Campus safety is our top priority and we take all reports of misconduct seriously to protect everyone's health and well-being. OCU depends on community members to identify and report behaviors of concern so that the College can provide distressed students and employees with appropriate support services and resources. Anonymous reports are accepted; however, the college's ability to obtain additional information may be compromised, and the ability to investigate anonymous reports may be limited.

Disciplinary Process

All offenses will be handled on an individual basis. Any and all disciplinary sanctions may be applied. Some offenses may be considered minor in nature and others are of greater concern and will result in action that is reflective of that. Penalties will increase if offenses accumulate or if more than one offense is involved in any incident. All necessary members of the Office of Student Development will be involved in the process. Every violation will be discussed with the student at the appropriate level.

The Student Development staff who oversee student conduct, approach behavioral issues in a restorative and redemptive way. If the incident that is being taken into the disciplinary process is one that does not involve physical harm to another or other acts of violence and intimidation, the response from Student Development will be one that attempts to restore the student to the community. The goal is reconciliation and providing avenues for the student to learn from their actions and take responsibility.

Students should be aware that all federal, state, and local laws apply as well. Enrollment in no way negates coverage from civil or criminal law. Penalty from civil or criminal law does not exempt students from further discipline by the University.

Steps in the Discipline Process

1. General incidences of student misconduct shall be handled by the Conduct Committee.
2. More serious incidences of student misconduct, including those which may lead to suspension and/or dismissal, may be referred by the Provost to the Student Life Committee for disposition. If the alleged conduct meets one or more of the definitions of Non-Title IX Sexual Harassment and Misconduct, the individuals responsible for the disciplinary proceeding will be officials who, at a minimum, receive annual training on issues related to dating violence, domestic violence, sexual assault and stalking, and how to conduct an investigation and hearing process that protects the safety of the victims and promotes accountability.
3. The Provost and/or the University President shall have the power to suspend or dismiss a student in extra-ordinary circumstances pending final disposition of the case.
4. In the investigative process conducted by the Director of Student Life, the student shall not have the right to have an advisor present unless the alleged conduct meets one or more of the definitions of Non-Title IX Sexual Harassment and Misconduct. In those cases, the student may be accompanied by an advisor of their choice (“Non-Title IX Sexual Harassment and Misconduct Advisor”), so long as the advisor is not a responding party or witness in the same incident. Non-Title IX Sexual Harassment and Misconduct Advisors may be attorneys. During the investigative process, Non-Title IX Sexual Harassment and Misconduct Advisors are not permitted to speak, advocate for, or participate directly; instead, students are responsible for their own engagement. Non-Title IX Sexual Harassment and Misconduct Advisors are required to abide by these restrictions regarding the extent to which they can participate in proceedings, and any restrictions will apply equally to both parties. If a party’s Non-Title IX Sexual Harassment and Misconduct Advisor refuses to comply with restrictions set by the University, the University may require the party to use a different advisor. It is the responsibility of the student to identify and arrange for the presence of a Non-Title IX Sexual Harassment and Misconduct Advisor, and the resolution process will not be altered or paused to adapt to the schedule of any such advisor.

Additional Procedures for Non-Title IX Sexual Harassment and Misconduct

If the alleged conduct meets one or more of the definitions of Non-Title IX Sexual Harassment and Misconduct included in this policy, the University will provide a prompt, fair, and impartial process to resolve the allegation(s). Within 60 days of receiving information from the Title IX Coordinator about any

alleged conduct that does not meet the jurisdictional requirements, threshold requirements, or definition of “Title IX Sexual Harassment” in OCU’s Title IX Policy, the University will conduct and complete any investigation that may be necessary for allegations that meet the definition of Non-Title IX Sexual Harassment and Misconduct.

Such an investigation may be done by the University or a designee, which may include external investigators and/or any OCU employee who has received annual training on the issues related to dating violence, domestic violence, sexual assault and stalking, and how to conduct an investigation and hearing process that protects the safety of the victims and promotes accountability to investigate the alleged conduct.

Policy and Procedure for Handling Grievances

The grievance process is outlined below. Letters written directly to the President’s Cabinet will be forwarded to the person/staff member having direct supervision over the area of concern.

1. Students are encouraged to discuss grievances with the person/staff member having direct supervision over the area of concern. That person will attempt to resolve the problem. Concerns may be communicated verbally or in writing by the student to the staff member.
2. If the need is not satisfactorily met, the department head or director of the area is the next level of contact. It is the student’s responsibility to demonstrate that they have already communicated with the staff member who oversees the program, office, or department. The director/department head will review the student’s complaint and provide a response.
3. If the need is not satisfactorily met, the Vice President of the area with which they are experiencing the problem is the next contact. The complaint must be presented in writing. Evidence that the grievance has been passed through the prior levels will be necessary for each subsequent level.
4. If the need is not satisfactorily met, the student has the privilege of appealing to the University President’s Cabinet. The request for a hearing must be presented in writing to the Office of the President along with the written complaint. This step is only appropriate when there is evidence that prior steps have been followed.
5. At the direction of the President, the President’s Cabinet shall hold a hearing and will render a decision regarding the grievance made by the student.
6. The student and the President’s Cabinet shall have the right to call witnesses. The President may limit the number of witnesses to be called.
7. The decision of the President’s Cabinet shall be reported to the student in writing within one working day of the rendering of the decision by the Council.
8. The decision of the President’s Cabinet shall be final.

Student Life Hearing Process and Procedures

The procedures for the Student Life Hearing are as follows:

- The Student Life Department shall assume responsibility for preliminary investigation of the alleged misconduct and may appoint one or more investigators for this purpose. The matter shall be discussed thoroughly with the student and a thorough effort made to collect all relevant information in the compilation of the facts of the case. If the alleged conduct at issue meets one or more of the definitions of Non-Title IX Sexual Harassment and Misconduct, the individuals responsible for the investigation will be officials who, at a minimum, receive annual training on issues related to dating violence, domestic violence, sexual assault and stalking, and how to conduct an investigation and hearing process that protects the safety of the victims and promotes accountability.
- The student may waive the right to a Student Life Committee hearing in favor of direct decision by the Provost, subject to the approval of the Provost. As stated above, if the alleged conduct at issue meets one or more of the definitions of Non-Title IX Sexual Harassment and Misconduct, the individual or individuals responsible for the direct decision or hearing process will be officials who, at a minimum, receive annual training on the issues related to dating violence, domestic violence, sexual assault and stalking, and how to conduct an investigation and hearing process that protects the safety of the victims and promotes accountability.
- Upon the recommendation of the Provost, the chair-person of the Student Life Committee shall determine the time and place for the hearing and shall inform the members of the committee.
- The student accused of misconduct shall be informed in writing by the Executive Director of Student Life of the following:
 - The date, time, and place of hearing before the Student Life Committee
 - The specific charges to be considered
 - The student's opportunities to have another student, or member of the faculty or staff, appear with him or her. This person is to act as an advisor and is not to act as counsel for the accused. They must request permission from the Chairman to speak on behalf of the student. The chairman is not required to give clearance (the student is not entitled to representation at the hearing by an attorney at law)
 - The student's opportunity to confront or question witnesses, to submit documents or other evidence, and to respond to the evidence submitted by the other party. The accused student and all parties involved are warned that threats made toward a witness or any person involved in the case are in violation of civil law and will be taken seriously. Law enforcement authorities will be called immediately.
 - The student's right of appeal.

The process of the Student Life Committee Hearing is as follows:

- The primary purpose of the hearing is to ascertain the facts of the matter and to render a reasonable and just disciplinary decision, taking into account the welfare of the student and of the University.
- The charges of alleged student misconduct shall be presented by the Executive Director of Student Development
- The student, the Provost, and the committee shall have the right to call witnesses and to question witnesses brought by another party. Each party shall have the right to submit documents or other evidence and to respond to the documents or evidence submitted by another party. The Chairperson of the Committee may limit the number of witnesses to be called. All students and witnesses called by the committee are required to answer questions posed by the committee in keeping with the stated purpose of the hearing.
- The student shall have the right to have an advisor present of his or her choosing from within the University community during the hearing. This person shall advise only and not act as legal counsel.
- For an incident of alleged misconduct involving more than one student, the committee reserves the right to consider the cases jointly or separately, subject to the request of the student for a private hearing.

Student Life Committee Decision

- Only committee members have the right to be present during committee deliberations and decision-making.
- The decision of the committee shall be reported to the student by the Committee Chair in writing within three working days of the rendering of the decision by the committee. Written notification shall be provided informing student of their right to appeal.
- If the behavior at issue meets one or more of the definitions of Non-Title IX Sexual Harassment and Misconduct, the decision of committee shall include an analysis of the evidence and make a determination by a preponderance of the evidence as to whether the student is responsible for each of the charged allegations of Non-Title IX Sexual Harassment and Misconduct. Additionally, for these cases, the committee shall provide simultaneous notification, in writing, to both the accuser and the accused of the result of the Student Life Committee Hearing, and the procedures for either party to appeal the result.

Disciplinary Sanctions

The following are the definitions of the sanctions as listed above:

- *Warning:* A verbal or written response which enforces the notion that any continuation or repetition of an inappropriate behavior will result in more severe sanctions. The warning will be documented and stored in the student's file.

- *Alcohol/Drug Assessment:* When alcohol or drugs are involved in conduct concerns the university reserves the right to request alcohol/drug tests. Any refusal to be tested will be construed as a “drug positive” test result and will be subject to the consequences listed in the Drug and Alcohol Abuse Prevention Handbook. Our full drug/alcohol policy can be found here: <https://www.ohiochristian.edu/student-consumer-information/drug-and-alcohol-abuse-prevention-handbook/>
- *Required Counseling:* On occasion, it may be clear that a student’s mental health is of utmost concern and that professional intervention is necessary. The university may require a certain number of counseling sessions and request that the student release date/time and signature of the licensed professional to verify that this requirement is being met.
- *Fines/Work detail:* Fines are any monetary sanction given out to help students take ownership of their actions. Work detail is tasks given to help the community as a whole (i.e., working for Maintenance, Custodial, Student Development, etc.). Work detail must be completed within the designated timeframe or further disciplinary action will take place and a fine of \$20 per hour incurred for assigned hours not finished. Fines and work detail must be approved by the Conduct Committee.
- *Campus Restriction:* The student is restricted to campus and may only leave with the permission of their Resident Director and is denied certain privileges as communicated. These privileges may include visits to lounge areas, intramurals, social events, and University activities. This list is not a complete list.
- *Continuing “No Contact” Orders/Trespass Orders:* The student is prohibited from having contact with specific individuals or being present on campus, at OCU-owned facilities, and/or at campus activities or events. These Orders may also include restrictions on behavior, access to certain campus facilities, participation in campus activities, housing restrictions, and/or scheduling restrictions.
- *Curfew:* A specified curfew will be implemented, including for those students who are over 20 years old. Duration and time parameters will be created and communicated by the Conduct Committee.
- *Restriction of Visitation Privileges:* Students receiving this sanction are prohibited from visitation privileges for a duration of time determined by the Conduct Committee. This means that a student may not enter lobby areas in a residence hall occupied by students of the opposite gender.
- *Developmental/Educational Assignments:* These may include but are not limited to: attendance at educational programs, personal essays, letter of apology, alcohol and drug assessments, or involvement in a mentoring relationship.
- *Restitution/Restoration:* Restitution means that the student is required to make reimbursement for damage to or misappropriation of property and/or funds. It may take the form of appropriate service to repair or otherwise compensate for damages. The details of restitution shall be

specified in writing. Restoration includes the obligation of the student to work to make amends towards offended parties based on the student's action and will be specific in writing.

- *Social Probation*: Social probation includes campus restriction. Students also must resign from all campus offices and are declared ineligible for interscholastic sports competition. The student is also ineligible to participate in co-curricular activities in which he or she would represent the University or serve in a leadership role. Students placed on Social Probation will also be required to earn their full required amount of Spiritual Formation Credits.
- *Community Service*: This consists of any work assigned on or off campus at the discretion of the Conduct Committee. The purpose is to give of one's time and effort to bless others. Hours will be assigned, ranging from 5 hours to 20 hours maximum. Any community service hours that remain incomplete by the assigned date will convert into a fine at the rate of \$20 per hour. The charge of this will be designated to the student's account.
- *Suspension*: Suspension is temporary severing of the student's participation with the University for a period of time varying from a portion of a semester to one full semester. It includes a student's right to return without formally requesting readmission at the end of the stated period. The suspension shall be followed by a period of Social Probation. Students are subject to the academic consequences of missing work as a result of such disciplinary action, and the faculty is not obligated to permit make up of missed assignments and examination in such cases. The duration and conditions of suspension shall be specified in writing.
- *Dismissal*: Dismissal means that the student's status is terminated from the University for an indefinite period. The duration and conditions of this period shall be specified in writing. Such action shall be noted on the student's transcript.

Notification to Parents/Guardians

Students are encouraged at all levels of the Student Discipline Process to share information with their parents. If the student has given consent to do so, the University may notify parents of a student who has violated any laws or college policy governing the use or possession of alcohol or controlled substance, has been suspended, dismissed, or expelled from the college if the student is under the age of 21 at the time of disclosure. Furthermore, in health and safety emergencies, the college may notify the parents or guardian of a student.

Appeal Process

To be fair in the adjudication process, the University offers an Appeal Process to all students. This is for those who feel that they were not treated fairly and that the facts surrounding the disciplinary decision warrant an appeal. A student can appeal the decision or the sanctions given out for the violation. Appeals from a decision by the Conduct Committee or other Student Life Staff will go to the Student Life Committee. Appeals from a decision by the Student Life Committee will go to the President's Cabinet.

If the behavior at issue meets one or more of the definitions of Non-Title IX Sexual Harassment and Misconduct, the committee shall provide simultaneous notification, in writing, to both the accuser and the accused of the institution's procedures to appeal the result of the Student Life Committee Decision.

In order for the appeal to be considered, the student needs to fill out an Appeals Application located in the Student Development Office. The application must be returned no later than 7 days after the disciplinary decision has been made (unless the Disciplinary Letter states a different date). A student must appeal a decision based on one or more of the following criteria:

1. Insufficient evidence or information used to determine the decision.
2. New evidence or information has surfaced which is sufficient to alter the decision.
3. Sanctions given out were too harsh for the violation or behavior.
4. The University significantly veered from the Discipline Process in a way that affected the fairness of the decision.

Appeals to the Student Life Committee

The Chair of the committee will review each appeal based on one of the four criteria listed and determine if the appeal will be heard. It should be noted that not all submitted appeals will have their case heard. If it is decided that the appeal should move forward, the case will be overseen by the Student Life Committee. The Committee may conduct a review of the record and the appeal and choose to do the following:

- Leave the disciplinary decision and sanctions that were rendered through the Student Conduct process as is.
- Move forward with further investigations/meetings to come to a disciplinary decision and assign appropriate sanctions.

An appeal decision from the Student Life Committee is final and may not be further appealed to the President's Cabinet.

Appeals to the President's Cabinet

- Disciplinary decisions made by the Student Life Committee may be appealed by either the student or the Vice President of Academic Affairs, provided that the appeal has been filed, in writing, in the Office of the President within seven days of receiving written notification of the decision of the Student Life Committee.
- The President's Cabinet will have an on the record review of the appeal and violation and make a decision. The President reserves the right to then schedule a hearing which may include the President's Cabinet members, Chair of Student Life Committee, and the student and his/her advisor, if any, from within the University community.
- If the behavior at issue meets one or more of the definitions of Non-Title IX Sexual Harassment and Misconduct, the committee shall provide simultaneous notification, in writing, to both the accuser and the accused of the institution's procedures to appeal the result of the Student Life Committee Decision.

Hearing Procedures and Decisions of the Cabinet:

- The student, the Provost, and the President’s Cabinet shall have the right to call witnesses brought by another party. The University President may limit the number of witnesses to be called.
- The decision of the President’s Cabinet shall be reported to the student in writing by the Vice President of Academic Affairs within seven working days of the rendering of the decision by the committee.
- The decision of the President’s Cabinet shall be final.

Rights of Students Accused of Misconduct

In addition to the rights identified above, individuals accused of misconduct shall have the following rights:

- To have all charges of misconduct specified in writing.
- If the alleged conduct meets one or more of the definitions of Non-Title IX Sexual Harassment and Misconduct, the student may be accompanied to any related meeting or proceeding by an advisor of their choice (“Non-Title IX Sexual Harassment and Misconduct Advisor”), so long as the advisor is not a responding party or witness in the same incident. Non-Title IX Sexual Harassment and Misconduct Advisors may be attorneys. During the investigative process, Non-Title IX Sexual Harassment and Misconduct Advisors are not permitted to speak, advocate for, or participate directly; instead, students are responsible for their own engagement. Non-Title IX Sexual Harassment and Misconduct Advisors are required to abide by these restrictions regarding the extent to which they can participate in proceedings, and any restrictions will apply equally to both parties. If a party’s Non-Title IX Sexual Harassment and Misconduct Advisor refuses to comply with restrictions set by the University, the University may require the party to use a different advisor. It is the responsibility of the student to identify and arrange for the presence of a Non-Title IX Sexual Harassment and Misconduct Advisor, and the resolution process will not be altered or paused to adapt to the schedule of any such advisor.
- For all other alleged misconduct, individuals may have the benefit of an advisor of the student's choosing from within the Ohio Christian University community which includes full time faculty members, staff members, or students during hearings before Student Life Committee and President’s Cabinet. While an advisor does not represent the student, he or she may counsel and advise the accused student in such a way as to protect the student's interest and provide redemptive counsel. Any student, faculty member, or staff member that would be deemed to have a conflict of interest, shall not serve in an advisory capacity.
- To call witnesses on his or her behalf and to question other witnesses called by other parties during appeal hearings.
- To request a private hearing where more than one student is involved.

- To receive all decisions in writing or via email, no less than one working day following the rendering of a decision.
- To appeal a student disciplinary decision if the appeal is made, in writing, to the proper office within seven days of written notification of the decision.

To waive a Student Life Committee hearing in favor of a direct decision by the Provost, subject to the approval of the Provost.