



CIRCLEVILLE CAMPUS
STUDENT HANDBOOK



OHIO CHRISTIAN
UNIVERSITY™

OHIO CHRISTIAN UNIVERSITY

STUDENT HANDBOOK

Student Responsibility for Items in the Handbook

Each student is responsible for their behavioral expectations and all policies set forth by the University. All students should be familiar with and abide by the content listed in the following pages. Students may obtain a copy of the handbook by visiting <http://www.ohiochristian.edu/student-development>.

Right to Amend

The Ohio Christian University Student Handbook is overseen by the Office of Student Development. A Student Handbook Committee meets annually to suggest changes to the handbook utilizing student's opinion.

Policies are under continuous examination and revision. The University reserves the right to amend sections of this handbook through regular administrative procedures. The policies and other community behavioral standards listed here in this handbook are what was current at the time of publication and are subject to change without notice.

Final approval and amendments to the content of the Student Handbook resides with the President's Cabinet and by the Ohio Christian University Board of Trustees. Amendments take immediate effect upon notification of the general student population by the Student Body President and 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.

The following pages are broken down into key areas for quick reference and communication: Spiritual Life, Campus Life, University Policy, University Offices, and General Information.

Students who have specific questions regarding the Student Handbook may speak with the Student Body President or Dean of Students.

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PART I. UNIVERSITY OBJECTIVES & SPIRITUAL LIFE

CHAPTER 1 – MISSION & OBJECTIVES

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.

General University Objectives

Upon graduation from Ohio Christian University the student should:

- Influence the culture and community through Christ-like character, Biblical Christian faith, and a transformed heart.
- Lead by serving and equipping others to leverage their highest God-given potential.
- Demonstrate discipline-specific competencies and an understanding of the broad fields of knowledge necessary for life-long learning and fulfilling one's calling.
- Exhibit love and respect while engaging and communicating with all people groups.

Conceptual Framework

Ohio Christian University utilizes a Conceptual Framework to develop each student into a Christian Servant Leader through three areas of their life: Leadership, Character, and Servants Heart that empower the student to experience a Holy Transformed Heart seeking to love God and love his people.

Students will begin seeing their Christian worldview shaped by the development of relationships, moral & ethical strength, an attitude of compassion, love for people, selflessness, humility and passion that is motivated into action. Through this students will experience a transformation of life into a fully devoted follower of Christ experienced through a spiritual rebirth.

University Lifestyle Statements

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 demanding 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. (I Cor. 10:31) 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: 5-7).
- 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).

CHAPTER 2 – 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. We want each student to take the next step towards Christ, whatever that may look like in their life. And then, with God’s help, to take the next step. And the next.

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. All students are welcome and encouraged to worship at University Church here on campus in the Detty Chapel at 11am.

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. We must continue to be engaged in the local church if we are to continue to be connected to the broader body of Christ, not simply our peers at Ohio Christian.

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.

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 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, business people, etc. They may be young, old, every variety of ethnic background, or spectrum of Christian denomination. Yet they will serve our end 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 Word of God and the shared testimonies of his saints.

Pursuing Your Personal Spiritual Formation through Small Groups

There are many ways to deepen your relationship with God during your time at OCU. If you wish to take your spiritual life to the next level, you 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 on to passionately join God's mission in this world. Whether you join one of the groups below or gather your friends together and start your own micro-community, finding a way to live honestly and authentically with other students can be one of the most life changing experiences you ever have as you pursue life with God. Here are some groups that you can connect with:

Awaken: A bi-weekly large event open to all allows students the space to worship and to hear from students, staff, and guest speakers. In the off weeks there are discipleship break-out group meetings guided by a trained student discipleship group leader. For more information visit [Awaken Instagram](#) and [Facebook](#).

Delight: This is a time for the women of OCU to be in Christ-centered community that fosters vulnerability & transforms stories. For more info visit https://www.instagram.com/delight_ocu/.

Sportslinc: A student-lead ministry of Athletes in Action. Their vision is to see a true Christ follower in every team, every sport, every nation! They also will have small groups available for a mixture of athletes from various teams For more information visit <https://www.instagram.com/ocusportlinc/>.

The Summit: A ministry of World Gospel Mission at OCU. They strive to connect your passion to what God is doing globally! They meet every Monday night at 8pm in the WGM Center. For more information visit <https://www.instagram.com/thesummitocu/>.

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, therapists, etc. 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 the counselor on campus (contact student development).

Chapel Times & Attendance

Chapels are held regularly on Monday and Wednesday, with some special chapel events held through the week on occasion. During the week of University “Preview Days,” Chapel will be held on Wednesday and Friday. This will be communicated via announcement 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 each semester, graduating, and receiving your diploma. All students enrolled in 12+ credits are required to attend chapel every fall and spring semester. Also, all residential students are required to attend chapel. Commuters have certain exceptions listed below.

Each student will be allowed to miss chapel 7 times. If a student has received an exemption, they will be allowed to miss according to the guidelines below. This covers Athletic events, sickness, or other unexpected events and thus need to be utilized wisely.

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, including the loss of a chapel attendance. Please also refer to the dress code for chapel on page 20-21.

Other Ways to Receive Chapel Attendance

Students can receive .5 attendances for each Summit and Awaken weekly events. Commuters are encouraged to engage special events, those interested can speak with the World Gospel

Mission (WGM) Director in the Student Development Office or the Director of Spiritual Formation in Student Development. (Maximum of 3 attendances can be earned towards chapel attendance in this category)

Commuter Chapel Attendance Requirements

Commuters will be required to earn credits based on the days they have class directly before or after chapel. **They may only do this by completing a Chapel Exemption Request with the Spiritual Formation Department (found in the E360 online course).** This form **must be submitted by September 15th in the fall or February 1st 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 (Monday or Wednesday) are required to attend 14 chapels (see above requirements).
- Commuters who do not have class on Monday or Wednesday 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 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 Office or email spiritualformation@ohiochristian.edu as soon as possible.

Chapel Attendance Tracking System

Students must have their Student ID cards to record their Chapel Attendance. A student not presenting his or her ID will receive partial credit of .75.

A student will be counted tardy if they arrive at Chapel 5 minutes after the service has begun. They will receive a partial credit of .75 for every tardy. 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 credits 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 credit will be posted on E360 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.

Each student will be allowed to miss chapel 7 times. This covers Athletic events, sickness, or other unexpected events and thus need to be utilized wisely. If a student has received an exemption they will be allowed to miss according to the guidelines below. Any student that misses chapel more than the allotted times, all of the following applicable restrictions will be administered:

- Students who have 14-19 chapel attendances during a semester, when required to earn 27, results in Spiritual Formation Probation for the following semester. Students who attend less than 14 chapels during a semester may be suspended from the University for the following semester.
- Those who are required to attend 14 chapels are placed on probation for attending 8 - 9 and may be dismissed for attending less than 8.
- Students who are required to attend 9 chapels are placed on probation for attending 5 - 6 chapels and may be suspended for earning less than 5 credits.
 - Spiritual Formation Probation consists of the following:
 - Limit to 15 unit class load
 - Loss of participation in 10% of intercollegiate athletic season
 - Loss of Curfew Exemption (Upperclassman return to a freshman curfew. Freshmen curfew becomes 10 PM on Sunday – Wednesday, 12 AM on Thursday – Saturday)
 - 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 Probation	Possible Dismissal
27	19-14	13 or less
14	9-8	7 or less
9	6-5	4 or less

To be removed from probation a student must attend their full required amount of chapels in the semester they are serving probation. Failing to do so, thereby being on probation two consecutive semester, 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 E360, each student is personally responsible for keeping record of their own chapel attendance. Students have the ability to check on the number of attendances on their OCU E360 online learning system. 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.

Chapel Attendance Appeals

If you would like to appeal for any reason a formal request must be submitted to the Director of Spiritual Formation in the Student Development Office or by email to Kevin Bennie at kbennie@ohiochristian.edu. These will be reviewed by the Director of Spiritual Formation, Dean of Students, and other Student Development staff as necessary.

Harmonious Worship Guidelines

Ohio Christian University is thoroughly committed to the Wesleyan Arminian interpretation of the Scriptures. This theological position mandates this stance on glossolalia: 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.

Therefore, Ohio Christian University feels a responsibility to students, parents, pastors, churches, and denominations which send students to us. Consequently, we have adopted the following policies:

- 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.
- Ohio Christian University does not encourage or promote the act of speaking in tongues or prayer languages. These policies are in place for the existence of harmonious interaction among students.
- In Christian love, we urge all who cannot walk according to our policies to associate themselves with a school harmonious to their own convictions.

PART II. UNIVERSITY POLICIES

Ohio Christian University has adopted varying policies designed to address the safety and well-being regarding areas of campus and student conduct. Each of these policies are laid out and addressed in this part. 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.

CHAPTER 1 – GENERALLY APPLICABLE 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.

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, and bows & arrows (exceptions can be made for students enrolled in a University approved archery course). Additionally, personal defense items such as Tasers, pepper spray, and stun guns are not permitted on University grounds. The University may confiscate firearms/weapons to maintain the safety of the campus and its residents.

Additionally, any airsoft guns, knives over 3.5 inches, or other weapons that cause harm to another, are not allowed. All weapons listed above are absolutely prohibited on University grounds at all times.

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.

Internet Access

The University encourages students to use technological advances to enhance their personal educational experience. The computer lab allows all students access to the internet.

The University has provided a system whereby students can access the internet from their rooms via the University server. Since the University provides internet access for residence halls, residents are not permitted to access the internet through any other source from within the residence halls.

The University prohibits students from accessing pornography. Violations of policy will be handled through the Student Conduct Process.

The University, in its sole discretion, reserves the right to restrict students from accessing internet sites that are pornographic in nature or in any way 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.

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, etc. Students are strongly encouraged to use the strongest privacy settings to prevent people from accessing personal information. Additionally, students must realize that they represent Ohio Christian University at all times. Content put on the internet can have negative consequences regarding status as a student, professional opportunities and 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 the Marketing with their comments or questions.

Entertainment Policy

In the Christian community there are some forms of entertainment that are considered questionable and/or inappropriate. The University requires students to refrain from the viewing drama involving pornography, coarse language, adult humor/situations, nudity and excessive

violence. This is whether at the movie theatre, on television, or electronic media. It is understood that attendance at dance halls, bars and nightclubs will not be acceptable for the students of the University community.

Television viewing is a privilege extended to the resident students; however, the University reserves the right to restrict television viewing in the halls and other University facilities.

Videos or DVDs containing pornography, coarse language, adult humor, adult situations, nudity and excessive violence are prohibited. This includes ratings of R, Mature, NR, and X, as well as PG-13 when content listed above is present. Additionally, video games rated Adult Only (AO) and above are prohibited. Violations will result in disciplinary action which may include forfeiture of viewing privileges and/or confiscation of the unit or media.

Students are expected to keep the volume down on listening 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.

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

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.

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 the Coordinator of Residence Life, except during Open Dorm hours. Violations may lead to loss of housing privileges. The host is responsible for the conduct and whereabouts of his/her guests.

Policy on Children in the Classroom

Due to 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 either need to make appropriate arrangements for the care of their children by others, or utilize their allowable class

absences to care for their children themselves in emergency situations.

Drug and Alcohol Policy

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 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 <http://www.ohiochristian.edu/sites/default/files/Drug%20and%20Alcohol%20Abuse%20Prevention%20Handbook%20updated%2010-1-18.pdf>.

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, which may be found here:

<https://www.ohiochristian.edu/university/about-ocu/campus-security-fire-safety#safetystats>.

Members of the community who struggle with issues that violate this policy are referred to the reconciliation process. A program helping to prevent drug and alcohol abuse is currently being researched and will be provided to all members of the OCU community upon completion.

Possession and Use of Tobacco

All tobacco is prohibited on the University campus and denominational grounds at all times (this includes E-Cigs, Vapor Pens, chewing tobacco, etc.). 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 when deemed necessary. Ohio Christian University is a drug, alcohol and tobacco free environment.

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>.

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.

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.

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.

OCU encourages, but does not require, students to make themselves known to the University should they desire to have a service animal accompany them in academic classes, activities, or services on campus.

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 Dean of Students 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:

Compliance with any state and/or town laws pertaining to animal licensing, vaccination, and owner identification.

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).

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.

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 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.

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.

Every vehicle 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. 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.

Vehicles are to be operated within posted speed limits. The maximum campus speed limit is 15 miles per hour. 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.

Mopeds and motorcycles are considered motor vehicles and all motor vehicle regulations apply.

Students are not permitted to use any University vehicle for personal use.

Policy and Procedure for Handling Grievances

The grievance process outlined below is to be followed to raise grievances. 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.

University Policy on Sexuality and Gender Identity

Ohio Christian University's policy regarding sex, sexuality, and gender identity is grounded in the teachings of the Bible as understood in the University's doctrine and long-standing religious affiliation and status with the Churches of Christ in Christian Union which was established in the Wesleyan theological tradition. This policy is intended to address transsexualism, transgenderism, and broader related gender identity issues.

We recognize our obligation before God to love all persons, understanding such love in the context of the Bible, God's revealed truth. We affirm that God's original and ongoing intent and action is the creation of humanity manifest as two distinct sexes: male and female. We also recognize that due to sin and human brokenness, our experiential perception of our gender is not always that which God the Creator originally designed, and yet affirm further God's capacity to heal and transform our brokenness in keeping with His purposes and will.

Within the Biblical understanding of the act of mankind's creation, the Biblical description of the fall of mankind, and God's act of redemption, we do not support or affirm the resolution of a psychological identity discordant with one's birth sex. Similarly, we do not support or affirm attempts to change one's given biological birth sex via medical intervention in favor of the identity of the opposite sex or of an indeterminate identity. As a Christian residential institution of higher learning we will respect those whose moral views diverge from ours, and seek to embody the gentle and patient love of Christ for all. We will, however, make institutional decisions in light of this policy regarding housing, student admission and retention, employment hiring and retention, and other matters.

CHAPTER 2 – CAMPUS LIFE POLICIES

STANDARD OF DRESS

The reasonable standard Ohio Christian University desires to maintain for its developing leaders is a neat and modest appearance which projects self-confidence, maturity, and high academic expectations. We desire to present students as developing professionals to win the confidence of those we seek to serve. Since fashions and apparel fads change constantly, the standard of dress is intended to maintain modesty.

The standard of dress applies to all campus resident, commuter, and CCP students while on campus, during all academic sessions. Faculty, staff, and Student Life personnel are empowered by the University to mandate adjustments on the part of students whose apparel or grooming are considered inappropriate for activities of the University.

Modesty Guidelines

In keeping with standards of positive righteousness, students must be aware of the manner in which clothing may occasionally be too revealing. Please take care to wear clothing that does not reveal the upper or lower midriff, chest area, or undergarments at any time.

For example, this type of exposure may become a particular problem when females or males are kneeling at the altar or bending over for any other reason. Students are required to dress in a manner that eliminates this possibility. Clothing should not reveal or expose the midriff or abdomen, back, or chest. Tight fitting apparel is often more revealing than is acceptable, please see below for guidelines.

General Guidelines

Students must be properly clothed at all times and maintain an appearance of professionalism. Additionally, ladies are asked to use cosmetics and jewelry conservatively. Women are permitted to wear earrings; men are not permitted to wear earrings at any time. Jewelry involved with body and facial piercings are prohibited for both genders.

A man's hair and facial must be kept neat and trim and must not be in a ponytail.

Extremes in hair styles and dye colors that do not occur naturally in humans are prohibited (blue, green, pink, etc.).

Clothing with writing not consistent with the Lifestyle Statements of Ohio Christian University, t-shirts with holes, and pants with holes are not to be worn by either gender to Chapel, or lunch.

Dirty, ragged, patched, faded clothing, or clothes intended as undergarments are not to be worn outside of the students' room.

Hats, caps, hoods and other coverings are not allowed to be worn in University Chapel. It is appropriate to remove hats during any prayer at any time.

Some student organizations or ministry groups such as Chapel Ministry Teams, choir, travel groups, athletic teams, academic programs, etc. may require participants to adhere to a stricter standard of dress; students should comply with these requests.

Professional Dress Days

Professional Dress Days are predetermined days where students are notified through a variety of communications, including email, to dress professionally. On these days men are to wear collared shirts, dress pants, and dress shoes; women are to wear dresses or blouses with pants or skirts and shoes.

Collarless shirts are not appropriate on these days.

Semi-Formal/Formal Attire

This attire should 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 and dress shoes. Men are encouraged to wear more formal attire such as tuxedos, suits, or dress jackets to certain campus events.

Ladies dress should be appropriate for Sunday church services. Ladies are also encouraged to wear more formal dress wear for special campus events. 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

During these times men are to wear shirts, pants, and shoes. Additionally, men are permitted to wear the following items:

- Athletic pants
- T-Shirts (consistent with the General and Modesty Guidelines)
- Jeans

During these times women are to wear pants, shirts, blouses, and shoes. Additionally, women are permitted to wear the following items:

- 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 outside of the leggings)
- Athletic pants
- Shorts (finger-tip length with arms relaxed for measuring are not permitted in University Chapel but can be worn in class.
- Finished sleeveless shirts must be four fingers wide and the opening must not expose the chest, abdomen, undergarments, or midriff.

Regular Attire

Outside of the classroom and chapel students are permitted to wear the following items, permitted they meet the General and Modesty Guidelines of the Standard of Dress:

- Finished sleeveless shirts (the shirt sleeves must be at least four fingers wide and the opening must not expose the chest, abdomen, undergarments, or midriff)

Students are required to wear shoes in all campus buildings and are encouraged to wear shoes while on campus grounds and outdoor common areas.

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. However, some items of clothing are permitted if they are properly covered to meet these guidelines, for clarification students may speak with a member of the Student Life Department. The following statements explain these expectations:

- Tank tops, cut-off shirts, spaghetti strap shirts, and camisoles are not permitted to be worn unless properly covered
- Shorts are permitted in class and must be no shorter than fingertip length.
- Modest workout clothing is permitted in areas designated for fitness and Athletics. Spandex, leggings, running shorts, etc. will need a modest covering. Sheer or see through clothing is not permitted unless the proper amount of clothing is worn to prevent seeing undergarments.
- Low cut shirts and shirts that expose the midriff or chest are not permitted.

HOUSING AND RESIDENCE LIFE

Ohio Christian University is a residential campus that believes in the many benefits derived from living in a University Residence Hall. Therefore, all single students under the age of 21, maintaining at least 9 credit hours per semester, which 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 30 mile radius. Furthermore, all residents are required to participate in a meal plan (excluding those residing in Terrace and 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 Dean of Students:

- 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
- Post-Secondary Enrollment Option 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 will not be allowed to remain as a resident in campus housing

Residence Hall Staff

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

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

Resident Assistants (RA) work under the direction of the building 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 (RD, ARD, RA, etc).

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 Coordinator of Residence 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. For questions or assistance, please see the Director of Student Life in the Student Development Office.

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.

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 or on University property. University insurance covers University structures only. Students' belongings may be covered by their parent's homeowners/renters/auto policies. Check with your insurer.

Occupants of a room are responsible for damage to the room furnishings and structure inflicted either by themselves or their guests.

Pets

Resident students are not permitted to have pets in the Residence Halls. Students found with pets in the Hall will receive carpet cleaning charges and non-compliance charges. In some cases, failure to comply will result in the student entering into the disciplinary process. 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. Electric space heaters, halogen lamps, candles and candle warmers, deep fryers, hot plates or any appliances with an open heating coil; such as a toaster are prohibited. Extension cords are prohibited as well. However, students may have a power strip that is equipped with a surge protector and reset switch.

Room Inspection

Residence Hall rooms are inspected weekly during a time designated by the Resident Director. Every room should be kept orderly and clean at all times, 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 halls (Terrace Hall and Townhouses) may not be inspected on a weekly basis. However, students that reside in these building 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 being 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.

People are expected to 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 outside of Open Dorm hours.

Overnight Guests and Meals

Anyone not currently a resident of the hall is considered a guest. Guests may stay in the hall if arrangements are made in advance via notification with the Resident Director. A 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. Each student may have an approved guest five nights per academic semester. Guest privileges pertain to the same person and/or a combination of persons. Payment is required for every visit over five. No one person may stay in the hall for free more than five nights.

Records will be kept in the Residence Hall Office. Guests must abide by the same regulations as students. Additionally, guests are expected to pay the established price for meals if eating in our dining commons. Students are responsible for their guest's actions.

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.

Students will be responsible to pay the guest fee and will be subject to disciplinary action if the student fails to obtain proper approval for guests visit or fails to inform the RD of persons staying in the Hall or student's room. It is vital that the RD knows who is in the building each night. When special visitation events take place on the campus, every effort will be made to respect the privacy of the resident student; however, we reserve the right to utilize residents' rooms to house visitors during prospective student events as needed.

Visitation Hours

Residence Life Staff hold regular, staff supervised, hours where opposite sex visitation is permitted referred to as "Open Dorm." These times are coordinated and posted by the Residence Life Staff and each building Resident Director, and visitation outside of these times is prohibited and will result in disciplinary action.

Students who visit during these times are required to check in at the Residence Hall Desk where the Residence Life Staff member will take possession of the Student's ID for the duration of their visit. During these hours students with guests are required to leave their room door open, lights on, and be properly positioned at all times.

Students who visit that fail to bring their ID and comply with any of the University or Hall expectations will be required to leave and will be subject to additional consequences. In addition,

there are no visitation hours during school breaks. One exception is any communication given to select students who are approved to stay during summer in the residence halls.

Curfew

Freshmen students under the age of 20 will have a 12:00 AM curfew from Sunday to Wednesday and a 1:00AM curfew from Thursday to Saturday. Those students who wish to apply for exemption from curfew for the Spring semester forward, can do so through an application located in Student Development. Student's Spiritual Formation credits, Student Conduct record, and Academic Progress will be considered in the evaluation/approval process.

Students with curfew are expected to be in their Residence Hall each evening according to the curfew schedule. All students must check in at the Residence Hall desk each night once they are in for the evening to assist the Residence Hall Staff in the event of an emergency.

Late permission is secured 24 hours in advance from the Resident Director. Unless there is an emergency involving 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. 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 12:00 AM 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 said 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. Permission to be absent is only given by the Resident Director.

Solicitation of Money

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

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 Breaks 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 Dean of Students or Coordinator of Residence Life. However, in season athletic teams, international students, and students with on

campus employment may be permitted to stay on campus. These students must have their coach or employer notify the Director of Student Life of this need for approval. 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 assessed 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 Coordinator of Residence Life.

When leaving campus over an academic break a students' 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 all breaks students are expected to follow all processes in Student Handbook. These expectations are conveyed in meeting and written form. Campus curfew, visitation, and other specific guidelines may change from what is listed here for a student who has been approved to stay over a break. 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 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 based on provided information with another student similar to their responses. Additionally, 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, academic credits earned, and ties are decided by Spiritual Formation Credits 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 time and in their order will be moved to the end of the selection order. The Director of Student Life reserve 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 Halls Tornado Procedures. Resident Directors will review Emergency Procedures at the beginning of the year, and will conduct drills regularly through the year.

Emergency drills are held periodically for training purposes and everyone is required to participate.

Other emergency situation procedures are available from the Coordinator of Residence Life or the Student Life Department.

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 Director of Student Life, Director of Integrated Students Services, and Dean of Students, but there is no guarantee that the application will be approved.

An application must be completed thoroughly, and permission must be gained from the above Student Development staff prior to the semester the student plans to live off campus. All applications are to be submitted no later than July 1st if choosing to live off campus for the fall semester. 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 also 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 Director of Student Life (Located in the Student Development Office) to gather information before applying. Students need to refrain from signing an external lease before receiving final approval from the Dean of Students 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.

As long as you are a student at Ohio Christian University you agree to conduct yourself in accordance with the University standards.

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 you will cherish for the rest of your life.

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 principle. 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 enough 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 Post-Secondary Education Option students who are taking course through their school on campus. Dating relationships that exist previous to the students' enrollment in the traditional program must be disclosed to the CCP Academic Director and Assistant Vice-President and Dean of Students.

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, etc., are considered to be inappropriate and are 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 during non-Open Dorm hours 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 life time decision in regard to marriage while at Ohio Christian University. The time of engagement is an opportunity to be learning of the high Biblical standards for marriage and to be in preparation for married life. Student Development personnel are available 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 for you as a couple and for your family. It must be a team effort and commitment. This will be an experience that will stretch your faith as you allow God to meet your every need.

Be certain to involve your family in the total University experience. There are a number of events you can attend together, such as Chapel services, Revivals, concerts, sporting events, Christmas parties and other events. If you plan to be involved, it will be a growing opportunity for your family.

We also urge that you carefully plan your time spent alone, as a couple, and family time, as well as maintaining a positive financial plan for your family.

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.

CHAPTER 3 – 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. The system is designed to help the student to assume responsibility as a maturing Christian in the Ohio Christian University community in particular and the Christian community in general. 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 Dean of Students 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.

Students are reminded that they agreed to abide by University policy with their application for admission to Ohio Christian University.

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 one's self 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 Dean of Students.

It should be noted that the Amnesty and Good Samaritan Policy does not cover an individual's actions that put the health or safety of 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:

- Failure to obey those in authority, insubordination, or manifesting a spirit of rebellion
- Hazing
- Practical jokes causing damage
- Entering another's room without permission
- Men beyond the lobby of a women's residence hall or women beyond the lobby of a

men's residence hall outside of Open Hall hours

- 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/endangering the welfare of others
- Sexual, racial, ethnic harassment or other violations of the Antidiscrimination Policy
- Bullying

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 Dean of Students and other Student Life Staff.
2. More serious incidences of student misconduct, including those which may lead to suspension and/or dismissal, may be referred by the Dean of Students to the Student Life Committee for disposition.
3. The Assistant Vice-President and Dean of Students for Student Development and/or the University President shall have the power to suspend or dismiss a student in extraordinary circumstances pending final disposition of the case.
4. In the investigative process conducted by the Assistant Vice-President and Dean of Students, the student shall not have the right to have an advisor present.

Student Life Committee

Function and Membership of the Committee:

- The Student Life Committee serves as the governing body during appeals and more serious student conduct when deemed necessary by the Vice-President of Student Development.
- Membership on the Student Life Committee shall consist of the following persons:
 - Two faculty members, one of whom shall be elected by the faculty to serve as Chairperson of the Committee
 - Director of Student Life
 - AVP and Dean of Students (non-voting, consultant role).
 - President and Vice-President of the Student Government Association.
 - Vice President for Academic Affairs
- A quorum shall be comprised of a minimum of three members, one student, and the Director of Student Life. The decision of the Student Life Committee is reached by a simple majority vote of those members present.

This committee can be convened as needed throughout the year to rule on specific incidents and to oversee appeals.

Student Life Committee Hearing Process and Procedures

The procedures for the Student Life Committee Hearing are as follows:

- The Student Life Department shall assume responsibility for preliminary investigation of the alleged misconduct. 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.
- The student may waive the right to a Student Life Committee hearing in favor of direct decision by the Assistant Vice-President and Dean of Students for Student Development, subject to the approval of the Assistant Vice-President and Dean of Students for Student Development.
- Upon the recommendation of the Assistant Vice-President and Dean of Students for Student Development, 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 Assistant Vice-President and Dean of Students or Director of Student Life of the following:

- The date, time, and place of hearing before Student Life Committee
- The specific charges to be considered
- The students' 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 students' 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 Dean of Students and/or the Assistant Vice-President and Dean of Students for Student Development.
- The student, the Assistant Vice-President and Dean of Students for Student Development, 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.

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.
- *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 Dean of Students.
- *Campus Restriction:* The student is restricted to campus and may only leave with the permission of their Resident Director or the Coordinator of Residence Life, and is denied certain privileges as communicated by either staff. These privileges may include visits to lounge areas, intramurals, social events, University activities. This list is not a complete list.
- *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 Dean of Students or the Vice-President of Student Development.
- *Restriction of Open Dorm/Visitation Privileges:* Students receiving this sanction are prohibited from visiting dorms of the opposite gender and are suspended from visitation privileges for a duration of time determined by the Dean of Students and Vice-President of Student Development. This means that a student may not enter in a residence hall occupied by students of the opposite gender or have guests of the opposite gender in their room.

- *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 Dean of Students and Vice-President of Student Development. 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 [?].

Variations of the above disciplinary sanctions may be created when deemed appropriate.

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.

The Appeal Process

In an effort 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 appeal the sanctions given out for the violation. Appeals from a decision by the Dean of Students 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.

In order for the appeal to be considered, the student needs to fill out an Appeals Application located in the Student Development Office (see Dean of Students). The application needs to be returned no later than 7 days after the disciplinary decision has been made (unless the Disciplinary Letter states a different date). Furthermore, 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 Assistant Vice-President and Dean of Students for Student Development to the President's Cabinet, 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.

Hearing Procedures and Decisions of the Cabinet:

- The student, the Assistant Vice-President and Dean of Students for Student Development, 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 Assistant Vice-President and Dean of Students for Student Development 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

Individuals accused of misconduct shall have the following rights:

- To have all charges of misconduct specified in writing
- To 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 Assistant Vice-President and Dean of Students for Student Development, subject to the approval of the Assistant Vice-President and Dean of Students for Student Development.

Title IX Policy

CHAPTER 7

Title IX Policy and Procedures for Sex Discrimination, Sexual Harassment, Sexual Assault, Sexual Violence, Stalking, Sexual Misconduct, and Domestic/Dating Violence Complaints

I. Non-Discrimination Policy; Designated Title IX Coordinator

Ohio Christian University (OCU) is an academic institution that, in accordance and full compliance with federal, state, and local laws, does not discriminate on the basis of sex. OCU does not knowingly support or patronize any organization that engages in unlawful discrimination on the basis of sex.

This policy is strictly enforced by OCU, and alleged violations receive prompt attention and appropriate corrective action. OCU takes steps to eliminate sex discrimination, including sexual harassment, sexual assault, stalking, and intimate partner (domestic/dating) violence, to prevent the recurrence of these behaviors, and to remedy the effects of discrimination, as appropriate. In this Policy, non-consensual sexual intercourse and non-consensual sexual contact are considered forms of sexual assault. All forms of Prohibited Conduct are explained in greater detail, below.

This Policy applies to all forms of Prohibited Conduct that occur in relation to OCU academic, educational, extracurricular, athletic, and other programs or in relation to employment with the University. OCU maintains jurisdiction over Prohibited Conduct that occurs on campus, that occurs off-campus in the context of any OCU education or employment activities or programs, or that occurs off-campus and has a continuing effect on campus or on any member of the OCU community. OCU addresses Prohibited Conduct through this Policy even if law enforcement or other external authorities are investigating the same or related allegations.

Complaints regarding Prohibited Conduct under this Policy should be brought to the Title IX Coordinator. The Title IX Coordinator has also been designated to handle inquiries regarding this Policy:

Ronda Baldwin
Title IX Coordinator
Location: Ohio Christian University
Graham Administration Building
Address: 1476 Lancaster Pike
Circleville, Ohio 43113

Phone Number: 740-477-7741
Fax Number: 740-477-7848
Title IX Email: TitleIX@ohiochristian.edu

For further information on Title IX or other non-discrimination laws, visit <http://wdcrobcop01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area, or call 1-800-421-3481.

II. Who May Use These Grievance Procedures

These procedures provide for the prompt and equitable resolution of complaints by all members of the OCU community, including students, employees, consultants, vendors, independent contractors, applicants for admission or employment, guests, visitors, and third parties, alleging any form of Prohibited Conduct as defined by this Policy.

III. Prohibited Conduct Covered by These Grievance Procedures

A. Sexual Discrimination is when an individual is, on the basis of sex:

- Treated differently in determining whether such person satisfies any requirement or condition for the provision of any aid, benefit or service;
- Provided different aid, benefits or services;
- Provided aid, benefits, or services in a different manner;
- Denied any aid, benefit, or service;
- Subjected to separate or different rules of behavior, sanctions, or other treatment;
- Treated differently concerning the domicile or residence of a student or applicant, including eligibility for in-state fees and tuition;
- Discriminated against by providing significant assistance to any agency, organization, or person which discriminates on the basis of sex in providing any aid, benefit, or service to students or employees;
- Otherwise limited in the enjoyment of any right, privilege, advantage, or opportunity with regards to aid, benefits, or services; or

- Treated differently with regard to terms, conditions, or benefits of employment, or in the recruitment, consideration, or selection therefor.

Note that discrimination on the basis of sex in employment is permissible in situations where sex is a bona fide occupational qualification reasonably necessary to the normal operation of OCU.

Sex Discrimination includes non-sexual harassment on the basis of one's sex when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or grade in a program, course, or activity;
- Submission to or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting an individual; or
- Such conduct is sufficiently pervasive, offensive, or abusive to have the purpose or reasonable effect of interfering with an individual's work or educational performance, or creating an intimidating, hostile, or offensive work or educational environment, under both an objective and subjective standard. A single incident may create a hostile environment if the incident is sufficiently severe.

The determination of whether a hostile environment exists will be based on the totality of the circumstances, including but not limited to:

- The nature and severity of the conduct;
- The type, frequency, and duration of the conduct;
- The identity of and relationship between the respondent and the complainant;
- The number of individuals involved;
- The age and maturity levels of the respondent and complainant; and
- The location of the conduct and the context in which it occurred.

Examples of conduct that may form the basis of a Sex Discrimination complaint include, but are not limited to:

- Offering higher academic grades to students of a particular sex;
- Silencing students of a particular sex in classroom discussion;
- Referring to members of a particular sex by a derogatory name related to their sex.

B. Sexual Harassment is defined as unwelcome conduct of a sexual nature. It includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, evaluation of academic work, or any aspect of a University program, course, or activity;

- Submission to or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting an individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance, i.e. that it is sufficiently serious, pervasive, or persistent as to create an intimidating, hostile, or offensive work or educational environment, under both an objective and subjective standard. A single incident may create a hostile environment if the incident is sufficiently severe.

The determination of whether a hostile environment exists will be based on the totality of the circumstances, including but not limited to:

- The nature and severity of the conduct;
- The type, frequency, and duration of the conduct;
- The identity of and relationship between the respondent and the complainant;
- The number of individuals involved;
- The age and maturity levels of the respondent and complainant; and
- The location of the conduct and the context in which it occurred.

Examples of conduct that may form the basis of a Sexual Harassment complaint include, but are not limited to:

- Making sexual propositions or pressuring for sexual favors;
- Touching of a sexual nature;
- Writing graffiti of a sexual nature;
- Displaying or distributing sexually explicit drawings, pictures, videos, or other materials;
- Performing sexual gestures or touching oneself sexually in front of others;
- Spreading sexual rumors or rating other students or employees as to sexual activity or performance;
- Circulating or showing e-mails or Web sites of a sexual nature;
- Direct or implied threats that submission to sexual advances is a condition of employment, promotion, good grades, recommendations, etc.;
- Sexually explicit jokes or statements, questions, or remarks about sexual activity or experience; and
- Physical assault of a sexual nature.

C. Non-Consensual Sexual Intercourse is the penetration, no matter how slight, of the sex organs, anus, or mouth of another person without that person's consent.

For purposes of this Policy, Consent is defined as clear verbal or non-verbal communication, freely and actively given, that is mutually understood as willingness to participate in a sexual activity and the conditions of that sexual activity. An individual may withdraw consent for further sexual activity at any time with clear communication

to the other party. An individual's consent to one sexual activity cannot be seen as consent to other sexual activity. Consent cannot be given by a person who has not reached an age under state law by which they are permitted to consent, by individuals with a developmental or cognitive disability that prevents them from having the capacity to consent, and by individuals who are Incapacitated. If Consent cannot be given by an individual, sexual activity with that individual is considered to be without Consent, even if the person appears to have given Consent. Silence or failure to resist does not constitute consent. Consent cannot be obtained through force, threat of force, fraud, or coercion. Consent for previous sexual activity between the parties does not constitute Consent for future sexual activity.

For purposes of this Policy, Incapacitation is the state of being unconscious, asleep, or under the influence of drugs and/or alcohol to such an extent that the person cannot appreciate the nature or consequences of their actions. Incapacitated individuals cannot give Consent. An individual should know that another individual is incapacitated based on what a reasonable, sober individual would know about the condition of the incapacitated person in the same situation. Note that Incapacitation is not a defense to Prohibited Conduct.

For the purposes of this Policy, Force is the use or threat of physical violence or intimidation to engage in sexual activity with another individual. It is not necessary for an individual to resist the sexual advance for Force to be demonstrated.

For the purposes of this Policy, Coercion is the use of unreasonable and persistent pressure to compel another individual to engage in sexual activity. Coercion can include intimidation, manipulation, threats and blackmail. Examples of Coercion include threatening to reveal private sexual information or threatening to harm oneself or someone else.

- D. Non-Consensual Sexual Contact is the intentional touching of the intimate parts of another, causing another to touch one's intimate parts, or the disrobing or exposure of another individual's intimate parts, without the other person's Consent. Intimate parts include the breasts, genitals, buttocks, groin, mouth, or any other part of the body touched in a sexual manner. Sexual Contact may be over the clothes, or skin-to-skin. For the definition of Consent and the related definition of Incapacitation, see Paragraph III(C), above.
- E. Stalking is a course of conduct directed at a specific person that would cause a reasonable person to: (A) fear for the person's safety or the safety of others; or (B) suffer substantial emotional distress.

For purposes of the definition of Stalking under this Policy:

- A “course of conduct” means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person’s property.
- A “reasonable person” means a reasonable person under similar circumstances and with similar identities to the victim.
- “Substantial emotional distress” means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

F. Intimate Partner Violence is domestic violence or dating violence.

Domestic violence is violence that is committed against a current or former spouse or intimate partner, a person with whom the perpetrator shares a child in common, or a family member, roommate, or household member.

Dating violence is violence committed against a person with whom the perpetrator is or has been in a social relationship of a romantic or intimate nature. The existence of such a relationship shall be determined based on the reporting party’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

G. Sexual Exploitation is taking advantage of another’s sexuality in a non-consensual manner for any purpose. Examples of Sexual Exploitation include the non-consensual viewing of nudity of another, the non-consensual streaming of images of sexual activity, the non-consensual sharing or posting of nude images of another, the non-consensual recording of individuals in locations in which they have a reasonable expectation of privacy (such as restrooms or locker rooms) even if the images do not capture nudity, intentionally exposing one’s genitals to another person in non-consensual circumstances, or inducing incapacitation of another via drugs and/or alcohol for purposes of making that person vulnerable to non-consensual sexual intercourse or non-consensual sexual contact.

IV. Retaliation Prohibited

Retaliation is defined as an attempt to interfere with or deter the filing of a complaint or the participation in an investigation or resolution under this Policy, an attempt to take an adverse action against a participant in an investigation or resolution under this Policy, or an attempt to seek retribution from a participant in an investigation or resolution under this Policy. Retaliation can take many forms, including violence, threats, or intimidation, or more subtle actions such as the refusal to allow an individual to access a benefit. Any member of the OCU community who commits retaliation will be subject to prompt and appropriate disciplinary action.

An individual who brings a complaint under this Policy in good faith, even if it may be erroneous, will not be subject to discipline. However, the use of this policy for false, malicious, or frivolous purposes is strictly prohibited. Any student, faculty, or staff member who brings a false, malicious, or frivolous charge against another member of the OCU community under this Policy may be subject to disciplinary action.

V. Resources for Assistance

Individuals who believe they have experienced Prohibited Conduct under this Policy have multiple resources available to assist them with their needs, both on and off campus. Some resources are confidential, in that they are not required to report Prohibited Conduct to anyone, including OCU or law enforcement. Other resources may have an obligation to report to OCU or law enforcement. More information on available resources is below.

A. Confidential Resources

Confidential resources are those resources that are not required to report information about Prohibited Conduct to OCU. Confidential resources include individuals who are clergy and who are acting in that role, persons providing medical or psychological treatment, and counselors. Rape crisis counselors are also considered confidential resources. For on-campus confidential assistance, the Office of Student Development's Chaplain may be contacted. (Student chaplains are not considered confidential resources.)

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

Seeking medical care quickly after a sexual assault may help to preserve forensic evidence that may be unavailable if there is a delay of more than a few days. While an individual may not wish to make a criminal report at that time, the evidence would then be available should the individual choose to pursue criminal charges in the future. Medical information is not available to OCU without a release from the patient.

Note that there are limits to confidentiality. Confidential resources are required to report child abuse or neglect to Children’s Services or local law enforcement. Medical professionals may also have certain legally mandated reporting responsibilities in certain serious cases, although depending on state law, the reporting requirement may only require that the professional share the date, general time, and general location of the incident. Mental health professionals are required to disclose information where there is an imminent threat of harm to self or others. Finally, pursuant to the Clery Act, anonymous statistical information for certain offenses that have been reported as occurring at campus locations must be shared with Campus Security. The information does not include the names or any other identifying information about the persons involved in such incidents.

B. Other Resources

All OCU employees other than the Chaplain are required to report information about suspected Prohibited Conduct to the Title IX Coordinator, who will contact the reporter to offer the opportunity to discuss the matter, seek interim protective measures, and ensure they understand their options under this Policy. While most OCU employees are not able to keep information confidential, they do keep information private and share only with those who need to know the information.

Note that under Ohio law, all individuals have the obligation to report felonies to law enforcement. (This does not include the confidential resources listed above.) More information on involvement with law enforcement can be found below.

The following non-confidential resources are available on campus:

Ronda Baldwin
Title IX Coordinator
(740) 477-7741 or TitleIX@ohiochristian.edu

Campus Security
(740) 412-5337 or security@ohiochristian.edu

In addition to providing information about this Policy, the Title IX Coordinator can provide information on existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for individuals as appropriate, regardless of where the Prohibited Conduct occurred. The Title IX Coordinator can also arrange for off-campus counseling at OCU’s expense.

C. Law Enforcement

Any individual who believes that they have been the victim of criminal activity may contact Campus Security at (740) 412-5337 to contact the appropriate local law enforcement agency. In an emergency, individuals should dial 911 before contacting Campus Security. Contacting law enforcement does not require that the individual press criminal charges.

Law enforcement is not a confidential resource. Reports filed by law enforcement may constitute public records that must be released under state law. However, reports made to law enforcement may help to preserve evidence, particularly in cases of sexual assault, that would therefore be available if an individual should choose to pursue criminal charges at a later time. Law enforcement may also encourage a medical examination and/or the collection of a “rape kit” to preserve relevant evidence for an investigation.

An individual may choose whether to pursue criminal charges, to seek assistance through this Policy, both, or neither. OCU will cooperate with investigations by law enforcement and may, at the request of law enforcement, briefly delay any concurrent investigation by OCU. However, OCU does not defer to law enforcement’s findings in lieu of administering this Policy.

VI. Grievance Process

All tasks assigned to the Title IX Coordinator under this Policy may be delegated to a designee.

Individuals who require reasonable accommodations due to a disability should consult with the Title IX Coordinator regarding appropriate accommodations for participation in the process.

A. Reporting

1. Individuals who believe they may have witnessed or been subjected to Prohibited Conduct are encouraged to make a report with the Title IX Coordinator. Students will be offered amnesty for alcohol and drug violations that are incidental to a good faith report so as not to discourage reporting of Prohibited Misconduct.

All employees of OCU that become aware of Prohibited Conduct are required to make a report to the Title IX Coordinator. The person who may have been subjected to Prohibited Conduct is referred to as the Complainant. The person who may have committed Prohibited Conduct is referred to as the Respondent.

OCU recognizes that members of its community may experience sexual misconduct in situations outside of OCU’s jurisdiction. In these cases, OCU will provide assistance to the reporter, such as assisting them in contacting law enforcement, identifying medical and/or counseling providers, and offering accommodations as appropriate.

2. The Complainant will be offered the opportunity for an initial discussion to give the Complainant the opportunity to recount what has taken place and discuss how best to proceed. The Complainant will be permitted to have an advisor of their choice during this discussion. The Title IX Coordinator will review with the Complainant the University's procedures for both informal and formal resolution, the rights of the Complainant, potential interim measures of protection, information relating to law enforcement reporting if appropriate, and available medical and/or counseling resources as appropriate. Options for, and available assistance in, changing academic and living situations can be discussed and provided if so requested, and if such changes are reasonably available. Except in certain serious circumstances as discussed more below, it is at all times the Complainant's decision whether they will seek interim measures of protection, informal resolution, and/or formal resolution. As a result of this meeting, depending on the nature of the allegations, the Title IX Coordinator may be obligated to report the incident to law enforcement pursuant to state law.

If the Complainant requests confidentiality or asks that the complaint not be pursued, OCU will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or request not to pursue an investigation. If a Complainant insists that their name or other identifiable information not be disclosed to the alleged perpetrator, OCU will inform the Complainant that its ability to respond may be limited.

In certain serious circumstances and despite a Complainant's request for confidentiality, OCU may determine that it is necessary to address the complaint in order to provide a safe and nondiscriminatory environment for all students, including the Complainant. Factors that OCU will consider include:

- Circumstances that suggest there is an increased risk of the alleged perpetrator committing additional acts of sexual violence or other violence (e.g., whether there have been other sexual violence complaints about the same alleged perpetrator, whether the alleged perpetrator has a history of arrests or records from a prior school indicating a history of violence, whether the alleged perpetrator threatened further sexual violence or other violence against the student or others, and whether the sexual violence was committed by multiple perpetrators);
- Circumstances that suggest there is an increased risk of future acts of sexual violence under similar circumstances (e.g. whether the student's report reveals a pattern of perpetration at a given location by a particular group);
- Whether the sexual violence was perpetrated with a weapon;
- The age of the individual subjected to the sexual violence; and
- Whether OCU possess other means to obtain relevant evidence (e.g. security cameras or personnel, physical evidence).

If OCU determines it is necessary to disclose a Complainant's identity to a Respondent, it will inform the Complainant prior to the disclosure.

3. Initial Assessment and Interim Measures of Protection

Upon receiving a report of Prohibited Conduct, the Title IX Coordinator may conduct an initial assessment to evaluate whether the complaint alleges sufficient information to suggest that Prohibited Conduct may have occurred, determine the most appropriate manner of resolution under this Policy, and evaluate potential interim measures of protection.

Interim measures of protection are those measures taken to protect the Complainant, the Respondent, and the community while a complaint is being resolved. Interim measures that may be appropriate include, but are not limited to:

- “No Contact” Order;
- Interim Restrictions – Restrictions on behavior, movement on campus, access to residence halls, or participation in campus activities;
- Interim Suspension – Removal from campus in situations when, given the nature of the allegations, remaining on campus may be threatening or potentially injurious to the well-being or property of members of the OCU community; Interim Suspensions are not disciplinary in nature and are not reflected on a student's transcript. For employees, such suspensions may be with or without pay;
- Changes in residence arrangements;
- Access to counseling resources;
- Rescheduling of exams or other academic assignments;
- Providing alternative course completion options;
- Changes in class scheduling; and
- Changes in work scheduling.

The Title IX Coordinator is responsible for determining appropriate interim measures and shall consult with appropriate supervisors as necessary. Interim suspensions of students must be done in consultation with the Chief Student Development Officer and/or the University President.

B. Informal Resolution

Except in cases involving sexual violence (which are not permitted to be resolved informally pursuant to federal guidance), Complainants may discuss their concerns with the Title IX Coordinator and choose to pursue action through an informal resolution process, except in cases of sexual violence (which are not permitted to be resolved informally pursuant to federal guidance) and in other situations in which OCU determines

the particular Title IX complaint is inappropriate for such a process. This process involves informal consultation to find an acceptable resolution for both parties without invoking the formal investigative process described below. The informal process may include counseling the Complainant on ways to address the Respondent directly regarding their behavior if the Complainant is comfortable doing so, counseling of the Respondent by the Title IX Coordinator on changing their behavior, a facilitated discussion between the Complainant and Respondent, a mediated agreement between the Complainant and Respondent, or any other informal process that is appropriate under the circumstances.

The informal resolution process is voluntary, and either party may withdraw from participation at any time. The Complainant may choose to pursue a formal resolution and end the informal resolution process at any time.

The Complainant and Respondent are permitted to bring an advisor of their choosing to any discussions as part of the informal resolution process. An advisor may offer their assistance to the Complainant or Respondent, but may not speak for them during the process.

C. Formal Investigation and Decision

A Complainant may choose to resolve a complaint through the formal investigation process, provided that the initial assessment demonstrates that the information available suggests that Prohibited Conduct may have occurred. OCU may also choose to move forward with a formal resolution of a complaint as described above.

Each party will have the right to bring an advisor of their choosing to any meetings or discussions relating to the formal resolution process, except that the advisor may not be a witness or have a conflicting role in the process. The advisor may advise the party directly and ask clarifying questions, but may not speak for the party or disrupt the investigation.

1. Initial Investigative Report

Once it is determined that a formal resolution is appropriate, an investigator will be assigned to begin the investigation and gather evidence and testimony regarding the allegations. The investigator may be an employee of OCU or may be a third party. The investigator will be trained in investigative techniques and will not have a conflict of interest that precludes impartiality. The investigation will be adequate, reliable, and impartial. The investigator will keep information confidential except to the extent necessary to conduct the investigation or to ensure the safety of members of the OCU community.

The Title IX Coordinator will prepare a written notice of the charges to be investigated, which shall be given to each party and the investigator. The charges may include

violations of other OCU policies aside from this Policy, where such charges are related to the Prohibited Conduct under investigation. During the course of the investigation, the investigator may propose additional charges for the Title IX Coordinator's consideration. Both parties must be provided with written notice and an opportunity to respond to such additional charges before the investigator's report is distributed.

Both parties will have an equal opportunity to suggest witnesses and provide information and other evidence to the investigator. The investigator will attempt to speak with the Complainant and the Respondent (on separate occasions) and interview witnesses as appropriate. The investigator may use their discretion to determine which witnesses are likely to have the most relevant information to the charges.

The Title IX Coordinator shall continue to consult with the parties as appropriate to determine that the investigation is proceeding in an equitable manner. The Title IX Coordinator will also confer with the investigator and provide updates to the parties regarding the status of the investigation.

After conducting an initial investigation, the investigator shall prepare an initial investigative report that summarizes the relevant evidence that has been collected. The following evidence will not be included in the report:

- Testimony on the character of an individual;
- Information regarding the Complainant's sexual history with anyone other than the Respondent, unless necessary explain the presence of a physical injury to help resolve another question raised by the investigation;
- Information that is more prejudicial than probative; and
- Information regarding any mediation that may have occurred between the parties during attempts at informal resolution.

Both parties will be permitted to review the report with their respective advisor. A copy of the report will also be provided to the Title IX Coordinator.

2. Final Investigative Report

Both parties will be permitted to provide a written response to the initial investigative report, submit additional evidence, suggest additional witnesses, and submit proposed questions to the investigator for use with the other party and/or witnesses. Such information must be provided within five (5) business days of the release of the investigative report. Extensions may be provided in unusual circumstances by the Title IX Coordinator in their discretion, with such extensions being provided to both parties.

The investigator may determine in their discretion whether it is necessary to ask any of the proposed questions. The investigator will conduct any follow-up investigation

that they may deem necessary after reviewing the information received from the parties in response to the initial investigative report. All relevant information will be included in a final investigative report, which shall include an analysis of the evidence and make a determination by a preponderance of the evidence as to whether the Respondent is responsible for each of the charged policy violations.

Both parties will be permitted to review the final investigative report with their respective advisor. A copy of the report will also be provided to the Title IX Coordinator. The investigator shall provide a copy of relevant information to the Title IX Coordinator at the conclusion of the investigation.

If no policy violation is found to have occurred, either party may appeal the decision.

If a policy violation is found to have occurred, the final investigative report will be sent to an adjudicator to determine appropriate sanctions. When the Respondent is a student, the adjudicator shall be the Chief Student Development Officer or designee. When the Respondent is a non-faculty employee, the adjudicator shall be the Area Vice President. When the Respondent is a faculty member, the adjudicator shall be the Chief Academic Officer. When the Respondent is a third party, the adjudicator shall be the Chief Financial Officer. The adjudicator shall be impartial and have no significant conflict of interest with regard to the case. All adjudicators shall be appropriately trained before adjudicating a case under this Policy. If an adjudicator recuses themselves from a particular case or the Title IX Coordinator recuses them due to a conflict of interest, the Title IX Coordinator shall select an appropriate impartial administrator or an external individual to act as the adjudicator.

The sanctions shall be communicated simultaneously to each party in writing within five (5) business days of the adjudicator's receipt of the final investigative report. The letter must also include the rationale for the result, as well as the appeal rights of the parties.

Sanctions that may be imposed include:

- Continuing "no contact" orders;
- Trespass order prohibiting presence on campus, at OCU-owned facilities, and/or at campus activities or events;
- Fines/work detail;
- Required counseling;
- Alcohol/drug assessment;
- Restitution/Restoration, where property has been damaged/stolen or funds have been misappropriated;
- Campus Restriction on behavior, access to certain campus facilities, participation in campus activities, housing restrictions, and/or scheduling restrictions;

- Social Probation;
- Suspension of student;
- Dismissal;
- Written warning of employee;
- Suspension of employee, with or without pay;
- Termination of employment; and
- Cancellation of third-party contract.

OCU will promptly resolve formal complaints by issuing a decision within sixty (60) days of the determination to proceed with a formal complaint, but this period may be extended for good cause with written notice to the parties of the delay and the reason for the delay. Good cause may be based on factors such as the complexity of the investigation, the severity and extent of the alleged conduct, a parallel criminal investigation, school breaks, witness availability, or the time necessary to receive requested medical records.

3. Appeal

Either party may request an appeal by submitting a written notice of appeal to the Title IX Coordinator within five (5) business days from the date of the final investigative report, if no policy violation is found, or within five (5) business days from the date of the adjudication letter, if a policy violation is found. The written notice of appeal must outline the reasons for the appeal and must be based on at least one of the following:

- New evidence that was unavailable at the time of the original investigation;
- Evidence of non-adherence to this Policy that substantially affected the outcome of the case;
- Evidence that the sanction received as grossly disproportionate to the conduct for which the party was found responsible.

Dissatisfaction with the outcome of the case is not a permissible ground for appeal. If the written notice of appeal is not based on at least one of the reasons for an appeal, the Title IX Coordinator may reject the appeal with written notice to the appealing party. The party may then submit a revised written notice of appeal within the original timeline.

If the written notice of appeal is deemed by the Title IX Coordinator to be sufficient, the other party will be provided with a copy of the written notice of appeal and will be provided with three (3) business days to provide a written response to the Title IX Coordinator. The Title IX Coordinator will provide a copy of the response to the appellant, but no further reply will be permitted.

The Title IX Coordinator will facilitate the appeal by choosing a trained impartial senior staff member or another appropriate administrator to conduct the appeal. The appeals officer will independently review information relevant to the appeal. The appeals officer shall be permitted to ask questions of the investigator, adjudicator, and Title IX Coordinator, but speaking with parties or other witnesses is not permitted. The appeals officer may:

- Affirm the original decision and sanctions, if any;
- Reverse original decision and remove or add sanctions as appropriate;
- Affirm the original decision but revise the sanctions; or
- Request that additional steps be taken.

The appeals officer shall issue a written decision simultaneously to both parties and include the rationale for the decision. The decision of the appeals officer shall be final.

PART III. GENERAL INFORMATION AND RESOURCES

Accreditation

Ohio Christian University is accredited by The Higher Learning Commission and a member of the North Central Association. Ohio Christian University also holds accreditation through the Association for Biblical Higher Education.

If a student feels that the University is not maintaining the standards demanded by its accrediting agencies, that student may submit a formal complaint in the following manner:

Academic Issues

1. To the Office of the Provost (if a satisfactory solution is not found)
2. To the Academic Committee, through the Office of the Provost (if a satisfactory solution is still not found)
3. To the President's Cabinet of the University, through the Office of the President

Social Life Issues

1. To the Director of Student Life (if a satisfactory solution is not found)
2. To the Assistant Vice-President and Dean of Students for Student Development (if a satisfactory solution is not found)
3. To the Student Life Committee (if a satisfactory solution is still not found)
4. To the President's Cabinet, through the Office of the President

Outside Agencies

Higher Learning Commission / NCA
Phone: (800) 621-7440
Web Site: www.ncahigherlearningcommission.org

Association for Biblical Higher Education
P.O. Box 780339
5890 S. Semoran Blvd.
Orlando, FL 32878-0339
Phone: (407) 207-0808
Email: exdir@abc.org

Counseling

The Office of Student Development 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 the Dean of Students to receive this list of contact information.

Employment

We endeavor to find employment for students who need funds to meet their expenses. Students need to fill out the appropriate information at the Financial Aid Office.

You will need to be aware of your conduct while on the job so that Christ is glorified in all things. Be neat, courteous, prompt, and well groomed. Let your employer know of vacations, in advance, so scheduling can be worked out. If you are ill, be sure to let your employer know. Such conduct enhances your witness, the testimony of the University, and the cause of Christ as well as your own reputation.

Food Service Information

Meal prices and meal times are available in the cafeteria. For further information about special requests, sack lunches, use of food service facilities, please contact the Food Service Manager or the Office of Student Development.

Mail

Mail is delivered by the Post Office and is distributed by OCU Mail Room personnel. All students will be assigned mail boxes 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.

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 they live.” The office is administrated by the Assistant Vice-President and Dean of Students for Student Development, office Administrative Assistant, and six department directors, each responsible for specific objectives designed to influence, shape, and guide the universities traditional student population through their college experience.

- Assistant Vice-President and Dean of Students: The AVP and Dean for Student Development is responsible for the holistic vision of the traditional student population of the University. The AVP and Dean serves as a member of the President’s Cabinet and advocates for the student, as well as the department’s needs to the Cabinet.

The following is a breakdown of each department within the office and the positions within them:

- **Spiritual Formation Department:** The Spiritual Formation Department encompasses everything from chapel services and small groups to community service projects and collaboration with University Church. The department is administrated by the Director of Spiritual Formation.
- **Student Life Department:** The Student Life department cares for the needs of our students. Residence Life provides professional, live-in staff who help to holistically develop students through transformative community. This department also maintains the standards by which the students conduct themselves through the Lifestyle Standards in the Student Handbook. Commuter Services serves as the conduit for our commuter students to which they receive resources that will help them be successful. Specific events geared towards this population to help with creating connection a connection on campus. Throughout the semester, intentional programming which is conversation-based, helps to ensure another avenue by which our student’s voice can be heard through the residence halls. Through this model, Resident Assistants are required to have intentional conversations with each of their residents.
- **Student Engagement Department:** The Student Engagement Department organizes all campus activities programming to holistically develop students through community involvement, relationship building, and personal growth for adulthood. This includes student activities, intramurals, first-year experience, clubs and student organizations, and Career Services. Career Services equips students with resources and opportunities to help them discern their unique life calling. Ultimately, the goal is to enable students to make their visions reality through service in fulfilling careers. The department is administrated by the Director of Student Engagement.
- **Athletic Department:** The Athletic Department is designed to ensure Christian based inter-collegiate athletic competition and invest specifically in student-athlete spiritual development, athletic performance, and leadership development. Providing athletic entertainment for both the student body and outside community enable athletics to expand the influence of the campus into surrounding areas. The department is overseen by the Director of Athletics.

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.

Student Handbook Committee

In an effort to include student input into policies at the University, the Student Handbook Committee was formed. The Student Handbook Committee convenes every year to evaluate and recommend changes to the Student Handbook in regards to policy. The Assistant Vice President for Student Development serves as the advisor of the committee and the Director of Student Life serves as the chairperson of the committee. There are equal number of staff and/or faculty members and students that serve on the Student Handbook Committee.

The student members that serve on the committee include The Student Body President, Student Body Chaplain, a Sophomore and Junior Class Senator appointed by the Student Body President and a student appointed by the Student Body Chaplain.

The committee submits proposed changes to the Assistant Vice-President of Student Development to be presented to the President's Administrative Cabinet. Final approval and amendments to the content of the Student Handbook resides with the President's Cabinet and the Ohio Christian Board of Trustees. Amendments take immediate effect upon notification of the general student population by the Student Body President and the updated version of the Student Handbook will be available on the University website.

Students who have questions about this committee may speak with any of the individuals listed above.

Student Identification Cards

Students are issued an OCU identification card prior to the start of classes. This card provides the student with access to their respective residence hall, the dining commons (provided the student has a meal plan), access to library services and other campus related functions. Students should keep their identification card on their person at all times and are not permitted to allow other students to carry or use their ID. Students who do so will be 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 not sworn officers, but are employed by the University to take steps to maintain your safety and the security of campus facilities.

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

Financial Aid Department

- Location: Graham Administration Building – Second Floor
- Phone: 740-477-7716

Registrar's Office

- Location: Johnson Hall – First Floor
- Phone: 740-477-7787

Bookstore and Mailroom

- Location: Dean and Diana Hickman Student Center – First Floor
- Phone: 740-420-5928

Maxwell Library

- Location: Maxwell Library – First Floor
- Phone: 740-477-7737

Campus Security

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

IT Helpdesk

- Location: Maxwell Library – First Floor
- Phone: 740-420-5907

Office of the Provost

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

Academic Coaching and Tutoring

- Location: Dean and Diana Hickman Student Center – Second Floor
- Phone: 740-477-7702

Christian Service

- Location: Dean and Diana Hickman Student Center – Second Floor
- Phone: 740-477-7702

Conference and Custodial Services

- Location: Maxwell Center – Front Hallway
- Phone: 740-477-7769

Campus Dining Services

- Location: Dean and Diana Hickman Student Center – Cafeteria
- Phone: 740-477-7742

Office of Enrollment

- Location: Welcome Center – Johnson Hall
- Phone: 740-412-1342

Office of University Advancement

- Location: Science and Logistics Center – Second Floor
- Phone: 740-420-5918

Office of the President:

- Location: Science and Logistics Center – Second Floor
- Phone: 740-477-771

CHAPTER 2 – STUDENT ORGANIZATIONS

Ohio Christian University has a number of student organizations operating on campus. All student organizations are asked to submit paperwork to Student Engagement for official chartering and to maintain ongoing communication for benefit of campus life. All student organizations are approved through Student Development and the Director of Student Engagement. Student Organizations must complete an annual review and rechartering application for continued budget allotment.

General Regulations

All Student Organization events, and fundraising functions must be approved by Student Engagement. Campus groups are not permitted to engage in financial contracts that obligate them or the University. All contracts must bear the signature of the Assistant Vice-President and Dean of Students for Student Development and the Vice President for Finance. No new campus groups may be organized without approval from Student Development.

Student Group Listing

The following is a list of Organizations on campus and the University Office that oversees them. Students who are interested in these organizations should speak with that office.

- *OCU Worship Collective* – Student-led music ministry managed by the Coordinator of Worship Arts & Spiritual Formation. Please see Spiritual Formation for more information.
- *OCU Drama Team* – Student-led performing art team managed by Admission. Please see Admissions for more information.
- *The Summit* – World Gospel Mission station served to promote Mission Work and Teams among University students. Please see Student Engagement for more information.

The following is a list of all Student Organizations on campus. Students who are interested in these clubs may speak with the Club President or the Director of Student Engagement. Student may also find more information available via www.yammer.com/.

- *Delight Ministries*
- *Friday Night Live*
- *Hearts for Justice*
- *Movements from the Heart*
- *Psych Club*
- *SportLinc*
- *Student Environmental Association (SEA)*
- *Table-Top Guild*

Students interested in starting new Student Organizations should email studentactivities@ohiochristian.edu or speak to the Director of St

CHAPTER 3 - ATHLETICS

Intercollegiate Athletics

In 1979, Ohio Christian University began an intercollegiate athletic program. This program was initiated to provide opportunity for athletes who have committed their talents to Christ, to better publicize Ohio Christian University, and to serve as a means of Christian witness. Current offerings may expand as student interest grows and facilities and finances become available.

Ohio Christian University prides itself on having a different approach in athletics. We reject the idea that "winning is everything." We believe that Christ calls us to do our best at all times whether in victory or defeat. If a person has done his or her best, God is pleased, and the effort has been worthwhile.

The University is a member of the National Association of Intercollegiate Athletics (NAIA) and are subject to the NAIA guidelines in all areas pertaining to intercollegiate competition.

Student Eligibility

Student eligibility for varsity sports is based on the following criteria:

1. Must be a full time student taking 12 hour's minimum.
2. Must have a GPA of 2.0 As Junior
3. Must have earned at least 24 hours in most recent two semesters, including Summer (Excluding Freshmen)
4. Must be in good standing with the University in regard to spiritual commitment and social behavior
5. Must be in good standing regarding Spiritual Formation Credits

Student Athletes should refer to the Student Athletic Handbook for additional expectations and information, in addition to the Student Handbook.

Any other questions of eligibility should be referred to the OCU Athletic Director [David Bireline](mailto:dbireline@ohiochristian.edu), dbireline@ohiochristian.edu or the OCU Athletic Compliance Coordinator Teresa Woerner at twoerner@ohiochristian.edu or call 1-740-477-7769.