

Welcome to Capital University!

Capital University is an academic community that prizes intellectual excellence and moral integrity. By drawing upon our Lutheran heritage of free inquiry, we provide a stimulating environment in which the undergraduate and graduate student bodies are encouraged and challenged to engage in both curricular and co-curricular programs and services geared toward lifelong learning. Our faculty are deeply devoted to teaching, and actively engages students to maximize their undergraduate and graduate experiences.

Capital University regards its students as moral, free agents who are capable of assuming primary responsibility for their lives and the decision-making process. Central to the mission of the university is the continual development of community that values and respects each other, and a community in which the principles of human dignity and ethical integrity are paramount.

We value the richness of diversity here at Capital. As an academic community, we expect all members to embrace a practice in which respect and appreciation for our different ethnic, racial, cultural, religious, economic and sexual orientation backgrounds, as well as our various ability levels, are the rule rather than the exception.

The Student Handbook is designed to serve as a resource for student life. You will find university resources and policies and procedures that encourage the development of a positive academic community. You are responsible for knowing the policies and regulations that govern the university and the academic and co-curricular experience.

We are pleased that you are a member of this community, and we encourage you to take full advantage of the many academic and co-curricular opportunities that are available to you.

Betty M. Lovelace, Ed.D.
Vice President & Dean of Student Affairs

EQUAL OPPORTUNITY POLICY

Capital University does not discriminate on the basis of race, color, religion, gender, age, disability, national or ethnic origin in admission, employment, activities, events, programs and/or services.

What Every Student Should Know....
A Guide to Policies, Procedures & Resources
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Campus Phone Numbers

<i>Resource Department</i>	<i>Location</i>	<i>Phone</i>
Athletic Department	Capital Center	236-6791
Bookstore	Campus Center, First Floor	236-6116
Campus Information	Campus Center, First Floor	236-6011
Capital Center Information Desk	Capital Center	236-6911
Career Services	Campus Center, Lower Level	236-6606
Center for Excellence in Learning & Teaching (formerly Center for Academic Achievement)	Learning Center, Room 100	236-6327
Community Services	Campus Center, First Floor	236-6904
Counseling Services (Mount Carmel Behavioral Healthcare)		1-800-277-3256 or 337-7001
Commuter Student Hotline	Campus Center, First Floor	236-6611
Dining Services	Campus Center, Second Floor	236-7100
Facilities Management	Otto Meyers Service Center	236-6211
Information Technology Help Desk	Blackmore Library, Lower Level	236-6508
Financial Aid	Yochum Hall, Lower Level	236-6511
Health Services	Kline Clinic, First Floor	236-6114
International Education	Renner Hall, Room 345	236-7102
Judicial Affairs	Campus Center, First Floor	236-6611
Library	Blackmore Library	236-6351
Mail Services	Campus Center, First Floor	236-6700
Meeting & Event Services	Campus Center, First Floor	236-6200
Multicultural Affairs	Kerns Religious Life Center	236-6181
Public Safety (8:30 a.m. to 5 p.m.)	Public Safety House	236-6504
Public Safety (After 5 p.m.)	Public Safety House	236-6333
Recreation Center	Campus Center, Lower Level	236-6802
Registrar	Yochum Hall, First Floor	236-6150
Residence Life & Housing	Campus Center, First Floor	236-6811
Cotterman Residence Hall	Residence Hall Desk	236-7980
Lohman Complex Residence Hall	Residence Hall Desk	236-7900
Saylor-Ackermann Residence Hall	Residence Hall Desk	236-7710
Schaaf Residence Hall	Residence Hall Desk	236-7595
Student Accounts	Yochum Hall, First Floor	236-6091
Student Affairs	Campus Center, First Floor	236-6611
Student Government	Campus Center, First Floor	236-6802
Student Payroll	Yochum Hall, First Floor	236-6575
Tutoring Services	Learning Center/Ruff Hall	236-6327
University Pastor	Kerns Religious Life Center	236-6214
VISTA Volunteerism Initiative	Campus Center, First Floor	236-6881

ACADEMIC ADMINISTRATION

Vice President & Provost	Yochum Hall, Room 206	236-6108
Dean, College of Arts & Sciences	Renner Hall, Second Floor	236-6204
Dean, School of Management	Troutman Hall	236-6532
Dean, School of Nursing	Battelle Hall, Third Floor	236-6703
Dean School of Education, Professional Studies & Social Work	Learning Center, Second Floor	236-6374
Dean, Conservatory of Music	Conservatory of Music	236-6411

ACADEMIC DEPARTMENTS

Art Department	Huber-Spielman Hall	236-6201
Art History	Huber-Spielman Hall	236-7108
Behavioral Sciences (Psychology, Sociology, Criminology)	Ruff Learning Center	236-6305
Biological Sciences	Battelle Hall	236-6520
Center for Lifelong Learning-Cleveland	Western Reserve Building 1468 W. 9th St., Suite 110 Cleveland, OH 44113-1268	(216) 781-0228
Center for Lifelong Learning-Columbus	Learning Center	236-6996
Center for Lifelong Learning-Dayton	333 W. First St., Suite 130 Dayton, OH 45402-3013 937-228-5006	(937) 228-5006
Chemistry	Battelle Hall	236-6520
Communication	Huber-Spielman Hall	236-6201
Conservatory of Music	Conservatory of Music	236-6411
Education	Learning Center	236-6301
English	Renner Hall 230A	236-6620
Health & Sports Sciences	The Capital Center	236-6911
History	Renner Hall	236-6447
Liberal & Professional Studies	Learning Center	236-6374
Math/Computer Science/Physics	Battelle Hall	236-6520
Military Science & Leadership (Army ROTC)	Saylor-Ackermann, B-1	236-7114
Modern Languages	Ruff Learning Center	236-6305
Political Science	Renner Hall, Room 320	236-6620
Religion & Philosophy	Kerns Religious Life Center	236-6307
School of Management	Troutman Hall	236-6532
School of Nursing	Battelle Hall, Third Floor	236-6703
Traditional Undergraduate Program (TUP)		236-6705
BSN-Completion	Columbus	236-6378
BSN-Completion	Dayton	(937) 228-5006
Master of Science in Nursing Program (MSN)		236-6345
Social Work	Ruff Learning Center	236-6315
Theatre	Huber-Spielman Hall	236-6497

OFF-CAMPUS EMERGENCY NUMBERS

Bexley Police	239-8881
Mt. Carmel-Bexley	235-6358
Mt. Carmel-24 hr.	251-8242
NETCARE Access	276-2273
Emergency Squad	9-911

Student Services

ALCOHOL & DRUG EDUCATION

Location	Campus Center, 1 st Floor
Hours of Operation	Monday- Friday 8:30 a.m. to 5 p.m. ***Other hours by appointment
Phone	614-236-6611
Web	http://www.capital.edu/cc/stusvcs/index.shtml

Alcohol and drug violations and arrests are on the rise on college and university campuses across the nation. National trends also indicate that the demand/need for counseling services also is increasing. Capital University is not immune to this national trend as we also have experienced an increase in alcohol and drug violations on our campus.

Use, possession, sale or distribution of alcoholic beverages, drugs, drug paraphernalia, narcotic or other controlled substances except as expressly permitted by law. Capital University enforces all state and local laws pertaining to the use of alcohol. Those choosing to consume alcohol must be 21 years of age. Open containers are not permitted in any public place, and all forms of identification must be accurate and valid. Drinking and driving is, of course, strictly prohibited.

Students found in violation of the university alcohol and drug policies will be required to participate in an on-line alcohol and/or drug education workshop or be referred for assessment via a licensed clinician through the Counseling and Assistance Program for Students (CAPS) supported by Mount Carmel Behavioral Healthcare Services.

BLACKMORE LIBRARY

Location	Josiah H. Blackmore Library
Hours of Operation	Monday- Thursday 7:45 a.m. to 11 p.m. Friday 7:45 a.m. to 6 p.m. Saturday 9:00 a.m. to 5 p.m. Sunday 1 p.m. to 11 p.m.
Phone	614-236-6614
Web	http://www.capital.edu/cc/library/
E-mail	refdesk@capital.edu

The Blackmore Library, named for Capital's 12th president, Josiah H. Blackmore, supports classroom activities and independent learning by Capital University students.

Library Collection

- Books
- Periodicals
- Microfilms
- CDs
- Government documents
- Musical scores
- Videos
- Curriculum materials

Electronic Materials

- One hundred electronic databases
- More than 13,000 electronic texts available through CHARLI, the library's online catalog
- Online library guides geared to specific courses to help students locate information

The Blackmore Library is a member of OhioLINK, a statewide network of academic libraries whose students and faculty can request most books online from other member libraries and expect to have them delivered in two or three days. Most materials placed on reserve by faculty are available at the circulation desk. Non-reserve materials may be checked out for three weeks, with fines for most overdue items at 50 cents per day. Consult a librarian for information about any of the library's collections or services.

BOOKSTORE

Capital University Bookstore

Location	Campus Center, First Floor	
Hours of Operation	Monday-Friday	8:30 a.m. to 5 p.m.
	Saturday	As posted for special events

Summer hours

Monday-Friday 8 a.m.- 4:30 p.m.

*****There are extended hours at the beginning of each semester.**

Phone (614) 236-6116

Web <http://www.capital.edu/cc/bkstre/index.shtml>

The Capital University Bookstore provides a convenient location for students to purchase required textbooks and course materials and academic supplies. The bookstore is also your source for official Capital University apparel and merchandise, in addition to offering an inventory of items including, but not limited to the following:

- Capital clothing and other items
- Gift items
- Greeting cards
- Snacks
- Personal care products
- Technology supplies

Textbooks and other items also can be purchased at www.capitalbookstore.com. Visa and MasterCard are accepted.

Return Policy

Books may be returned during the first 5 days of the semester with a cash register receipt and up to 10 days with a signed Add/Drop slip and cash register receipt. All other materials may be returned up to 30 days with a register cash receipt.

CAMPUS MINISTRIES

Location	Kerns Religious Life Center
Hours of Operation	Monday-Friday 8:30 a.m. to 5 p.m.
Phone	(614) 236-6307
Web	http://www.capital.edu/cc/chap/index.shtml

As an institution of the Evangelical Lutheran Church in America, Capital University welcomes students of all religious backgrounds, as well as those with no religious affiliation. Kerns Religious Life Center is the hub of Christian life and ministry on campus, with Kable Chapel, the office of the university pastor, and several rooms used for meetings all located in the building. The university pastor provides leadership and support for Campus Ministries, which provides many opportunities for students who wish to pursue their spiritual development. Campus Ministries endeavors to foster community grounded in the Gospel of Jesus Christ through worship, study, critical thinking, service, fellowship and mutual support. Worship services, fellowship opportunities, study groups, social outreach projects, Bible studies and off-campus retreats are all a part of campus life. There are a variety of Christian organizations, as well as organizations with a strong spiritual and/or service component, each with its own mission and ministry.

Get Involved

Capital University students are involved in a number of student organizations that promote fellowship and spiritual development. You have the opportunity to become involved in one or several of these student organizations, or you can start one of your own. Become a part of Capital University religious student life!

- Amnesty International
- Catholic Student Organization
- Circle K
- Campus Crusade for Christ
- FISCh
- Gospel Choir
- Habitat for Humanity
- Lutheran Student Movement
- Koinonia Campus Congregation

Student Services

There are many other fellowship and program opportunities on campus, including the following:

- Sunday worship
- Tuesday evening prayer
- Wednesday chapel
- Thursday evening worship
- Bible studies
- Retreats
- Immersion experiences
- Discussion groups
- Study groups
- Fellowship opportunities
- Service projects
- Mission trips
- Pastoral care

All services are offered in a truly cooperative, ecumenical way. At the same time, there are also opportunities for distinctive experiences such as Lutheran Eucharist and Catholic mass. Capital is committed to the holistic development of students in relationship to the campus and community.

Campus Worship Opportunities

Sunday	10:45 a.m.	Kerns Religious Life Center
Tuesday	9:40 p.m.	Kerns Religious Life Center
Wednesday Chapel	10 a.m.	Kerns Religious Life Center
Thursday	9:30 p.m.	Kerns Religious Life Center
Mass	monthly (Sunday eve.)	Kerns Religious Life Center

Off-Campus Worship Opportunities

A directory of local congregations is available in the office of the university pastor, located in the Kerns Religious Life Center. Local congregations welcome all students.

CAPITAL CENTER

Hours of Operation	Monday-Thursday	6 a.m. to 11 p.m.
	Friday	6 a.m. to 9 p.m.
	Saturday	9 a.m. to 8 p.m.
	Sunday	1 p.m. to 8 p.m.
	Phone	(614) 236-6911
Web	http://www.capital.edu/ath/athcapcenter.htm	

****Bexley residents use the facilities: Monday - Friday 6 - 8 a.m., and Saturday & Sunday 6 - 8 p.m.*

The Capital Center is a state-of-the-art multipurpose showcase facility for academic, recreational and intercollegiate programming and events, and is open to students, faculty and staff, alumni, special friends of Capital and Bexley residents. The Capital Center offers a variety of opportunities to promote your general health and well-being, and provides a venue for exciting NCAA Division III athletic competitions.

Student Services

This 126,000-square-foot facility features:

- Indoor track
- Intramural & recreational sports
- Fitness Center with bikes, steppers, treadmills, ellipticals and a multi-station gym
- Monitored weight room with Hammer Strength equipment
- A 2,100 seat arena for intercollegiate basketball and volleyball games
- Bernlohr Stadium, which seats 2,500 guests for intercollegiate football and soccer games
- Outdoor track for running or walking
- Locker rooms
- Classrooms
- Sport science lab

The Capital Center multipurpose field house hosts athletic events, commencement activities, convocations, rallies, concerts and other gatherings of the Cap Family and the Bexley community. It provides opportunities for intramural activities and athletics, including a track and field program for men and women.

CAREER SERVICES

Location	Campus Center, Lower Level
Hours of Operation	Monday-Friday 8:30 a.m. to 5 p.m. <i>***The office is closed daily from noon-1 p.m.</i>
Phone	(614) 236-6606
Web	www.capital.edu/careers
E-mail	CareerServices@capital.edu

The Career Services Office, located in the lower level of the Campus Center, assists Capital students (first-year students through seniors) and Capital alumni in the development and implementation of career goals.

Students can make appointments to see the career counselor, the assistant director, or the director of Career Services. They also can meet with peer career advisers (PCAs). PCAs are current students who, after completing Career Services training sequence, assist peers with writing resumes and cover letters.

Student Services

- Selecting a major
- Assessing interests and career values
- Developing professional career goals
- Locating and applying for internships, part-time jobs and summer positions
- Researching career and employment options
- Writing résumés and cover letters
- Finding a job
- Interviewing
- Applying to graduate and professional schools

Career Counseling

- The director of Career Services, the assistant director, and the career counselor/recruitment coordinator are available for individual career counseling, and assistance with any aspect of the career development process.

Self-Assessment

- The Campbell Interest and Skill Survey and the Myers-Briggs Type Indicator are used to assist with major and career decisions.

Career Workshops

- “Exploring Capital Majors” workshops help students learn about the majors at Capital and which majors best fit them. It is offered twice a semester, and is most relevant for first-year students and sophomores.

The Career Booklets

- How to Choose a Major & Career
- How to Write a Résumé
- How to Write a Cover Letter
- How to Get Your Foot in the Door
- The Senior Job Search Handbook
- How to Interview
- How to Get Into Graduate & Professional School

Job Listings

Current full-time jobs, part-time and summer jobs, and internships are listed through www.CUcareers.com, a Web-based job posting and resume service that is free to Capital students and alumni. For instructions on using [CUcareers.com](http://www.CUcareers.com), visit the Job and Internship Listings section of our website, or call the office for assistance.

CENTER FOR EXCELLENCE IN LEARNING & TEACHING (CELT)

Location	Learning Center, Room 100
Hours of Operation	Monday-Thursday, 8 a.m. to 9 p.m. Friday, 8:30 a.m. to 5 p.m.
Phone	(614) 236-6327 <i>***Appointments are encouraged</i>
Web	http://www.capital.edu/cc/cca/index.shtml

The Center for Excellence in Learning & Teaching (CELT) offers a wide variety of academic enrichment services designed to assist students with making the transition to academic life at Capital University.

Academic Support Services

- Academic coaching
- Tutorial assistance
- Test-taking & study skills
- Time management and stress management
- Disability services
- CLEP exam and ACE credit

Tutorial Assistance

Peer (student) tutoring in a variety of subject areas is provided by and coordinated through the Center for Excellence in Learning and Teaching (Learning Center 100). Tutoring assistance is provided free of charge to currently enrolled Capital students. The tutoring staff is comprised of students who have already demonstrated academic success, possess strong communication skills, and have completed hours of training to enhance their effectiveness as tutors.

Tutoring is available in several ways: by appointment or on a drop-in basis during regularly scheduled hours in the Center; in sessions independently arranged with individual tutors; through drop-in supplemental instruction sessions for selected courses and in other specialized workshops offered when possible according to demand. Stop by the center (LC100) to pick up a complete list of tutors or to schedule an appointment, or call the center at 236-6327 for more

information. Students are also encouraged to visit the center's Web site (<http://www.capital.edu/cc/cca/index.shtml>) for additional information and resources.

COMMUNITY SERVICE & LEADERSHIP DEVELOPMENT

Location	1st Floor, Campus Center (near the Mail Room Lobby)
Hours of Operation	Monday-Friday 8:30 a.m. to 5 pm Wednesday 8:30 a.m. to 7 pm Saturday As posted for special events
Phone	(614) 236-SERV (7378)
Web	http://www.capital.edu/cc/commsvc/index.shtml
Email	CSLD@capital.edu

The mission of the Community Service and Leadership Development Office is to foster a lifelong commitment to community involvement through exposure to activities that develop a civic imagination, strengthen university-community relations, and provide educational and leadership opportunities for active learning through collaboration with students, faculty, staff at Capital University.

Student Services

The CSLD Office can provide students, student organizations, faculty, staff and even alumni with the following services and resources:

- Assist with identifying, developing, implementing, and evaluating community service projects
- Service-learning resources
- Conduct, host, and develop leadership workshops, programs and conferences
- Provide information about volunteer experiences in Ohio, as well as national and international volunteer opportunities
- Collect data on community service activities and leadership development.
- Bi-weekly electronic newsletter
- Coordinates the Service Organization Council meetings
- Maintains an electronic and other mailing list of all service organizations

To receive the Community Service and Leadership Development (CSLD) newsletter, and/or to be added to the CSLD listserv mailing list, please send an email to CSLD@capital.edu. You will receive a reply within 24 hours.

We hope that you remember that the Community Service and Leadership Development exists to help you get involved in service and leadership development opportunities. Be creative in your quest for leadership and service opportunities and GET INVOLVED!

COUNSELING & ASSISTANCE PROGRAM FOR STUDENTS (CAPS)

****Supported by Mount Carmel Behavioral Healthcare Services*

Location	Kline Health Center, 2nd Floor (on campus)
Hours of Operation	***Appointments are required
Phone	(614) 337-7001 or 1-800-227-3256.
Web	http://www.capital.edu/cc/health/counseling-health.htm

Confidential counseling services are available to all Capital University students free of charge. Students may speak with a professional licensed clinician about issues causing academic, personal or emotional distress and explore ways to understand and resolve concerns.

Some examples of counseling concerns that can be addressed with our professional staff:

- Academic issues
- Friends/peer relationships
- Career/vocation issues
- Alcohol/drug issues

- Math/test anxiety
- Interpersonal conflicts
- Family relationships
- Transition issues
- Balancing life as a single parent
- Managing family and school
- Coping with the ambiguity of the future

Remember to take your Capital University student identification card to confirm your enrollment should you visit an off-campus location. If you do not have a Capital University identification card, please visit the Information Technology Office in Blackmore Library, lower level.

DISABILITY SERVICES

Location	Learning Center, Room 100
Phone	(614) 236-6327
	***Appointments are encouraged
Web	http://www.capital.edu/cc/caa/disabilityservices.html

The Office of Disability Services regularly consults with students with disabilities about academic, social and personal issues. Students are encouraged to take an active role in their experiences at Capital. Students may confidentially request accommodations by providing documentation of their disability to the Coordinator of Disability Services. Such documentation often involves recent IEP information and information from licensed practitioners such as Psychologists, Counselors, Social Workers, etc. Working as a team, students, faculty and the Coordinator of Disability Services can determine the most appropriate initial accommodations, and any subsequent modifications.

Students have a choice of how they would like to inform new instructors of their accommodations. They may tell their instructors they are registered with Disability Services, and then mention the accommodations they have. Or the Coordinator of Disability Services can write a memo to each instructor with the same information. In any event, students are expected to make timely and appropriate disclosures and requests at least six weeks in advance of a course, workshop, program, or activity for which accommodation is requested or as soon as realistically possible.

Accessibility

University programs or activities are accessible to qualified persons with disabilities via clearly marked entries, exits, and bathroom facilities. Accessibility may also be enhanced for qualified individuals as follows:

- Relocation of classes or services to more accessible buildings
- Delivery of health, advisory, and/or support services at alternative sites
- Temporary modification of equipment/facility

Capital University maintains a regular program of facilities evaluation and upgrading to better serve all members of the university community.

Academic Requirements

Academic requirements are modified, as necessary, to ensure that they do not discriminate against students with disabilities so long as accreditation of the classes will not be at risk. These modifications cannot affect the substance of the educational programs or compromise educational standards, nor shall they intrude upon legitimate academic freedom. Modifications often include:

- Changes in length of time permitted for the completion of degree requirements, including credit load
- Substitution of specific courses required for the completion of degrees
- Adaptation of the manner in which specific courses are conducted

Examinations and Evaluations

Examinations or other procedures for evaluating students' academic achievement can be modified to better evaluate the achievement of students with disabilities. The results of the evaluation should represent the student's achievement in the program or activity, rather than reflecting the student's disability. It is the student's responsibility to request test accommodations at the time of enrollment or at the beginning of the program/course.

Testing accommodations, if requested in a timely manner, may include

- Large printed material
- Preferential seating (front, etc.)
- Oral tests
- Alternate format
- Taped tests
- Transcribers
- Extended test time
- Readers
- Environment free of distractions

Academic Support Services

Qualified persons may request educational support services through the University. Some services such as academic coaching and tutoring are available to all students through the **Center for Excellence in Learning and Teaching (CELT)**. Other services to qualified students with disabilities may include:

- Handicapped parking
- Registration assistance
- Referral to appropriate on/off-campus resources, services, or agencies
- Note-taking services
- Books on CD's
- Large print Books
- Real Time Captioning
- Interpreters

IT IS THE RESPONSIBILITY OF THE INDIVIDUAL STUDENT TO REQUEST ACCOMMODATION OR AUXILIARY AIDS AT LEAST SIX (6) WEEKS BEFORE CLASSES, PROGRAMS, OR ACTIVITIES BEGIN.

The use of tape recorders, brailers, dog guides or other adaptive devices in the classrooms or campus buildings is permitted. Policies/procedures that have the effect of limiting the participation of qualified students in educational programs or activities will not be adopted unless the program or activity is directly related to licensing requirements.

FINANCIAL AID & STUDENT EMPLOYMENT

Location	Yochum Hall, Lower Level
Hours of Operation	8:30 a.m. to 5 p.m.
Phone	(614) 236-6511
Web	http://www.capital.edu/cc/finaid/index.shtml

Capital University administers many types of financial aid to help students and their parents manage expenses incurred by the student's costs for higher education. Financial assistance is determined annually.

All requests for financial aid are processed through the Financial Aid Office. Students may expect to receive their financial assistance in subsequent years of undergraduate study, if they continue to meet the following criteria:

- Remain in good academic and community standing
- The computed financial need does not change

Application Process

Each student must reapply for financial aid administered by Capital University by completing the FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA) with the federal government. Students will receive notification of their financial assistance award in the late spring.

Standards of Progress (SAP)

Federal regulations require an institution to establish, publish and apply reasonable standards of measuring whether an otherwise eligible student is maintaining satisfactory progress in their course of study. The standards must include both a qualitative and quantitative measure. Capital’s qualitative measure includes grades, while quantitative standards measure a time frame in which students must complete their educational objective. This timeframe is based upon enrollment status, divided into increments, and includes a schedule designing the minimum amount of work to be completed at the end of each increment. The maximum timeframe for an undergraduate program cannot exceed 150 percent of the published length of the Capital University educational program for full-time students.

The maximum timeframe permitted for Capital University students to receive federal financial assistance is 186 credit hours. Any full-time student applying for federal aid beyond 186 credit hours automatically will be ineligible to continue receiving assistance.

Capital’s qualitative requirements are based on the individual college and/or school’s academic requirements for continued academic enrollment. Quantitative requirements are as follows:

Attempted Credit Hours	1-29.99	30-59.99	60-89.99	90-186
% Hours to be Completed	65%	70%	75%	80%

Formal dismissal from the university automatically cancels any eligibility for financial aid. See “**Academic Dismissal**” in the “*Undergraduate Academics Policies, Regulations and General Information*” section of the Undergraduate Bulletin for additional information, as well as information on the appeal process for reinstatement.

Students who fail to meet standards of progress automatically will be notified about their eligibility for continued financial assistance each semester after grades are released. The first two notifications will result in warnings; however, further failures result in automatic cancellation of federal aid. If a student has experienced mitigating circumstances, he/she may submit a written appeal of any cancellation of aid. Students must provide documentation of all mitigating circumstances with any appeals process.

Most Capital University financial aid and scholarship programs have cumulative grade point average requirements, and are indicated in the “Terms of Award” that can be found on Capital’s Web site at <http://www.capital.edu/cc/finaid/termsofaward.htm>.

Student Employment

Student employment opportunities are available through several programs.

Federal College Work-Study

This federally funded program provides employment opportunities for students with the “greatest need” after considering all grant and loan aid received. Students should go to the work study/regular student employment Web site for a list of jobs by department <http://www.capital.edu/cc/finaid/awards/workstudyschool.html>.

General Student Employment

Capital University funds a limited number of student jobs on campus that are available to students who do not qualify for work study. Interested students should go to Capital’s work study/regular student employment Web site to contact departments directly regarding available positions under student employment. Students are paid on the regular payroll schedule.

Off-Campus Jobs

The Student Employment Office serves as a clearinghouse for people in the community who wish to hire Capital students on a one-time only or part-time basis. Examples include babysitting, yard work, house cleaning, store inventories, maid service and sales clerk positions. Capital students are in great demand in the Columbus community, and part-time requests usually exceed available students who are willing to work.

HEALTH SERVICES

Location	Kline Building, 1st Floor (between Battelle Hall and the Library)	
Hours of Operation	Monday-Friday	8 a.m. to 4 p.m. (<i>when classes are in session</i>)
	Summer	Limited hours available over the summer
Phone	(614) 236-6114	***Appointments are encouraged
Web	http://www.capital.edu/cc/health/index.shtml	

The Campus Health Center offers confidential services delivered by qualified, licensed health professionals. Services are provided to traditional undergraduates by Life Wise, Inc. Services are available to traditional Capital undergraduates, Capital Law School students and Trinity Lutheran Seminary students.

Mission

To enhance the educational process by: modifying or removing health-related barriers to learning, promoting optimal wellness, enabling individuals to make informed decisions about health-related concerns, and empowering students to be self-directed and well-informed consumers of health care.

Philosophy

We believe that college men and women need information upon which to make informed, intelligent decisions about their bodies, their health and their illness care. We believe that everyone deserves to be treated with respect and given the opportunity to be an active participant in their health care. We believe that today's college men and women are dealing with multiple roles, responsibilities and stressors and may need our help to achieve their goals.

Student Services

- Sickness care for common illnesses
- Women's health services, including pap/pelvic exams, breast exams, birth control, etc.
- Men's health services, including testicular exams, prostate exams, breast exams, etc.
- Physicals for travel, work and nursing major physicals
- Testing, including STDs, pregnancy, blood sugar, tuberculosis, strep, mono, urine, etc.
- Treatments for allergies, plantar warts, ear irrigations, etc.
- Health resources
- Immunizations
- Depression screening
- Capital University student health insurance claim processing
- Health Alerts
- Referrals for diagnostic tests
- Referral for x-ray
- Referral to specialists
- Educational programs

Student Health Advocacy Coalition (SHAC)

Any student who is interested in the health of the campus community is welcome to apply to become a member of SHAC. SHAC acts in an advisory capacity to the Campus Health Center and also offers health programming to the campus community. Interested students should contact the Health Center.

Accident/Hospitalization Plan

Capital University provides an accident/hospitalization plan for all full-time undergraduate students. The cost of this coverage is included in the student's tuition. The policy is a secondary insurance and is non-optional. A detailed explanation of the scope of coverage, benefits and exclusions is included in a brochure provided to students each year prior to the beginning of the first semester. Additional copies of this brochure are available in the Finance Office. **All student health insurance claims are to be processed through the Campus Health Center.** Additional primary health insurance is available for students to purchase. Information may be obtained at the Campus Health Center.

Fees
Office visits are free of charge, but students are charged at cost for medications, tests and treatments. Payment is required in the Finance Office within a week or an additional fee is assessed. Health insurances are not used in the Campus Health Center

INFORMATION TECHNOLOGY

Location	Blackmore Library, Lower Level
Hours of Operation	Monday-Thursday 7:45 a.m. to 11 p.m. Friday 7:45 a.m. to 6 p.m. Saturday 9 a.m. to 5 p.m. Sunday 1 p.m. to 11 p.m.
Help Desk Phone	(614) 236-6508
Web	http://www.capital.edu/cc/it/index.shtml

The Information Technology (IT) Office provides services in computer hardware, software, telephones, e-mail, voice mail, networking and audio/visual equipment.

Computer Labs

The IT Department maintains several computer labs on campus: the main computer lab in the lower level of Blackmore Library; the campus center lab located in the lower level of the campus center; and a lab located on the second floor of Battelle Hall. There are also satellites labs located in each of the four residence halls, which are opened 24 hours per day. The computer equipment located in the computer labs is networked and uses integrated software. This allows students direct access to e-mail, the Internet and various software applications such as word processing, spreadsheets and presentation.

E-mail Accounts

E-mail accounts automatically are created for all incoming freshmen. E-mail account information for freshmen will be distributed to students before or during their orientation. Other students may request an e-mail account by filling out an online web form at <http://www.capital.edu/cc/it/emailsetup.html>. For more information about e-mail accounts, please contact the IT Help Desk at (614) 236-6508 or go to this Web site at: <http://www.capital.edu/cc/it/itemail.htm>.

MS Outlook Web Access

Web mail is a web-based mail system that will allow you to check your e-mail messages via the Internet. To access your e-mail messages, open any web browser (ex: Internet Explorer, Entourage) and type "[webmail.capital.edu](http://www.capital.edu)" Put in your e-mail username and password in the appropriate text boxes and press "enter." For more documentation on Web mail functionality, please go to this web page at: <http://www.capital.edu/cc/it/pdf/bwebmailout.pdf>.

Telephones

Beginning in the fall of 2005, all students living in the residence halls will be required to bring their own telephones. Most household phones and answering machines are acceptable. A telephone number automatically will be assigned to each residence hall room that will be shared by room mates. For more information regarding telephone services, please contact the IT Help Desk at (614) 236-6508 or Residence Life at (614) 236-6811.

Voice Mail Accounts

Voice mail accounts for students are created by request only. Commuter and residence hall students may request a voice mail account by filling out the online form at <http://www.capital.edu/cc/it/vmailsetup.html>. More information about voice mail accounts can be obtained from this Web site at: <http://www.capital.edu/cc/it/voicemail.html>.

Detailed information about the Information Technology Office can be found at www.capital.edu/it.

INTERNATIONAL STUDENT SERVICES

Location	Renner Hall, Room 339
Hours of Operation	Monday- Friday 8:30 a.m. to 5 p.m.
Phone	(614) 236-7102
Web	http://www.capital.edu/prosp/int/index.shtml

The International Education Office works with both international students coming into the U.S. to study and Capital University students who wish to study overseas.

Capital University welcomes students from approximately 30 countries. The International Education Office coordinates international undergraduate and ESL admission to the university. The International Education Office coordinates orientation to the U.S. and local community, immigration, cross-cultural advising and hospitality with American hosts for all international students at the university and law school. International Education is housed in Renner Hall on the Bexley campus.

ESL Program

The Capital University English-as-a-Second Language (ESL) program is designed for students who already have studied beginning English, but who need additional basic, intermediate or advanced language instruction. Students study in the ESL program for a variety of reasons: to qualify for admission to higher education in the U.S., to improve English for business purposes, or to achieve other personal and professional goals. Students who achieve the necessary language proficiency in the ESL program may choose to apply to Capital University. The ESL program also coordinates a Conversation Partner Program that matches ESL students with U.S. students to practice conversational English.

International Student Health Insurance

International students and their dependents that have an immigration document issued by Capital University are required to have comprehensive medical insurance made available through the Lewer Agency. Insurance brochures are available through the International Education Office. Assistance in filing insurance claims is available through the Campus Health Center.

The International Student Association

This recognized university organization is open to both international and U.S. students who are interested in learning and interacting with different cultural groups. The International Student Association coordinates social programs and educational programs that are open to the entire university community.

JUDICIAL AFFAIRS

Location	Campus Center, 1st Floor
Hours of Operation	Monday-Friday 8:30 a.m. to 5 p.m. ***Other hours by appointment
Phone	(614) 236-6611
Web	http://www.capital.edu/cc/stusvcs/index.shtml

The mission of Judicial Affairs at Capital University is one of education, focusing on student learning through individual growth and accountability for responsible community behavior. The Student Code of Conduct is the governing document that outlines the policies and procedures for academic and student conduct on our campus.

The core mission of the university is to prepare students for vocational service to society. Preservation of academic freedom and free and open exchange of ideas and opinions for all members of the university are central to these missions. The Student Code of Conduct is established to foster and protect the core missions of the university, to encourage the scholarly and civic development of students in a safe and secure learning environment, and to protect the people, properties and processes that support the university and its missions.

For a more comprehensive understanding of university policies and procedures, please review the Student Code of Conduct and other selected policies and procedures in the *What Every Student Should Know ... Policies, Procedures and Resources* publication. You are encouraged to read this document to understand the university academic and student life policies and procedures as you will be held accountable for community standards and expectations for responsible behavior.

Students who have questions about policy violations or the judicial process are encouraged to visit the associate dean of students & director of Judicial Affairs in the Student Affairs Office on the first floor of the Campus Center.

Student Services

- **Mediation** Students always are encouraged to settle disagreements through civil discourse and honest disclosure. Mediation services are provided by the Judicial Affairs Office to assist students with conflict resolution.
- **Judicial Advising** The director of Judicial Affairs serves as an adviser when students are in need of information on how to address specific conduct issues, concerns and/or the judicial process. By providing an environment for non-threatening disclosure, the director of Judicial Affairs serves as an information source and as a liaison between the student, organization or club and other campus entities.
- **Referral Services** The director of Judicial Affairs helps to coordinate interventions for addressing student behavior with other offices throughout the campus community, in addition to referring to off campus agencies that can better address the needs of a particular student or situation.

Faculty & Staff Services

- Addressing issues related to academic integrity
- Workshops on Classroom Etiquette and Establishing Positive Relationships with Faculty
- Addressing other student behavioral issues in and outside the classroom
- Assistance with addressing sexual harassment in the classroom
- Handouts on performance/test anxiety, academic integrity, time management, etc.
- Developing intervention plans for students with academic and other difficulties

MAIL SERVICES

Location	Campus Center, First Floor	
Hours of Operation	Monday-Friday	8:30 a.m. to 5 p.m.
Phone	(614) 236-6700	
Web	http://www.capital.edu/cc/mail-services/	

Every full-time student should go to the university mail room in the Campus Center to obtain his/her Capital University post office box. The mail room processes UPS, FedEx, DHL, USPS shipments, weighs envelopes and packages, and sells meter strips for items requiring more than a first class stamp. The mail room sells single postage stamps. Books of stamps only are available at the university bookstore. All incoming mail must be addressed to the student's mailbox, not to the individual's residence hall. An acceptable address is:

Student's Name
CU # _____, Capital University
1 College and Main
Columbus, OH 43209-2394

Students are strongly encouraged to lock their mailboxes, and not keep items of value (i.e., cash) in them. Any suspected tampering or theft of mail should be reported immediately to the mailroom supervisor.

When leaving Capital it is recommended that you submit a change of address to the mail room to insure proper handling of your mail to your home or a new address.

MEETING & EVENT SERVICES

Location	2285 E. Mound Street
Hours of Operation	Monday -Sunday 8:30 a.m. to 5 p.m.
Phone	(614) 236-6200
Web	http://www.capital.edu/cc/meetingeventsvcs/index.html

The Meeting and Event Services Office schedules space in campus facilities for events and activities for Capital faculty, staff, students, alumni, and community members throughout the year. The department also coordinates ancillary services such as catering, linens, room set-ups, A/V equipment, etc. Meeting and Events Services also coordinates major campus events such as Commencement, Homecoming and other major university-wide activities. If you would like to schedule a facility space on campus, please contact the Meeting and Event Services Office at least 3-5 days prior to the scheduled event.

MULTICULTURAL AFFAIRS

Location	Kerns Religious Life Center
Hours of Operation	Monday-Friday 8:30 a.m. to 5 p.m.
Phone	(614) 236-6307
Web	http://www.capital.edu/cc/oma/index.shtml

The mission of the Multicultural Affairs Office is to provide leadership for university initiatives aimed at supporting and developing a diverse and inclusive community. As an advocate for under-represented groups, this office designs, implements and evaluates programs related to the recruitment, retention and success of minority students, faculty and staff.

GOALS

- To support the overall mission of the university.
- To develop, implement and evaluate programs that will result in increased minority retention and graduation.
- To provide to the university community programs that will develop and/or increase awareness and respect for diversity.
- To establish and maintain an effective system for reporting acts of intolerance or incidents breaching the university Human Dignity Policy and identify trends.

Student Organizations

Capital University students are involved in a number of student organizations that promote diversity and contribute to an inclusive community culture. You have the opportunity to become involved in one or several organizations, or you can start one of your own! Organizations include, but are not limited to the following:

- Asian American Alliance
- CURVE (Collectively Understanding, Respecting and Valuing our differences through Education)
- Ebony Brotherhood Association
- Gospel Choir
- Hispanic/Latino Student Organization
- Students for the Advancement of Afrikan American Culture
- Sister Network
- Student Achievement in Research and Scholarship (STARS)

Historically Black Greek Letter Organizations (Citywide Chapters)

- Alpha Kappa Alpha Sorority, Inc.
- Alpha Phi Alpha, Inc.
- Delta Sigma Theta Sorority, Inc.

Programs & Services

- Cultural celebrations
- Diversity speaker series
- Human Dignity Resource Associate Program
- Martin Luther King, Jr. Day of Learning
- Multicultural Resource Center
- Peer Mentor Program
- Pre-passover seder meal
- Smooth Transitions Pre-Orientation Program
- Support and advocacy services

PUBLIC SAFETY

Location	2285 E. Mound Street		
Hours of Operation	Monday-Sunday	8 a.m. - midnight	
Phone	8:30 a.m. - midnight	(614) 236-6504	
	24 hour phone line	(614) 236-6666	
Web	http://www.capital.edu/cc/ofc_public_safety/index.shtml		

The mission of the Public Safety Department at Capital University is to provide a safe and secure environment for the university community and all its members, and provide a variety of services which enhance the quality of life on campus. Officers are on duty 24 hours a day, seven days a week.

Nothing we do is as important as what you do, and in some cases, don't do. We strongly encourage you to review the Capital University Student Code of Conduct. The Student Code of Conduct is established to foster and protect the core missions of the university, to foster the scholarly and civic development of the university's students in a safe and secure learning environment, and to protect the people, properties and processes that support the university and its missions.

Responsibilities of the Public Safety Department include:

1. Providing safety and security for all personnel and students on campus, including providing an escort upon request.
2. Securing all university property.
3. Enforcing all university policies, procedures and regulations, including motor vehicle regulations.
4. Providing security/control of special events on campus.
5. Assisting with the maintenance of a safe and secure learning environment.

Capital University expects all faculty, staff and students to treat public safety officers with courtesy and respect. We are always interested in your comments and suggestions regarding campus safety. Please feel free to share any comments, questions or issues with the dean of students at (614) 236-6611 or with the Public Safety Office at (614) 236-6504.

TRAINING

All Public Safety officers are certified by the Ohio Police Training Academy, and also participate in professional training and in-service programs.

ESCORT SERVICE & PATROL

The Public Safety Department provides a campus escort service 24 hours per day. This service is available by contacting the Public Safety at least one half hour prior to your designated time or arrival. The services are performed by Public Safety officers via foot or a mobile unit.

PARKING

A vehicle must have a Capital University permit displayed to park on university property. These permits are available at the Public Safety Office. Residential first-year students normally are not eligible to obtain on-campus parking permits, but they are able to buy a pass for an off-campus lot. Officers are continually checking the parking areas, in addition to campus and perimeter patrols being performed by City of Bexley Police Department. For additional information, please visit the Public Safety Office.

CENTRAL OHIO TRANSIT AUTHORITY (COTA)

The Central Ohio Transit Authority provides an inexpensive and convenient trip into the city of Columbus and surrounding areas. The “people movers” of Franklin County make frequent stops right by campus. For only \$60 a year, students can ride the bus as many times as they wish. Students can purchase a pass in the form of a sticker to be placed on the Capital University student identification card at the Public Safety Office during Fall Orientation.

FIRE EQUIPMENT & EMERGENCY PROCEDURES

No person shall tamper with fire safety equipment (i.e., fire extinguishers, smoke alarms, hoses, etc.); make or cause to be made a false fire alarm; or set, or cause to be set, any unauthorized fire in or on university property. **If the fire alarm is sounded, each person in the building is required to vacate the building until staff notification to return.**

FIREWORKS, FIREARMS, AND OTHER WEAPONS

No person shall possess or use fireworks on or in university property. (Fireworks are defined as any substance prepared for the purpose of producing a visible or audible effect by combustion, explosion or detonation.) No person shall possess or use any type of firearm or other weapon, e.g., crossbow, slingshot, knife, etc., on or in university property.

REGISTRAR

Location	Yochum Hall, Room 115
Hours of Operation	Monday-Friday, 8:30 a.m. to 5 p.m.
Phone	(614) 236-6150
Web	http://www.capital.edu/cc/reg/index.shtml

The Registrar’s Office serves as the center of Capital University’s educational record needs, and is dedicated to providing the best possible services to the Capital University community.

Student Services

- Academic calendars with identified campus breaks and holidays
- Academic records maintenance and upkeep, including grades and transcripts
- Academic regulations, policies and procedures
- Course descriptions and an inventory of course offerings and locations
- Degree audits
- Final exam schedules
- Graduation application and approval
- Registration services for departments and students
- Transfer credit evaluations
- Verification of enrollment, attendance, and degrees for outside institutions and agencies
- WebAdvisor

WebAdvisor

WebAdvisor is a browser-based application that allows current Capital University students to view their own schedules, grades and unofficial transcripts. Students utilize their Capital University e-mail login and password to access WebAdvisor. WebAdvisor can be accessed at www.inside.capital.edu.

Steps to Secure Your Records

- Never give anyone your password.
- Always log out of WebAdvisor. Students utilizing on campus computer labs should also log off the computer.
- Do not save your password on any machine that might possibly be accessed by another person.
- You are responsible for the privacy of your records. When you print in a lab, your name will be printed on your record. Since others may be printing their own records, please watch closely and be sure it is your record that you take from the printer.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act of 1974 sets forth requirements regarding the privacy of student records. FERPA governs release of records maintained by an educational institution and access to those records. This notice

explains the rights of students with respect to their educational records, and outlines the university's procedures to comply with the FERPA. For more information, please access the Capital University FERPA section on the Web via <http://www.capital.edu/cc/stusvcs/2005-students-should-know.pdf>.

Veterans Services

Eligible veterans may be certified to receive educational benefits/assistance by contacting the Veterans Administration coordinator located in the Registrar's Office. It is the veteran's responsibility to notify the registrar when certification to the V.A. is desired or when changes occur that affect benefit payments. The Registrar's Office is obligated to notify the V.A. when a veteran fails to meet the minimum standards of progress set forth by the Veterans Administration. CLL veterans should direct inquiries to their respective CLL Center Veterans Coordinator.

RESIDENCE LIFE

Location	Campus Center, 1st Floor	
Hours of Operation	Monday -Friday	8:30 a.m.-5 p.m.
Phone	(614) 236-6811	
Web	http://www.capital.edu/current-students/residence-life/index.cfm	

Capital University is a residential university that requires first-year and sophomore students to live in university residences unless they are commuting daily from the homes of their parents, guardians or spouse (located in a 50-mile radius of Capital). Living on campus is a big part of your education at Capital. The residence halls provide a safe and healthy living and learning environment for students with a variety of programs and services that support personal, academic and career development.

Student Services

- Student housing
- Meal plan additions and changes
- Vacation/break housing

STUDENT ACTIVITIES

Location	Campus Center, 1st Floor	
Hours of Operation	Monday-Friday	8:30 a.m.-5 p.m.
Phone	(614) 236-6901	
Web	http://www.capital.edu/student-life/sao/about-sao.html	
Campus Event Calendar	http://www.capital.edu/cgi/calendar.cgi?calendar=events	

The Student Activities Office and Campus Center are the hub of involvement at Capital University. Our vision is to provide an enriching student experience that prepares students to be responsible leaders committed to campus and community engagement. Our staff promotes student leadership and fosters a collaborative environment where individuals from every background may learn from each other through interactive developmental experiences that contribute to academic excellence.

Student Services

- Campus Center facilities management
- Capital University Presidential Service Learning Scholars Program
- Community service programs
- Commuter Student Services
- Fraternities, sororities, and other Greek Life resources
- Information Desk
- Leadership training and development
- Movies
- New and Transfer Student Orientation
- Student Government
- Student organizations and advising
- Student organization mailboxes

- Theatre productions
- University major events program development

Programs

- Homecoming
- Greek Week/New Member Education
- Make-A-Difference-Day
- New Student Orientation

STUDENT ACCOUNTS

Location	Yochum Hall, Room 103	
Hours of Operation	Monday-Friday	8:30 a.m.-5 p.m.
	Summer Hours (May 12-August 15)	8 a.m.-4:30 p.m.
Phone	(614) 236-6123	
Web	http://www.capital.edu/cc/finance/studentaccounts.html	
E-mail	studentaccounts@capital.edu	

The Student Accounts Office is responsible for billing and collecting tuition, room and board charges, and university fees. When your loans are disbursed, the Student Accounts Office is responsible for the application of your student loans funds to the charges in your student account and for refunding any excess funds in your student account to you when you request a refund.

Detailed billing is issued each semester by the Student Accounts Office and mailed to students at their home address. Students must make arrangements needed for prompt payment by the dates specified in the billing.

Tuition Deadlines

Fall tuition payment deadline	Aug. 3, 2005
Spring tuition payment deadline	Dec. 2, 2005

Additional Student Account Information

1. The Student Accounts Office will mail a statement for the first semester to each student's home in July of each academic year. Changes in tuition charges, financial aid and other adjustments will be made as received by the Student Accounts Office, however, you may receive only the initial statement. The tuition due date for fall semester is Aug. 3.
2. All financial obligations for each semester must be settled with the Student Accounts Office prior to registration for the subsequent semester. Statements will be mailed to the student's home address in late November for the second semester. The tuition due date for spring semester is Dec. 2.
3. Students receiving financial aid in the form of grants or loans will have their accounts credited in the amount of 50 percent of the allocated loan amount per semester. The balance of the total semester tuition, plus any unpaid balance from a previous semester, must be paid by the tuition payment deadline as outlined in the aforementioned paragraphs.
4. College work-study and other student employment payments are disbursed through monthly payroll checks rather than being directly credited to the student's account. Any student receiving an award should contact the Student Employment Office for further details.

STUDENT AFFAIRS

Location Campus Center, First Floor
Phone (614) 236-6611
Web <http://www.capital.edu/student-life/student-affairs.html>

It is the mission of the Division of Student Affairs to provide educational and co-curricular programs and services that complement the academic learning experience and promote student development and academic success.

Dr. Betty M. Lovelace	Vice President and Dean of Students	blovelac@capital.edu
Kimberly M. Ferguson	Associate Dean of Students & Director of Judicial Affairs	kfergus2@capital.edu
Teresa M. Nunley	Executive Administrative Assistant	tnunley@capital.edu

Key Responsibilities

- Provide leadership and overall fiscal and personnel management for Student Affairs.
- Support an institutional culture that values all university faculty and staff as educators who promote student learning and success.
- Work to promote a climate that fosters civility, mutual respect and high academic, personal and social standards.
- Provide leadership for student affairs and the university in the ongoing process of strategic planning to ensure institutional effectiveness.

Departments

[Campus Ministries](#)
[Career Services](#)
[Community Services](#)
[Counseling Services](#)
[Health Services](#)
[Judicial Affairs](#)
[Multicultural Affairs](#)
[Residence Life](#)
[Student Activities](#)

Division Goals

1. Demonstrate the Lutheran identity in programs and services.
2. Develop collaborative partnerships with Academic Affairs.
3. Provide programs and services that will contribute to a diverse and inclusive campus community.
4. Promote an environment that contributes to the health and wellness of students' living and learning experiences.
5. Create innovative co-curricular programs and services that challenge and support students' developmental stages.
6. Promote staff health, wellness and professional development.

STUDY ABROAD

Location Renner Hall, Room 339
Hours of Operation Monday- Friday 8:30 a.m. to 5 p.m.
Phone (614) 236-7102
Web <http://www.capital.edu/prosp/int/saintro.html>

The International Education Office invites you to explore your opportunities to study abroad through Capital University. Study abroad is a life changing experience. Living and studying in a foreign country provides an extraordinary opportunity for you to learn about another culture from firsthand experience. You will visit new places, make new friends, perhaps learn a new language and experience life in a new environment. Studying overseas offers you a different perspective on global events and prepares you for a lifetime of learning. At the same time, you can impact the lives of those you meet, and build lifelong ties and friendships. We encourage you to consider a study abroad experience as it promotes cross-cultural awareness and understanding, broadens your worldview and prepares you for your future.

Capital University students have many options in selecting a study abroad program appropriate to their academic goals. Students may download the *Goal Statement Worksheet* from the Website or may contact the Office of International Education for this document. After completing the *Goal Statement Worksheet*, students should schedule an appointment with an advisor for consultation on program and course approval. With proper planning, students will receive academic credit and can study abroad for about the same cost (work study programs excluded) as attending Capital University. Students will complete a *budget worksheet* and meet with a Financial Aid adviser to determine financial coverage for study abroad programs. Students going abroad must complete a *Study Abroad Course Approval Form* before participating

in a study abroad program. A completed *Study Abroad Course Approval Form* must be submitted to the International Education Office by April 1 for summer and fall participants and by Nov. 1 for spring participants. Students remain registered at Capital University while on an approved study abroad program.

The Conservatory of Music offers a program designed for honors level music students in Hungary and an exchange program in Germany. The School of Nursing offers exchange programs in Sweden and England. Capital University is also a consortium member with several organizations to provide additional options for overseas study. Students should contact an adviser at 236-6170 for more information.

Study Abroad Resource Room

This resource center is located in 346 Renner Hall and provides written information on various programs around the world. The Resource Room is available to all Capital University students, faculty, staff and alumni for research on programs and funding sources. The Study Abroad Resource Room is open during traditional business hours. Students do not need an appointment to use this room.

STUDENT GUIDE TO SELECTED UNIVERSITY POLICIES

Capital University is an academic community that prizes intellectual excellence, moral and ethical integrity, and civic development in a stimulating learning environment. The university is home to a number of intellectual, technological, and information resources available to students and faculty for the purpose of enhancing the students' academic performance. Capital faculty members are deeply devoted to teaching and encouraging a free exchange and analysis/evaluation of ideas, theories and solutions.

As a member of the Capital University community, we hope that you will take full advantage of the opportunities to engage in creative dialogue and discourse with our faculty, conduct research, participate in co-curricular activities and the many other available resources that will support your academic and personal growth and development at Capital.

Detailed academic information and policies for undergraduate students are found in the Capital University Undergraduate Bulletin. It is important for students to be aware that there are numerous faculty and staff who are available to help them with individual concerns which arise about their academic programs. In addition to one's academic adviser, other resource people whom students may call on for assistance include department chairs, professionals in the Center for Excellence in Learning and Teaching and the respective deans of the undergraduate colleges.

SMOKE-FREE ENVIRONMENT

To promote the health and safety of its students, faculty and staff, Capital University has designated all its buildings to be "smoke free."

ACADEMIC INTEGRITY

Academic integrity engenders trust that the work that students submit to faculty for academic evaluation will be his/her own. In many cases students will utilize the intellectual ideas of others to support their academic work. Capital students are expected to be honest in their academic endeavors *providing credit to the originator or author of any information utilized to support academic work*. On occasion, faculty and instructors provide opportunities for certain types of collaboration. **It is the expectation that faculty and instructors outline their class policy regarding collaboration in the course syllabus or during introductions at the beginning of any course.**

A **non-exhaustive** list of behaviors that constitute academic misconduct and subject one to sanction(s) includes:

Cheating

- Deceiving/misrepresenting information submitted on a paper/test/project
- Copying from another's test or allowing another to copy your work
- Using materials/notes not permitted by the instructor during an examination
- Collaborating on a test/project when not authorized to do so by the instructor
- Receiving, giving or stealing parts of, or an entire test, which has not yet been administered
- Substitution of one student for another during an examination

Collusion

Unauthorized collaboration with another person in preparing any academic work offered for credit.

Fabrication/Falsification

Using "invented" information or falsifying research, data, or other findings with the intent to deceive such as

- Citing information not taken from the source indicated: misleading documentation of secondary source materials
- Listing sources in a bibliography not directly used in the academic exercise
- Submitting lab reports or clinical data which contain fictitious/falsified information; concealing/distorting the true nature, origin, function of such data

Plagiarism

Plagiarism occurs when you represent the work or ideas of another person as your own. Some examples of plagiarism include:

- Quoting verbatim another person's words (published or unpublished) without acknowledgement of the source.
- Paraphrasing another person's idea(s), opinions, or theory(ies) without giving reference.
- Including facts, statistics, or other illustrative materials that are not common knowledge, without acknowledgement of the source. Students are expected to clarify with their instructor appropriate criteria for "common knowledge."
- Submitting another person's term paper, essay test answer, computer program, and/or project as one's own.

CITING SOURCES

Capital University requires all students to cite or reference the source of any work or ideas being represented in their work to avoid being charged with academic misconduct. The guiding principles of citing sources include:

1. **Honesty:** Acknowledging that the words or ideas are not originally yours, as well as giving credit to the originator;
2. **Critical Thinking:** To encourage students to clearly represent their thoughts, ideas, and opinions with supporting evidence from the recognized work of others.
3. **Evidence:** To provide support from other sources for your thoughts; and
4. **Guidance:** To enable the interested reader to locate the information in question.

Plagiarism occurs when a person neglects to cite sources. When any person fails to cite their sources, the person is taking credit for the original thoughts and ideas of another person (a type of fraud) and at the same time preventing the reader(s) from gaining access to the original sources. Many people either misunderstand or do not care to exercise the effort necessary to cite in their writing all quotations, paraphrases, informational claims, and concepts. While common knowledge does not have to be cited, you must be very careful about labeling something "common knowledge."

The requirement to cite each instance of each idea or informational claim entails that if you use a source with ideas or information on various pages (particularly if the information is not all in one continuous passage in the source), then she/he must include as many citations as there are passages to which you refer. Sources may include books, articles, pamphlets, films, television, radio programs, e-mail messages, conversations and/or the Internet. Conversations and information from lectures and textbooks must also be cited. Papers or other work prepared for previous courses are in fact sources and students should check with instructors about the use of such materials.

Citations can appear as follows:

- Footnotes: Appearing at the bottom of the page where the citation occurs;
- Endnotes: Appearing all together at the end of the paper; or
- Parenthetical format: Modern Language Association and American Psychological Association styles.

Students should check with their instructors to determine which style is required or preferred.

CONSEQUENCES OF ACADEMIC MISCONDUCT

Students as well as faculty, have a role in upholding academic integrity. Any student who believes the academic integrity of a class is being violated by another student's actions should bring it to the attention of the faculty member in charge of the class. The faculty member will investigate the allegation. A report will be filed with the appropriate academic dean if a student has found to have engaged in academic misconduct.

First Violation of Academic Integrity

If an instructor believes that a student is responsible for academic misconduct, s/he may assess any penalty up to and including an "I-F" (irrevocable F) in the course. If this grade is assigned, the student may repeat the course for a grade, but the "I-F" will remain on the student's transcript and permanently remain in the calculation of the student's GPA. In the transcript key, "I-F" is defined as a violation of academic integrity standards.

NOTE: **The faculty of the School of Nursing has determined that should a student in the School of Nursing be found responsible for academic misconduct, that student will fail the course in which the dishonesty occurred.** If a student is penalized by an instructor for academic misconduct, s/he may request that her/his academic dean review the facts. If the academic dean believes, as a result of this review, that there is merit in the student's appeal, s/he may suggest to the instructor that some other action be taken. **It is the instructor, however, who makes the final decision as to the penalty imposed.** In any case, the instructor must report the incident to the academic dean and indicate what action was taken. The academic dean will forward a copy of this decision to the dean of student's office. (see Implications for Financial Aid Recipients)

Second Violation of Academic Integrity

When a second report of a student's academic misconduct is received by the academic dean, that student becomes subject to sanctions up to and including dismissal from the university. (see Implications for Financial Aid Recipients)

If the student is enrolled in the **College of Arts and Sciences**, a hearing panel consisting of the Arts and Science Academic Standing Committee plus two students from the Academic Affairs Committee of Student Government will be convened as soon as possible by the academic dean. This panel will review all of the reports received by the academic dean concerning the student and may interview anyone who may have information that will help in making a decision. The decisions the panel can reach are as follows:

1. No further action be taken;
2. The student can be placed on disciplinary probation with specific limitations placed on her/his activities; or
3. The student can be dismissed immediately, or at the end of the semester from the university.

The Student Code of Conduct will serve as guidelines for the panel as related to the rights of accused students and hearing procedures. The academic dean will enforce the penalty imposed and notify the dean of students of the action taken. The student will have the right to appeal the decision to the vice president for Academic Affairs and provost.

Students enrolled in the **Conservatory** or the **School of Management** will follow the procedure outlined above, except that the hearing panel will consist of the Academic Affairs Committee of the respective school, in addition to two (2) students from the Academic Affairs Committee of Student Government.

For students enrolled in the **School of Nursing**, allegations of academic misconduct are heard by the faculty committee identified in the *School of Nursing Student Handbook* for the program in which the student is enrolled, Traditional Undergraduate Program or BSN-Completion Program. The responsible faculty committee may decide to take no action, impose warning, probation or suspension, or recommend dismissal to the full faculty of the School of Nursing. Appeals to decisions of the designated faculty committees are heard by the Executive Committee of the School of Nursing. Appeals to decisions of the faculty organization of the School of Nursing are heard by the vice president for Academic Affairs and provost.

If the student is enrolled in the **School of Education, Professional Studies, and Social Work (SEPS)**, a hearing panel consisting of the SEPS Academic Standing Committee plus two students from the Academic Affairs Committee of Student Government will be convened as soon as possible by the academic dean. This panel will review all of the reports received by the academic dean concerning the student and may interview anyone who may have information that will help in making a decision. The decisions the panel can reach are as follows:

4. No further action be taken;
5. The student can be placed on disciplinary probation with specific limitations placed on her/his activities; or
6. The student can be dismissed immediately, or at the end of the semester from the university.

The Student Code of Conduct will serve as guidelines for the panel as related to the rights of accused students and hearing procedures. The academic dean will enforce the penalty imposed and notify the dean of students of the action taken. The student will have the right to appeal the decision to the vice president for Academic Affairs and provost.

STUDENT ACADEMIC GRIEVANCE PROCEDURES

The Student Code of Conduct is available online via the Capital University Student Handbook, and outlines the rights and responsibilities of undergraduate students. The following section describes the formal process for addressing undergraduate student academic grievances. **A student academic grievance exists when a student alleges that he/she has suffered a capricious or unfair application of university academic policies and regulations or has been unfairly or capriciously evaluated with respect to academic performance.** Where procedural provisions in the following are inconsistent with provisions in the faculty, administrative and staff handbooks governing the conduct of university employees, the provisions of those handbooks shall be controlling.

ACADEMIC GRIEVANCE RESOLUTION PROCESS

Level I

Student/Faculty/Staff Discussion Level - The student should begin at this level by contacting the faculty member in question to develop an informal discussion and reconciliation. A student grievance should be worked out at the first level for better understanding of all those concerned. If a solution cannot be obtained at this level, the student has the right to proceed to Level II.

Level II

Student/Mediator/Faculty Discussion Level - The student must send a letter to the appropriate academic dean informing her/him of the nature of the grievance within three academic days after the completion of the discussion at the student/faculty level (Level 1), and the student's intention to proceed to Level II. A copy of this letter is to be forwarded to the vice president for Academic Affairs and provost. The academic dean will appoint a mediator (faculty or staff) satisfactory to both the student and the faculty member to attempt to resolve the matter. If the grievance cannot be resolved through mediation, the student must contact the academic dean to discuss whether to proceed to Level III.

Level III

Committee Level - A letter must be submitted by the student to the vice president for Academic Affairs and provost within five academic days requesting the formation of a grievance committee. This letter should state the grievance and inform the vice president for Academic Affairs and provost that no resolution has been reached prior to this point and a grievance committee is requested. The vice president for Academic Affairs and provost may reject the appeal, or if the vice president for Academic Affairs and provost believes that there is potential merit to the student's case, a committee will be appointed to hear the case.

The vice president for Academic Affairs and provost will appoint a committee consisting of three faculty members from the college of the student and two students. The vice president contacts the committee regarding the student's intent and calls the committee into session within a reasonable time of the receipt of the student's letter requesting the committee hearing. Both sides present their arguments and a decision is reached. The student and the faculty member have the right to be present throughout, and the hearing is not open to the public. If the committee believes, as a result of this review, that there is merit to the student's appeal, the committee may suggest to the instructor that some other action be taken. **It is the instructor who makes the final decision as to the grade awarded.** The decision of the committee will be reported in writing to the student, the instructor, the instructor's academic dean, and the vice president.

APPEAL

The committee's decision may be appealed to the vice president by either the student or the faculty member. The request for a new hearing must be made in writing by the student to the vice president within five academic days of the receipt of the original committee's decision. The vice president may affirm the committee's decision or determine that the hearing may have procedural errors or a misapplication or misinterpretation of university policies or procedures. The vice president may, after hearing the student's allegations and reviewing all the factors involved, determine that the hearing at Level III involved unfair or capricious proceedings and request the chairperson of the Undergraduate Faculty to convene a new committee to evaluate the original grievance. The **final** decision of the new committee will be reported in writing to the student, the instructor, the instructor's academic dean and the vice president.

STUDENT NON-ACADEMIC GRIEVANCES

Capital University has established policies for students to pursue non-academic grievances against faculty members, administrators or hourly staff persons. A non-academic grievance is the formal expression by a student that s/he has been

harmed by the malicious, arbitrary, capricious or discriminatory action (including a violation of the university's nondiscrimination policy, human dignity policy or sexual harassment policy) by a member of the faculty, an administrator or a staff member. The procedures by which a grievance is pursued are governed by the applicable provisions of the handbook covering the conduct of the employee. Students who wish to file a non-academic grievance should contact the vice president of Student Affairs and dean of students in the Campus Center or via phone at 236-6611 for information.

CAPITAL UNIVERSITY

FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights are:

- (1) *The right to inspect and review the student's education records within 45 days of the day the university receives a request for access.*

Students should submit to the registrar or academic dean written requests that identify the record(s) they wish to inspect. The university official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the university official to whom the request was submitted, that official will advise the student of the correct official to whom the request should be addressed.

- (2) *The right to request the amendment of the student's education records that the student believes is inaccurate or misleading.*

Students may ask the university to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading.

If the university decides not to amend the record as requested by the student, the university will notify the student of the decision and advise the student of his or her 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 consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent of certain information, including directory information.*

One exception, which permits disclosure without consent, is disclosure to university officials with legitimate educational interests. A university official is defined as a person employed by the university in an administrative, supervisory, academic or support staff position (including law enforcement unit and health staff); a person or company with whom the university has contracted (such as an attorney, auditor or collection agent); a person serving on the Board of Trustees; or assisting another university official in performing his or her tasks.

A university official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

- (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 Ave., S.W.
Washington, D.C. 20202-4605

Capital University's FERPA policy is also posted on the university Web site at <http://www.capital.edu/cc/hr/policy/ferpa.htm>.

INFORMATION TECHNOLOGY ACCEPTABLE USE POLICY

The following section represents the university policy on acceptable use of Information Technology. This policy applies to all computer resources includes personal and network computer systems; hardware and physical equipment used for computing or computer communications, including but not limited to CPU's, monitors, peripheral devices, servers, and cabling; officially licensed desktop, shared or network software; e-mail systems and software; Web pages, programs or documents hosted by the university; file transfer protocol (FTP) resources; other Internet or network resources including university-provided bandwidth and disk space; voice mail; and other resources so designated by the university. Additional guidelines and information on these resources are set forth at www.capital.edu/cc/it, and may be amended by the university from time to time.

All users of university computer resources must:

1. comply with all federal, Ohio, and other applicable law; all applicable university rules and policies and all applicable contracts and licenses.
2. use only those computer resources that they are authorized to use and use them only in the manner and to the extent authorized. Ability to access resources does not by itself imply authorization to use them. Users are responsible for obtaining necessary authorizations.
3. respect the privacy of other users and their accounts, regardless of whether those accounts are securely protected.
4. use those resources in a manner that does not consume an unreasonable amount of those resources or interfere unreasonably with the activity of other users. The reasonableness of a use will be judged in the context of all the relevant circumstances.
5. refrain from using those resources for commercial purposes or for personal financial gain. Incidental personal use of those resources for other purposes is permitted when it does not consume a significant amount of those resources, does not interfere with the performance of the user's job or other university responsibilities, and is otherwise in compliance with university policy. Further limits may be imposed on personal use by units or departments. Use of those resources by faculty or staff for approved consulting or other approved professional activities is not a violation of this policy.
6. refrain from stating or implying that they speak on behalf of the university and from using university name, marks or logos without authorization to do so or outside the scope of their employment. The use of suitable disclaimers is encouraged. Authorization to use University name, marks or logos may be granted only by the vice president for Institutional Advancement, or the vice president for Institutional Advancement designee.

STUDENT & STUDENT ORGANIZATION GUIDELINES ON WEB PAGES

Consistent with its commitment to academic freedom and free exchange of information, Capital University allows its students, student organizations, faculty and staff to produce personal World Wide Web pages. These pages express the views and opinions of their authors, who are solely responsible for their contents, and do not represent official positions or policies of the university. Comments on the contents of these pages should be directed to the page authors. The university does not evaluate, monitor or edit the contents of the personal home pages. However, the university reserves the right to remove any page from its server at any time for violation of university policies and guidelines.

Student Web pages are subject to all applicable university policies, including the technology acceptable use policy (AUP), and the Student Code of Conduct. Failure to adhere to these guidelines may result in sanctions, including loss of privileges and/or university disciplinary action.

- Information contained on student Web pages is subject to applicable copyright laws. If permission has not been obtained to display texts, graphics, sound or video that is owned by another, students should refrain from doing so on their Web site. Normally, this includes the displaying of someone's picture without their permission.
- University-recognized student organization Web pages should include the name of a contact person with his/her campus e-mail address listed on the home page.
- It is a violation of Capital's Acceptable Use Policy (AUP) to display obscene material (or to build links to such material), or to use Capital's electronic facilities for profit-making activities.
- The university reserves the right to remove any information published through its campus network if determined to be in violation of university policy, or not in the interest of the university.

- Student and organizational home pages will contain a statement indicating that they “express the views and opinions of their author(s), who are solely responsible for their contents and do not represent official positions or policies of Capital University.”
- Only recognized student organizations will have an organization URL.
- Information Technology’s role will be limited to technical support in the area of moving a home page to the server. It will not provide design or editorial assistance. To get help when developing Web pages and/or to transmit them to the unofficial server, students may visit the Web development page at <http://www.capital.edu/it/itwebdev.htm>.

Complaints pertaining to the use of student Web pages should be brought to the attention of the dean of Student Affairs. The nature of the complaint normally determines the process to be used in the resolution. If the complaint alleges that another has violated the Student Code of Conduct, the matter will be handled as described in the Student Handbook. Pending a hearing, the university will notify the accused of the complaint, and reserves the right to remove the student’s Web page temporarily and to freeze copy information as applicable evidence. Complaints which do not allege a specific violation of the Code of Conduct may be resolved informally between the appropriate parties.

Questions about applicable policies should be referred to the vice president and dean of Student Affairs or the assistant vice president for Information Technology.

CONSEQUENCES OF MISUSE OF INFORMATION TECHNOLOGY

Users who violate this policy may be denied access to university computer resources and may be subject to other penalties and disciplinary action within and outside the university. Disciplinary action within the university will be taken pursuant to procedures applicable to the relevant user (faculty, administrator, hourly staff, student). However, the university may temporarily suspend or block access to an account prior to the initiation or completion of such procedures when it reasonably appears necessary to protect the integrity, security, or functionality of computing resources or to protect the university from liability. The university may also refer suspected violations of applicable law to appropriate law enforcement agencies.

INTELLECTUAL PROPERTY, COPYRIGHT & CONFIDENTIALITY RECORDS POLICY

Section I. Ownership and Royalty Rights

Capital University encourages its faculty, staff and student to pursue scholarly publications and creative opportunities. The university does not seek rights in the scholarly output of its faculty. Employees and student retain copyright ownership and royalty rights and patent rights in books, software and other products or works produced by them unless the work is a “work made for hire” as defined in the Federal Copyright Act of 1976:

- (1) “a work prepared by an employee within the scope of his or her employment; or
- (2) a work specifically ordered or commissioned for use as a contribution to a collective work, as a part of a motion picture or other audiovisual work, as a translation, as a supplementary work, as a compilation, as an instructional text, as a test, as answer material for a test, or as an atlas, if the parties expressly agree in a written instrument signed by them that the work shall be considered a work made for hire ...”

Students and faculty members engaged in collaborative work are encouraged to make clear their intentions about ownership of the work in writing at the outset of the project, or as soon thereafter as possible.

Section II. Copyright and “Fair Use”

Capital University does not condone, authorize or assist any infringement of copyright by faculty, staff or students. It is the responsibility of the individual faculty, staff and student to be informed about copyright law and permissible “fair use” of copyrighted works. Information regarding generally accepted guidelines and practice in higher education may be secured from university librarians, but the provision of such information shall not be, nor be construed to be, an authorization by the university of any particular use as a “fair use” under copyright law.

Section III. Confidentiality of Files and Computer Records

Capital University respects the confidentiality of student, employee and other records as required by federal and state law. It shall be a violation of university policy for any person with authorized access to university information, files and/or computer records to duplicate, alter, use or disclose such information, files or records without proper authorization by the person's supervisor. It shall be a violation of university policy, as well as federal and state law, to gain or attempt to gain unauthorized access to records on university computers and university files.

STUDENT CODE OF CONDUCT

I. INTRODUCTION

Responsibility and authority of the regulation of Capital University student behavior is vested by the Board of Trustees in the president of the university who delegates certain authority to the vice president for Student Affairs and dean of students. This administrator serves as vice president with respect to overall administration of Student Services, and serves as dean with respect to administration of this Code of Conduct. The dean of Student Affairs may in turn delegate particular authority to specified staff members and boards. In carrying out their delegated authority, hearing boards make recommendations to the dean of Student Affairs regarding the imposition of sanctions.

A student who enrolls at Capital University accepts responsibility to comply with the university's policies and regulations. Failure to do so justifies appropriate disciplinary sanctions ranging from a warning to suspension or dismissal. The university will make reasonable efforts to make its rules known to students. **Students are responsible for becoming familiar with university policies and Code of Conduct, and failure to be informed does not excuse misconduct.**

The purposes of the university's Code of Conduct are:

1. to protect the rights of individual members of the university community and the interests of the university;
2. to provide a fair and educational process through which students are held responsible for their actions and participate in the application of the Code of Conduct; and
3. to promote the development of individual and group integrity, responsibility, and respect for persons.

As an institution of higher education, Capital University recognizes that its faculty, students and staff are engaged in an educational pursuit. **Application of this Code of Conduct shall be guided by principles of fairness and reasonableness rather than legalistic rules of evidence or procedure.**

Students of Capital University are subject to local, state and federal law as well as university regulations. Therefore, students may be accountable to both outside authorities and the university when they commit acts that violate both a statute and the Code of Conduct. In such cases, the university may pursue a conduct hearing and impose appropriate sanctions before, during, or after criminal or civil proceedings.

Jurisdiction and discipline of the university shall apply to student conduct on university premises and at university events, and conduct occurring off-campus that adversely affects the university community and/or educational mission.

The university may choose to take disciplinary action against a student for off-campus offenses when it is required by law to do so, or when the nature of the offense is such that, in the judgment of the VP/Dean of Student Affairs, the continued presence of the student on campus is likely to interfere with the educational process or orderly operation of the university, is likely to endanger the health, safety, or welfare of the university community, is likely to be intimidating or threatening to others within the university community, or when the offense is of such a serious nature to adversely affect the student's suitability as a member of the university community.

A student is subject to disciplinary action for Code of Conduct violations throughout his/her tenure at the institution. This includes incidents that occur at times in which classes are not in session, and until commencement for seniors who have completed their course work.

BEHAVIORAL EXPECTATIONS

The following conduct - **whether verbal, written, electronic, or other** - is unacceptable to Capital University and subjects responsible students to disciplinary action. **This listing** is illustrative of kinds of misconduct and **is not an exhaustive definition**. Being under the influence of drugs or alcohol does not diminish a student's responsibility or excuse a violation of the Code of Conduct. The university reserves its right to deal with unusual circumstances in an appropriate administrative manner. The university does not undertake to rehabilitate or incapacitate students who pose a substantial threat to themselves or to others. Therefore, the university reserves the right to remove and bar such individuals from university property. Similarly, individuals who are not Capital students (e.g. guests of students) who

behave inappropriately under this Code of Conduct may be removed and barred from university property, including residence halls. Misconduct includes:

1. Harassing, intimidating, threatening or verbally abusive behavior, including, but not limited to, violations of the Capital University Human Dignity Policy, Sexual Harassment Policy and Sexual Assault Policy:
2. All forms of academic misconduct
3. Physical abuse of a person
4. Group activities that constitute hazing, including activities that produce emotional or physical discomfort, subject individuals to harassment, or place individuals or groups in danger of physical injury
5. Unauthorized entry to, or use of, or misuse of university property, equipment or resources, including but not limited to the telephone system, mail system, computer system, vehicles, keys, buildings and furnishings
6. Unauthorized use, possession or storage of any weapon on university property or at any university sponsored event
7. Theft, conversion, damage, destruction or misuse of any university property, or property of others on university premises (e.g., knowing possession of stolen property, unauthorized sale of another's books, misuse of fire safety equipment, unauthorized changes to university telephone accounts)
8. Disorderly or lewd conduct *such as, but not limited to, public expulsion of bodily fluids including urinating/defecating on campus property, public nudity, sponsoring, encouraging, participation in streaking or other acts of public indecency; behavior that reasonably demonstrates abuse of alcohol or other substances.*
9. Forgery, unauthorized alteration or unauthorized use of any university document or instrument of identification (e.g., use of another's meal pass, altering parking permits etc.)
10. Manufacture, possession, use or sale of illegal drugs or controlled substances; possession of drug paraphernalia
11. Violation of the university alcohol policy, including possession or use of alcoholic beverages in unauthorized university locations (See "Alcohol and Other Drug Policies.")
12. Being in the presence of a violation of the university's alcohol and other drug policy in university housing
13. Unauthorized use or possession of fireworks or explosives
14. Setting, or causing to be set, any unauthorized fire in or on university property
15. Obstruction or disruption of teaching, research, administration, disciplinary proceedings, university events or activities
16. Initiating or causing to be initiated any false report, warning or threat of fire, explosion, or other emergency on university property or at university sponsored events
17. Failure to cooperate honestly and in good faith in investigations of complaints, grievance processes and other university proceedings; abuse or misuse of university disciplinary process, including falsifying or misrepresenting information in a university investigation or proceeding; disruption of or interference with an investigation or proceeding, attempting to intimidate, harass or exert undue influence over a member of a hearing panel, witness or party in a proceeding; failure to comply with disciplinary sanctions imposed; filing a false or frivolous claim, or otherwise attempting to initiate a proceeding knowingly without cause; influencing or attempting to influence another person to abuse or misuse university disciplinary process
18. Furnishing false or materially misleading information to university personnel
19. Violating university housing regulations (residents may also be held responsible for misconduct that occurs in their rooms as a result of failing to supervise guests/occupants) e.g., trash, noise, "hall sports", smoking, etc.
20. Breaching university security, e.g., propping open university housing doors, loaning security keys, etc.
21. Failure to comply with directions of university officials, including campus security and student staff members acting in the performance of their duties (e.g. refusing to furnish identification when requested to do so)
22. Violating stated university policy or applicable regulation (e.g. traffic/parking regulations, information technology acceptable use policy)

Maintaining a good relationship with the City of Bexley and with the university's residential neighbors is an important priority for Capital. Capital students, especially students living in university-owned houses, must conduct themselves in a manner that will not reflect poorly on the university or negatively impact its community relations. For example, conduct involving excessive noise, littering, public intoxication, or lewd and indecent behavior will not be tolerated by Capital University and will be considered a violation of the Student Code of Conduct.

SEXUAL ASSAULT, SEXUAL HARASSMENT, & ABUSIVE RELATIONSHIPS

Sexual harassment, relationship violence and sexual assault are all problems that plague college and university campuses throughout the United States. The following identifies the Capital University sexual violence policies, procedures and resources available to students.

POLICY ON SEXUAL ASSAULT

Capital University defines sexual assault as **any** physical sexual act directed against another person forcibly, against the victim's will, when the victim is incapable of giving consent (e.g. when victim is intoxicated), or when the act constitutes statutory rape. **Silence cannot be presumed to constitute consent.** Sexual assault is unacceptable regardless of the prior or current relationship of the perpetrator and the victim, and includes "date" or "acquaintance" rape.

"Crimes" versus university policy violations

Students are encouraged to report sexual assaults to police authorities for prosecution because the university does not have the authority or jurisdiction to prosecute or convict anyone of a crime, including the crime of rape. The university vigorously enforces its policies and code of conduct, including its sexual assault policy, but student disciplinary proceedings are not criminal proceedings.

Actions to take in the event of a sexual assault

Students are strongly encouraged to report any alleged sexual assault to: a member of the Residence Life staff, associate dean of students and director of Judicial Affairs, dean of Student Affairs, campus police and/or the Bexley Police Department. **This report should be made immediately following an incident** to ensure proper health precautions and preservation of any evidence.

University personnel who receive such reports will attempt to help comfort the survivor and obtain preliminary details so that they can ascertain the best way to assist the student. Emergency health care will be provided if needed, or requested. **In all cases, the survivor will be urged to seek medical care.** There are rape crisis centers located at both the **Grant Medical Center** and **Riverside Hospitals** emergency rooms that are specifically equipped to treat sexual assault survivors. If transportation to either of these facilities is requested, Public Safety or university personnel will assist with transporting the student. **Attending university personnel also will notify the police department and urge the survivor to file a report and/or charge(s). The decision whether to file, however, ultimately rests with the survivor.** University Health Services and counseling personnel are available to survivors for care and support. If a survivor requests that his/her residence hall room assignment be changed, the university will make every reasonable attempt to accommodate the student's request.. Campus police will assist the victim if he/she wants to file a report with the Bexley Police Department.

Consequences for perpetrators of sexual violence

Perpetrators of sexual assault will be subject to university disciplinary action up to and including suspension or dismissal from Capital University.

Disciplinary procedures

When a complaint of sexual assault is filed, normal administrative or Campus Hearing Board procedures will be followed. The complainant and the accused will be permitted to have an adviser present during the hearing on the complaint as described in the Student Code of Conduct (Section III D.7). To the extent required and permitted by law, the complainant and the accused will be given notice of the outcome of the campus disciplinary hearing on the complaint.

As indicated previously, survivors are **strongly encouraged** to *immediately* report sexual assault to the campus police department. Campus disciplinary proceedings may occur before, during, or after pending criminal or civil proceedings for sexual assault charges.

Sexual Assault Education, Prevention & Support Services

Capital University presents ongoing programs through the offices of Residence Life, Health Services, Student Activities, Judicial Affairs, and/or Public Safety to inform students about how they can prevent sexual assault. Such programs involve presentations about: the significant role alcohol and other drugs can have in fostering sexual assault, ways to

promote positive interpersonal relationships and eliminate abusive ones, and enhancing personal safety and health. These programs utilize both external and internal resources. In addition, the Public Safety Office is available for individual program presentation and training, and will also provide an escort service to any student requesting assistance.

The Public Safety Office also posts timely warning bulletins when campus incidents necessitate extra vigilance. Student Affairs staff, including resident assistants (RA), residence hall coordinator(s), the director of Residence Life and Public Safety personnel are fully committed to assisting and supporting survivors of sexual assault.

Policy on Sexual Harassment

In keeping with its mission statement and in compliance with the requirements of Title VII of the Civil Rights Act of 1964 as amended, and of Title IX of the Education Amendments of 1972 as amended, Capital University explicitly forbids and will not tolerate any conduct by employed personnel or by its students that is culpable under the generic legal term “sexual harassment.”

Section I. Rationale

- A. Sexual harassment is a form of sexual discrimination and, as such, is a violation of the law. Quite apart from its illegality, sexual harassment subverts the mission of the university and threatens the careers, educational experience and well-being of students, faculty and staff. Relationships involving sexual harassment or discrimination have no place within the university. In both obvious and subtle ways, the very possibility of sexual harassment is destructive to individual students, faculty, staff and the academic community as a whole. When, through fear of reprisal, a student, faculty member or staff member submits or is pressured to submit to unwanted sexual attention, the university’s ability to carry out its mission is undermined.
- B. Sexual harassment is especially serious when it threatens relationships between teacher and student or between supervisor and subordinate. In such situations, sexual harassment exploits unfairly the power inherent in a faculty member’s or supervisor’s position. Through grades, wage increases, recommendations for graduate study, promotions and the like, a teacher or supervisor can have a decisive influence on a student’s, staff member’s or faculty member’s career at the university and beyond.
- C. While sexual harassment most often takes place in situations of a power differential between the persons involved, the university also recognizes that sexual harassment may occur between persons of the same university status.

Section II. Prohibited Acts

No member of the university community shall engage in sexual harassment. For the purpose of this policy, sexual harassment is defined as unwelcome advances, requests for sexual favors, or other verbal, visual or physical conduct of a sexual nature when:

- A. submission to such conduct is made explicitly or implicitly a term or condition of an individual’s employment or status in a course, program or activity; or
- B. submission to or rejection of such conduct is used as a basis for an employment or educational decision affecting an individual; or
- C. such conduct has the purpose or reasonably foreseeable effect of unreasonably interfering with an individual’s work or educational performance or of creating an intimidating, hostile or offensive environment for work or learning.

Section III. Examples of Sexual Harassment

Sexual harassment encompasses any sexual attention that is unwanted. Examples of verbal, visual or physical conduct prohibited by this policy may include, but are not limited to:

- A. physical assault;
- B. direct or implied threats that submission to sexual advances will be a condition of employment, work status, promotion, grades or letters of recommendation;
- C. direct propositions of a sexual nature;
- D. repeated unwanted staring;
- E. sexually suggestive or insulting sounds or gestures (e.g. whistling or leering);
- F. subtle pressure for sexual activity;
- G. a pattern of conduct (not legitimately related to the subject matter of a course, if one is involved) that is intended to discomfort or humiliate, or both, that includes one or more of the following:
 - (1) comments of a sexual nature, or
 - (2) sexually explicit statements, questions, jokes or anecdotes;
- H. a pattern of conduct that would discomfort or humiliate, or both, a reasonable person at whom the conduct was directed that includes, but is not limited to, one or more of the following:
 - (1) unwanted touching, patting, hugging, or brushing against a person's clothing or body;
 - (2) remarks of a sexual nature about a person's clothing or body;
 - (3) disparaging remarks about one's gender; or
 - (4) remarks about sexual activity or speculations about previous sexual experience.

Section IV. Investigation and Enforcement

Anyone believing that a provision of this policy has been violated is encouraged to report the violation to the appropriate authority. Complaints regarding sexual harassment will be received, promptly investigated and vigorously pursued. A determination that this policy has been violated will result in appropriate disciplinary action up to and including dismissal.

ABUSIVE RELATIONSHIPS

According to the Centers for Disease Control, abuse is present in 32 percent of college relationships. The information on this page is intended provide information about relationship abuse, and suggest ways to help friends that are in abusive relationships.

Type of Abuse

It is important to know that relationship violence can happen in any kind of relationship. Gay, lesbian and straight relationships are all susceptible to violence and abuse. In straight relationships, men can be both the abuser and the abused, although men perpetrate 95 percent of all serious physical abuse (Bureau of Justice Statistics). The fact is that abuse is present in all types of college relationships, and it usually takes one of these forms:

Emotional & Psychological Abuse

Comments meant to lower the partner's self esteem.

Physical Abuse

Physical abuse usually doesn't appear in the relationship for a long time, but may start out as grabbing, pushing or poking. Physical abuse usually escalates over time to slapping, punching, etc.

Social Isolation

The abuser slowly isolates the person from friends and family, and will demand more and more of his/her partner's time. In some cases, the abuser gets extremely jealous when his/her partner spends time with other people. Isolation from friends and family takes away his/her partner's support system and makes him/her completely dependent on the abuser

CYCLE OF VIOLENCE

Abusive relationships don't start with obvious bouts of physical violence. It takes time for the abuse to surface. Physically violent relationships usually follow this pattern:

Honeymoon Phase

The relationship will start in a honeymoon phase, like most relationships do. The abuser is very romantic, charming and very attentive to the needs of his/her partner. The relationship may stay in the honeymoon phase for a long period of time, but at some point tension starts to build.

Tension Building Phase

During this phase, tension starts to build between the abuser and his/her partner. The tension may be brought on by financial problems, trouble with classes, final exam stress, or a number of other social factors. During this phase the abuser will be hypersensitive and his/her partner may feel like they are walking on eggshells. As the tension rises, it will eventually come to a head, and physical violence will occur.

Physical Violence

The first episode of violence may be a push or a slap. It may not physically injure the partner, but it is definitely an assault of some kind. This stage is usually very short in length, and it will lead back into the honeymoon phase.

Honeymoon Phase — after physical assault

The abuser will apologize for the assault and promise that it will never happen again. The abuser will be very charming and believable, and the abused partner will usually forgive the abuser and take him/her back. The relationship will remain in the honeymoon period for a while, but over time it will transition back into the tension building phase, and ultimately lead back physical violence, forming a cycle of abuse. After the first bout of physical violence, each physical attack that follows will most likely escalate in severity. Also, after each trip through the cycle of abuse, the honeymoon and tension building phase gets shorter in duration.

EARLY WARNING SIGNS

The presence of one or two of these traits does not signify that a person will be abusive, but if a person possesses many of these traits, there is cause for concern.

1. Extreme jealousy
2. Controlling behavior
3. Quick involvement
4. Unrealistic expectations — perfect mate
5. Blames others for problems and feelings
6. Hypersensitivity
7. Cruelty to animals
8. "Playful" use of force during sex
9. Rigid sex roles

Students should really be concerned if the following are present:

1. Past abusive behavior — battery
2. Threats of violence
3. Breaking or striking objects
4. Any force used during an argument

WHY DO VICTIMS OF RELATIONSHIP VIOLENCE STAY?

1. Love
2. Low self-esteem – after a period of being told that they are worthless, ugly, fat, and that no one else will want them, they begin to believe it
3. No support system – they have been isolated from friends and family from their abuser and they may not have the support needed to break away
4. Fear – their abuser may have threatened them with more physical violence if they try to leave. They may fear for their lives.

HOW TO HELP FRIENDS IN ABUSIVE RELATIONSHIPS

1. **Inform them of resources available:** The Counseling and Assistance Program is a safe and confidential resource for people who are experiencing abuse. They can help your friend examine her/his relationship and how it is affecting her/his life.
2. **Be patient, but not a pushover:** People in abusive relationships usually take a long time to leave their relationship, if they ever do. Be patient and allow them to make decisions at their own pace. Offer as much help as possible, but be sure not to reinforce their decisions to return to the relationship.
3. **Ask them what it will take for the abuser to change:** Is the abuser doing those things? If they say they are only abused when their partner drinks or is on drugs, ask them if their abuser is in rehab or seeing a counselor. If the answer is no, ask them why they think things will be different this time. Be honest with them and don't sugar-coat things. Make them aware that the abuse will continue as long as their abuser doesn't get help. They will return to the honeymoon phase of the cycle of abuse.
4. **Take care of yourself:** Working with friends in abusive relationships can be frustrating. If you've helped them for an extended period of time, you may become their entire support system. It may get to the point where your life is being severely affected by your friend's relationship. If it becomes too much, let them know that you've tried everything you could to help and that they have to make the decision to leave or stay. If they decide to stay, inform them that there is nothing more you can do for them. It is hard, but only the abused person can make the decision to get out of the relationship. If you've tried everything you could to get them out of the situation and they go back, it's their choice and you've done nothing wrong. You have to recognize when the abuse is starting to have an affect on your life as a friend, and you have to know your boundaries and limitations.

ALCOHOLIC BEVERAGES & OTHER DRUG/SUBSTANCES POLICIES AND GUIDELINES

The policies and guidelines set forth in this section are in accordance with the educational mission of Capital University, the rights and responsibilities of the Capital University student body, and the standards and practices for substance abuse, which includes alcoholic beverages and other drugs, treatment and prevention.

The educational mission of Capital University is to provide a quality higher education preparing students for full lives and vocational service to society. Learning best takes place in an environment that responds to the needs of students, promotes thinking, nurtures healthy developmental growth, and provides a Lutheran context to pursue truth. Our policies and guidelines recognize that substance abuse can be so destructive to individuals and to the campus environment that students' intellectual, social, emotional, and spiritual growth may be interrupted.

Dealing with alcohol and other drug abuse can often be difficult due to the distortions created by intoxication, social dependence, misperceived norms, the stigma associated with the label "substance abuser," and the individual/group denial associated with substance abuse. Capital University's policies and guidelines conform to highly professional recognized standards of clinical practice, prevention program quality assurance, and educational excellence to assure effectiveness in promoting the health and safety of the student body.

The university acknowledges its responsibility to maintain guidelines for appropriate use of alcoholic beverages by those of legal age who decide to possess or consume such beverages. The university also acknowledges its responsibility to educate the entire campus community on the risks of drinking alcoholic beverages, low-risk consumption practices for legal age consumers, signs and symptoms of alcohol abuse/dependency, and the availability of treatment for alcoholism. The university intends to ensure an environment that is conducive to learning and to promoting full participation in all campus activities by those who choose not to drink alcoholic beverages.

Regulations pertaining to the possession/consumption of alcoholic beverages in residence halls and other designated campus locations have been designed to create an atmosphere in which student responsibility is encouraged and abusive, unlawful behavior is discouraged. The university reserves the right to modify this policy and impose additional restrictions as deemed necessary.

Alcoholic beverages may only be served at officially scheduled events under special conditions, and subject to the approval of the university administration. If Ohio law should be revised or amended, university policy will be subject to change to ensure compliance with any new statute.

The use of alcohol by underage consumers, the use of illicit drugs and the abuse of prescription drugs, is strictly prohibited. While the university itself is not a law enforcement agency, it is committed to respect for the law and its orderly modification through the democratic process. The university explicitly refuses to act as a sanctuary for enforcement of alcohol and drug laws by those agencies having that responsibility. The university will take the appropriate steps, including disciplinary action, and may file charges with the appropriate legal authorities to safeguard the campus against substance abuse. Additional information pertaining to university sanctions are contained in the Student Code of Conduct.

Capital University complies with the requirements of the federal Drug-Free Workplace Act and the federal Drug-Free Schools and Communities Act Amendments of 1989. The following details the Capital University policy on alcoholic beverages at university events pursuant to the federal Drug-Free Schools and Communities Act Amendments of 1989.

1. Alcoholic beverages are served at restricted events and require the approval of the director of Student Activities and Campus Center. Locations and times are influenced by special university functions and other events scheduled on campus.
2. Participants may not bring alcoholic beverages into any event on campus, including athletic events.
3. All events where alcohol is served must adhere to the following guidelines:
 - Sufficient quantities of non-alcoholic beverages must be readily available and sold at the same or below the price of beer.

- Sufficient food items must be available, whether free or for sale.
 - The quantity of alcoholic beverages available will be determined by the vice president for Student Affairs and dean of Students or his/her designee, and will be based on the number of legal drinking age attendees anticipated at the event.
 - The minimum sale price of beer is \$1 per 12-ounce serving.
 - Kegs of beer are not permitted anywhere on campus.
4. Attendance at events is limited to Capital University students, faculty, staff and their escorted guests with proper identification.
 5. The vendor is responsible for checking identification prior to serving alcoholic beverages.
 6. Organizations wishing to sponsor an event with alcohol must have the event approved through the director of Student Activities and Campus Center or his/her designee at least 15 days prior to the scheduled event.
 7. Beer is the only alcoholic beverage permitted at student-sponsored all-campus events. The function must be sponsored by an approved campus organization. Any student organization hosting an event on campus must utilize Parkhurst Campus Dining Services as the designated legal provider of alcoholic beverages.
 8. Beer may not be given away and cannot be included in any admission charges. Organizations must supply their own cash. The Student Activities Office will supply cash boxes, stamps, etc, if the organization does not have access to these items.
 9. The statutes and regulations pertaining to the advertising of alcoholic beverages within the State of Ohio are very specific. Organizations must receive approval from the director of Student Activities and Campus Center or his/her designee regarding all publicity materials for campus events where alcohol will be available. Advertising for events where beer is available may not include any reference to alcoholic beverages, price or price advantage. **ADVERTISEMENTS PROMOTING OFF-CAMPUS EVENTS WITH ALCOHOLIC BEVERAGES ARE NOT PERMITTED TO BE DISPLAYED ON CAMPUS.**
 10. Beer may be sold to individuals 21 years and over, the legal age for drinking. All individuals 21 years and over attending any event on campus must be identified (e.g. stamped) upon showing proper identification. Individuals of legal drinking age are prohibited from purchasing or giving alcoholic beverages to those under 21 years of age.
 11. Sponsoring groups and/or organizations will be responsible for arranging and compensating extra Public Safety/Police Officers to control the event. Payment will be made to the Student Activities Office.
 12. The sponsoring organization/group will be responsible for the preparation and cleanup of all facilities. The sponsoring organization/group will be charged for any additional university personnel required for cleanup/setup of the facility.
 13. Sponsoring groups and/or organizations will be responsible for damages to physical facilities incurred as a result of the event.
 14. The sponsoring groups and/or organizations will be charged for all beverages and cups used at the event. The sponsoring organization/group may also be charged for beer and cups ordered, but not used.
 15. The student organization is responsible for preventing participants from taking beer and/or alcoholic beverages to/from the event.
 16. Fraternities and sororities should be prepared to provide liquor liability insurance for sponsored events.
 17. Unlawful possession, use or distribution of illicit drugs, drug paraphernalia or alcohol by students and employees on university property, or as part of any university activity, is prohibited.

CONSEQUENCES FOR VIOLATING THE ALCOHOL POLICY

Students are reminded that an open alcoholic beverage container can be used as reasonable evidence of an alcohol policy violation if used for any other purpose than for disposal or recycling. Students are strongly discouraged from using alcoholic beverage containers for recreational purposes such as holders of another beverage, spit cans, decoration, etc. Violation of any of the above stipulations may result in the loss of privileges to the sponsoring group or organization and/or disciplinary action against individuals found responsible for violation the Student Code of Conduct.

Capital University will impose disciplinary sanctions on students and employees consistent with all applicable provisions of the respective Student Handbook, Faculty/Administrative Handbook and Support Staff Handbook, up to and including expulsion or termination of employment for violations of the alcohol policy. The university's "Drug Free Workplace" policy, copies of which are distributed with the Faculty/Administrative Handbook and Staff Handbook, also provides for imposition of appropriate employee disciplinary actions.

Students and employees of Capital University are subject to applicable legal sanctions for violations of local, state and federal law. Capital University will, in all ways appropriate to its status as an independent institution, cooperate fully with the duly constituted authorities in alcohol and drug enforcement efforts.

This policy will be reviewed by the university administration on a biennial basis, as required by law, with respect to effectiveness of the program and consistency of enforcement of disciplinary sanctions.

ALCOHOLIC BEVERAGES POLICY FOR STUDENTS IN UNIVERSITY HOUSING

1. Individuals 21 years of age may possess alcoholic beverages. Students are expected not to be in violation of the university's alcohol and other drug policy in on-campus housing.
2. Open containers of alcoholic beverages are not to be transported from one room to another or be present in any area except residents' rooms. Open containers are defined by broken seals, container tops off or unsealed, etc.)
3. For safety reasons, only beer cans, not bottles, are permitted in residence halls.
4. NO KEGS OF BEER are allowed anywhere in university housing, including organization rooms.
5. Containers or advertising materials for alcoholic beverages (bottles, cans, kegs, etc.) are not permitted to be displayed in window ledges or sills.
6. Students are responsible for the behavior of their guests, compliance with guidelines, damage, vandalism and cleanup of residence hall areas. Failure of any student to fulfill his/her responsibilities will result in fines/charges for any damages and possible judicial action. Individuals who are not Capital University students, but who violate university regulations, face revocation of their privilege to visit Capital University.
7. Machines dispensing alcoholic beverages are not permitted in residence halls.

RESTRICTED CAMPUS EVENTS & SMALL GROUPS

Approved student organizations and clubs may hold limited parties on campus with alcohol as part of their refreshments. The location of the party and following conditions must be met and approved by the director of Student Activities.

1. Attendance at such events is limited to members of the sponsoring group and their invited guests.
2. There must be a person designated by the group responsible for ensuring that state and local laws are upheld. The Student Activities Office encourages advisers to be active participants and attend campus events sponsored by the advised group.
 - Individuals under 21 years of age may not possess or consume any alcoholic beverages.
 - Every effort must be taken by the sponsoring group ensure that those in attendance are only members of the sponsoring group or their invited guests.
 - All arrangements for purchasing of alcoholic beverages must be arranged through Parkhurst Dining services via the Student Activities Office.
 - Kegs are not permitted.
 - Licensed bartenders need to be hired at the expense of the sponsoring group/organization to serve alcoholic beverages.
 - The sponsoring group must properly schedule the event on the university calendar via the Meeting and Events Services Department.
 - Sponsoring groups will be responsible for preparation and cleanup of all facilities utilized. The sponsoring group will be assessed charges for damages to physical facilities that are incurred as a direct result of the group's event.

Violations of any of the above stipulations will result in the loss of such privileges to the sponsoring organizations for a period of time to be determined by the Campus Hearing Board or via an administrative hearing.

OFF CAMPUS EVENTS

The university does not encourage and is not responsible for off-campus student events where alcohol is served. Therefore, such events cannot be advertised on campus (includes the sale of T-shirts and other items). If a recognized student organization or a group of students sponsors such an event, **the organization and its officers and the individual students are responsible for assuring that all state and local laws are upheld.** The university will not shelter organizations or individual students alleged to have violated applicable laws and may impose sanctions on such organizations and individuals. **If the university becomes aware of an event that may involve the illegal use of alcohol**

or other drugs, the dean of Students or an acting designee, reserves the right to contact the appropriate legal authorities.

DRUG-FREE POLICY

Unlawful possession, use, production, distribution or sale of alcohol or other drugs/paraphernalia by any faculty, staff or student is prohibited on university property or as any part of university activities.

This policy is created to comply with the Drug-Free School and Communities Act amendment of 1989, which requires the university show it has adopted and implemented a program to prevent the illicit use of drugs and the abuse of alcohol by faculty, staff and students, and to set forth standards that provide a community setting that is safe and productive for all faculty, staff, students and guests on our campus.

Any student, faculty or staff member who violates the university's drug-free policy shall be subject to university disciplinary procedures. Students shall be subject to appropriate discipline through Judicial Affairs in accordance with the Student Code of Conduct.

Campus Intervention Process

The university also may intervene when it believes that a student is demonstrating behavior which reasonable indicates that he/she is abusing alcohol or other substances.

There are two significant problems associated with substance abuse:

- A general lack of awareness by substance abusers of the resources available to them; and
- The denial of any existing substance abuse problems by the substance abuser.

The purpose of an intervention policy is to allow the university to protect the substance abuser and the university community from the health and safety risks associated with substance abuse. This is done by exploring the incident(s) that led to an intervention, assessing the extent/cause of the substance abuse problem, and guiding the student to the appropriate resources in order to address the problem. Such intervention may occur even if disciplinary action is not pursued.

Intervention usually includes a conference with the director of Residence Life and/or the associate dean of Students for Judicial Affairs, a screening/assessment by a licensed chemical dependency counselor, document follow-through with the counselor's recommendation(s), and parental notification for financial dependent students. Failure to participate in a conference or comply with the recommendation(s), may result in disciplinary measures.

**The information below adapted from <http://www.marion.ohio-state.edu/services/drugfreepolicy.htm>.*

Possible Health Risks Associated with Drug Use/Abuse

Type of drug (and generic effects)	Name of Drug	Possible Effects
Alcohol		Long-term, heavy drinking is linked to cancer, heart and liver damage, and other serious illnesses. Tolerance and physical and psychological dependence can develop.
Stimulants speed up action of the central nervous system.	<ul style="list-style-type: none"> • Amphetamines (speed, uppers, pep pills, bennies) • Cocaine (coke, snow, crack, rock-legally classified as a narcotic) 	Hallucinations may occur. Tolerance, psychological and sometimes physical dependence can develop. Continued high doses can cause death, or heart problems and malnutrition. Confusion, depression and hallucinations may occur. Tolerance and physical dependence can develop. Effects are unpredictable—convulsions, coma and death are possible. Smoking may cause lesions in lungs.
Depressants relax the central nervous system.	<ul style="list-style-type: none"> • Barbituates (barbs, good balls, downers, blues) • Tranquilizers 	Confusion, loss of coordination, etc., may occur. Tolerance and physical and psychological dependence can develop. An overdose can cause coma and/or death. Depressants taken in combinations or with alcohol are especially dangerous.
Cannabis alters mood and perception	<ul style="list-style-type: none"> • Marijuana (grass, pot, weed, reefer) • Hashish (hash) • Hashish oil (hash oil) 	Confusion, loss of coordination. With large doses, hallucinations may occasionally occur. Long-term use may cause moderate tolerance and psychological dependence. Long-term use may cause damage to lung tissue.
Hallucinogens temporarily distort reality	<ul style="list-style-type: none"> • Lysergic acid diethylamide (LSD, acid) • Phencyclidine (PCP, angel dust—legally classified as a depressant) • Mescaline (MDA, DMT, STP, psilocybin, "designer drugs") 	Hallucinations, panic may occur. Effects may recur (flashbacks) even after use is discontinued. Possible birth defects in users—children. Depression, hallucinations, confusion, irrational behavior. Tolerance develops. An overdose may cause convulsions, coma and death.
Narcotics lower perception of pain	<ul style="list-style-type: none"> • Heroin (H, scag, horse, junk, smack) • Morphine (M, dreamer) • Codeine • Opium 	Lethargy, apathy, loss of judgment and self-control may occur. Tolerance and physical and psychological dependence can develop. An overdose can cause convulsions and death. Risks of use include malnutrition, infection and hepatitis.
Deliriant cause mental confusion	<ul style="list-style-type: none"> • Aerosols • Lighter fluid • Paint thinner • Amyl nitrate • Other inhalants (Poppers) 	Loss of coordination, confusion and hallucinations may occur. An overdose can cause convulsions and death. Psychological dependence can develop. Permanent damage to lungs, brain, liver and bone marrow can result.
Cigarettes		Long-term cigarette smoking is linked to emphysema, lung cancer and heart disease. Physical and psychological dependence can result.
Smokeless tobacco		Long-term use of chewing tobacco or snuff is linked to oral cancer of gums, mouth, pharynx, larynx and esophagus. Physical and psychological dependence can result.
Passive Smoke		Combination of secondhand smoke exhaled by the smoker and side-stream smoke from the burning end of tobacco products accounts for an estimated 8,000 deaths due to cancer a year. More than 3,000 known toxic substances are in tobacco smoke

HAZING POLICY/NEW MEMBER GUIDELINES

All organizations and activities under the supervision of Capital University are governed by the following policy statement and applicable new-member education regulations. Updated copies of these regulations are available at the Student Activities Office.

The purpose of all Capital student organizations and/or initiation programs shall be to support the educational mission of the university. In accordance with the state of Ohio, the university prohibits activities that tend to injure, frighten, degrade or relegate to an inferior status, any person in the campus community. Activities commonly regarded as “hazing” will not be tolerated and subject both groups and/or individuals to disciplinary action. In addition, the state of Ohio prohibits hazing and violations of the state law subject individuals to possible prosecution.

Each organization or activity may determine its own orientation and/or initiation procedures **provided that they are approved by the adviser(s) of the organization and are in accord with this policy**. The university’s current new member education guidelines are available in the Student Activities Office.

Alleged violations of this policy by Greek organizations shall be reviewed by the Greek Council. The recommendation of the Greek Council shall be submitted to the Campus Hearing Board. The Hearing Board shall review, approve and/or amend the Greek Council recommendation. The Hearing Board also may decide to hear the case itself. If both bodies vote to do so, the Campus Hearing Board and the Greek Council Executive Board shall meet in a joint session to reach a final decision.

The university reserves the right to suspend an organization’s initiation and orientation activities, pending a hearing, when there is reasonable cause to believe that this policy is being violated.

OHIO REVISED CODE ANTI-HAZING STATUTE

Section 2307.44.

Any person who is subjected to hazing, as defined in division (A) of section 2903.31 of the Revised Code, may commence a civil action for injury or damages, including mental and physical pain and suffering, that result from the hazing. The action may be brought against any participants in the hazing, any organization whose local or national directors, trustees or officers authorized, requested, commanded, or tolerated the hazing, and any local or national director, trustee, or officer of the organization who authorized, requested, commanded, or tolerated the hazing. If the hazing involves students in a primary, secondary, or post-secondary school, university, college, or other educational institution, an action may also be brought against any administrator, employee, or faculty member of the school, university, college, or other educational institution who knew or reasonably should have known of the hazing and who did not make reasonable attempts to prevent it and against the school, university, college, or other educational institution. If an administrator, employee, or faculty member is found liable in a civil action for hazing, then notwithstanding chapter 2743 of the Revised Code, the school, university, college, or other educational institution that employed the administrator, employee, or faculty member may also be held liable.

The negligence or consent of the plaintiff or any assumption of the risk by the plaintiff is not a defense to an action brought pursuant to this section. In an action against a school, university, college, or other educational institution, it is an affirmative defense that the school, university, college, or other institution was actively enforcing a policy against hazing at the time the cause of action arose.

Section 2903.31

- (A) As used in this section, “hazing” means doing any act or coercing another, including the victim, to do any act of initiating into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person.
- (B) (1) No person shall recklessly participate in the hazing of another.
- (2) No administrator, employee, or faculty member of any primary, secondary, or post-secondary school or of any other educational institution, public or private, shall recklessly permit the hazing of any person.

(C) Whoever violates this section is guilty of hazing, a misdemeanor of the fourth degree.

GAMBLING POLICY

In accordance with the City of Bexley, the university prohibits gambling, including bookmaking, games of chance for profit, and/or technology or other devices that contribute to gambling. Gambling, including Internet gambling, will not be tolerated on the Capital University campus. Groups and/or individuals violating the Gambling Policy will be subject to disciplinary action in accordance with the Student Code of Conduct. The following outlines the City of Bexley Codified Ordinances that subject individuals to possible criminal prosecution.

CITY OF BEXLEY CODIFIED ORDINANCES ON GAMBLING

The following reflects the City of Bexley Codified Ordinances, section 630.02 GAMBLING:

- (a) No person shall do any of the following:
- (1) Engage in bookmaking, or knowingly engage in conduct that facilitates bookmaking;
 - (2) Establish, promote or operate, or knowingly engage in conduct that facilitates any scheme or game of chance conducted for profit;
 - (3) Knowingly procure, transmit, exchange or engage in conduct that facilitates the procurement, transmission or exchange of, information for use in establishing odds or determining winners in connection with bookmaking or with any scheme or game of chance conducted for profit;
 - (4) Engage in betting or in playing any scheme or game of chance, except a charitable bingo game, as a substantial source of income or livelihood;
 - (5) With purpose to violate subsection (a)(1), (2), (3), or (4) hereof, acquire, possess, control or operate any gambling device.
- (b) For purposes of subsection (a)(1) hereof, a person facilitates bookmaking if he in any way knowingly aids in an illegal bookmaking operation, including without limitation placing a bet with a person engaged in or facilitating illegal bookmaking. For purposes of subsection (a)(2) hereof, a person facilitates a scheme or game of chance conducted for profit if he in any way knowingly aids in the conduct or operation of any such scheme or game, including without limitation playing any such scheme or game.

HUMAN DIGNITY POLICY

Capital University is an institution committed to Christian values and to the development of individual potential. The members of our campus community must respect all persons regardless of race, ethnic origin, gender, age, religion, disability or sexual orientation. While we realize that acts of intolerance may be the result of ignorance and that a significant part of our mission is to confront ignorance with education, we cannot allow these acts to harm another person. In the same sense that we are called to support the mission of Christian higher education, we are also called to commit our energies and resources to the continual task of combating both subtle and obvious intolerance.

Capital University regards as unacceptable conduct on the part of its students, faculty, and staff, words or actions that are intended to be, or that are reasonably foreseeable to be, threatening, intimidating, or harassing to any member of the university community including students, faculty, staff, guests and contracted service employees on the basis of race, gender, sexual orientation, national or ethnic origin, age, religion or handicapping condition.

Complaints of such conduct shall be heard and disciplinary action taken consistent with the provisions of the *Student Handbook*, *Faculty/Administrative Handbook*, and *Staff Handbook*.

HUMAN DIGNITY RESOURCE ASSOCIATES

Human dignity resource associates are trained members of the Capital community who are available for conversations with students who have experienced an act of intolerance on the basis of race, gender, sexual orientation, national or ethnic origin, age, religion or handicapping condition. They are available to listen, offer support and provide information about options and available resources to members of the Capital University community.

A list of human dignity resource associates will be posted in all buildings, and be available from all Student Affairs offices and the Student Affairs Web page.

PLEASE NOTE:

Human dignity resource associates assist in a capacity in which they cannot guarantee confidentiality. The individuals volunteering in this role are representatives of the university engaged to provide supportive services, and are thus subject applicable university policies and procedures.

JUDICIAL HEARING PROCESS

The university has designated hearing boards and administrative hearing officers to determine whether students are responsible for alleged Code of Conduct violations and to determine the appropriate disciplinary sanctions. **Formal judicial rules of evidence and procedure are not applicable in this hearing process, nor shall deviations from prescribed procedures or schedules necessarily invalidate a decision unless significant prejudice resulted to the accused or the complainant.**

A. PROCEDURE TO INITIATE A HEARING

Any person or group may initiate a complaint against a student or group alleged to have violated a university policy or provision of the Code of Conduct by submitting a written complaint to the Judicial Affairs Office. Normally, a complaint should be filed as soon as possible after the alleged incident occurred. Formal reports can be filed with the resident assistant, residence hall coordinator, director of Residence Life, Judicial Affairs Office, and/or Public Safety Department. Persons filing such complaints are expected to provide reasonably detailed and complete information, and normally will be expected to appear at a hearing as a complainant.

B. HEARING BOARDS

Normally, the student accused of misconduct has the privilege of choosing whether the case will be heard by the appropriate hearing board or the appropriate administrator. The administrator reserves the right to refer the case to the appropriate board or to conduct an administrative hearing. At times when the boards cannot be reasonably convened, all cases will be heard administratively, e.g., finals week, vacation periods, etc. The following hearing boards have been established:

CAMPUS HEARING BOARD

The Campus Hearing Board is the highest hearing board of the university with respect to undergraduate student conduct. It is composed of three faculty members and three students. One of the three faculty members shall be designated as the chair of the hearing board. To hear a case, a quorum must be present. This consists of at least two faculty members and one student. If there is no quorum, the case will be heard administratively, normally within a reasonable time. Membership is for a term of one year, with appointments normally made during the first two weeks of the academic year.

The Campus Hearing Board has jurisdiction over the following:

1. all alleged violations by students of the university Code of Conduct, that occur, outside of the residence halls;
2. alleged repeated or serious acts of misconduct occurring within the residence halls;
3. allegations of misconduct by student organizations. In the case of allegations of misconduct by a fraternity or sorority, the case is first heard normally by the Greek Council Hearing Board, which shall make its recommendations to the Campus Hearing Board.

To have a complaint heard, it should be filed with the Judicial Affairs Office immediately after the alleged incident. The Judicial Affairs Office will work with the director of Public Safety, university legal counsel and director of Residence Life to determine the appropriate course of action. Complainants and accused students must provide or confirm their accurate addresses, and will normally be given reasonable notice of the hearing.

RESIDENCE LIFE HEARING BOARD

The Residence Life Hearing Board has jurisdiction over second and subsequent incidents of misconduct in a particular year within residence halls, that acts are not deemed to be of such seriousness as to be heard by the Campus Hearing Board and/or University Administrator. A first incident may also be referred to this board by resident hall coordinator. The board is composed of four residential students from each academic year class. Appointment is by Student Government for a one year term. A chair is selected by the board. A

quorum of a simple majority of the board must be present to hear the case. If there is no quorum, the case will be heard administratively within a reasonable time.

To have a complaint heard, it should be filled with the director of Residence Life as soon as reasonably possible after the alleged incident. A hearing will be scheduled within a reasonable time after the complaint is filed. Complainants and accused students must provide or confirm the accurate addresses, and will normally be given reasonable notice of the hearing.

STUDENT TRAFFIC BOARD

The Student Traffic Board hears student appeals regarding university parking and traffic regulations. The president of Student Government shall appoint a chief justice who shall recommend for Student Government approval two resident students and two commuter students to sit on the board. Appointments shall normally be made during the first two weeks of each academic year. A quorum of a simple majority of the board must be present to hear a case.

A student may challenge a university traffic citation by filing a hearing form in the Public Safety Office within five days of the date of the citation. The board may affirm or nullify the citation, or modify the amount of the fine in extenuating circumstances. The board will notify the student promptly regarding the disposition of the appeal.

GREEK COUNCIL HEARING BOARD

This board, which is comprised of Greek council officers, hears cases involving complaints within the Greek system and alleged infractions of university regulations. A chapter, which is brought up on charges, may not have one of its members sit on the board hearing this case. Members of the Greek Council Hearing Board may not serve simultaneously as members of the Campus Hearing Board.

C. ADMINISTRATIVE HEARING OFFICERS

1. RESIDENCE HALL COORDINATORS & RESIDENT ASSISTANTS

Residence hall coordinators serve as hearing officers and may use discussion, mediation, and/or fines with incidents related to noise, alcohol, smoking, trash and/or visitation. Resident assistants and Residence hall coordinators refer serious or persistent violations with appropriate documentation to the Judicial Affairs Office for adjudication.

2. DIRECTOR OF RESIDENCE LIFE

The director of Residence Life will be responsible for addressing minor violations such as noise, alcohol, petty theft and all repeat violations, etc., that occur in residence halls or involve residence hall students. The director of Residence Life may administer sanctions which go beyond discussion and counseling, but does not include suspension or expulsion.

The director of Residence Life will review all documentation to determine whether the charges have merit and if they can be addressed through the use of mediation. Such disposition shall be final, and there shall be no subsequent proceedings. If the charges cannot be disposed of through mediation, the director of Residence Life may then adjudicate the case or refer it to the Judicial Affairs Office for appropriate action.

A student found responsible for violation university policies and procedures may appeal that decision in writing within five business days following notification of the decision to the vice president for Student Affairs and dean of Students whose decision will be final.

3. ASSOCIATE DEAN OF STUDENTS & DIRECTOR OF JUDICIAL AFFAIRS

The associate dean of students and director of Judicial Affairs is appointed by the vice president of Student Affairs and dean of Students to coordinate and attend all Campus Hearing Board meetings, and is responsible for helping to ensure that judicial procedures are adhered to and that the accused students'

rights are respected. The associate dean of students and director of Judicial Affairs does not participate in questioning or discussions of any findings or sanctions.

The following are examples of cases that will be heard at the Campus Hearing Board level:

- Cases related to sexual harassment and/or sexual assault.
- Those cases involving alleged violations of the Student Code of Conduct referred to the Campus Hearing Board by a member of the college community, residence hall staff, or any member of the vice president for Student Affairs and dean of students staff.
- All cases referred to college officials by civil authorities.
- Cases involving students who have experienced continued difficulty with upholding campus policies and procedures.
- Any student in possession or found in violation of the Capital University policy on drug/substance abuse will automatically be referral to the Campus Hearing Board for adjudication.

4. VICE PRESIDENT FOR STUDENT AFFAIRS and DEAN OF STUDENT AFFAIRS

The Vice President for Student Affairs and dean of Students is responsible for all aspects of student life. He/she hears all student appeals related to disciplinary conduct and other hearings, and may serve on the Capital Hearing Board and the Capital Aid Review committee.

D. RIGHTS AND RESPONSIBILITIES IN THE HEARING PROCESS

Accused students have the following rights and responsibilities:

1. the right to presumption of innocence until responsibility is demonstrated by a preponderance of the evidence (more likely than not; “beyond a reasonable doubt” standard is **not** applicable).
2. the right to reasonable notice of a hearing and a reasonably detailed written statement of the accusation;
3. the right to testify at the hearing and the sanction hearing; to have material witnesses testify at the hearing; and up to two character witnesses testify at the sanction hearing.
4. the right to be present at all phases of the hearing except the board or officer’s deliberations, and the right to examine and refute evidence introduced at the hearing;
5. the right to decline to testify at a hearing. Students are reminded, however, that the hearing is not a formal judicial or criminal proceeding, and a hearing officer or board may reasonably draw negative inferences from a refusal to answer questions or otherwise participate or cooperate in the hearing process;
6. the right, upon a final decision, to be free from subsequent hearings or sanctions for the same specific incident of alleged misconduct (unless there are other victims involved); and
7. the right to be accompanied and assisted by an adviser at all phases of the hearing except the board or officer’s deliberations, provided that the adviser is a student, faculty member or staff person of Capital University and is not legal counsel or a Capital University law school student, and not the parent or close relative of the complainant. The adviser’s role solely is to observe and advise the student and not to participate in any way in the hearing, including questioning witnesses or addressing the hearing body. In the case of documented criminal proceedings, the accused student may be accompanied by an attorney provided that the attorney’s role is solely to observe and advise the student and not to participate in any way in the hearing, including questioning of witnesses or addressing the hearing body.
8. the right to be free from harassing, intimidating, threatening, and verbally or physically abusive behavior and the responsibility not to engage in such behavior.

9. the responsibility to participate in good faith and to present truthful testimony.

Complainants have the following rights and responsibilities:

1. The right to reasonable notice of hearings.
2. The right to testify at the hearing and sanction hearing, and to have material witnesses testify at the hearing.
3. The right to be present at all phases of a hearing except the board or officer's deliberations, and the right to examine and refute evidence introduced at the hearing.
4. The right to decline to testify at a hearing. Students are reminded, however, that the hearing is not a formal judicial or criminal proceeding, and a hearing officer or board may reasonably draw negative inferences from a refusal to answer questions or otherwise participate or cooperate in the hearing process.
5. The right to be accompanied and assisted by an adviser at all phases of the hearing except the board or officers' deliberations, provided that the adviser is a student, faculty member or staff person of Capital University and is not legal counsel or a Capital University Law School student, and provided further that the adviser's role is solely to observe and advise the student and not to participate in any way in the hearing, including questioning witnesses or addressing the hearing body. In the case of pending documented criminal proceedings for sexual assault, the complainant may be accompanied by an attorney provided that the attorney's role is solely to observe and advise the student and not to participate in any way in the hearing, including questioning of witnesses or addressing the hearing body.
6. The right to be free from harassing, intimidating, threatening, and verbally or physically abusive behavior and the responsibility not to engage in such behavior.
7. The responsibility to participate in good faith and to present truthful testimony.

E. HEARING PROCEDURES

The following procedures shall apply to administrative as well as board hearing:

1. The chair or hearing officer shall call the hearing to order, explain the function, procedures and authority of the hearing body, and indicate that the hearing will be tape recorded for use in any appeal. The chair has the authority and responsibility to conduct the hearing in a fair, reasonable and efficient manner, including any questions from either the complainant or the accused about the impartiality of a Hearing Board member.
2. In a case in which a group alone, or a group and individual members of the group are accused, the board or administrator may provide for the questioning of group members together or an individual basis.
3. The accused shall be reminded of his/her rights as provided in the Student Handbook.
4. Normally, in the interest of promoting a fair hearing, the hearing panel will desire to have the complainant hear and respond to all testimony presented.
5. The chair or hearing officer will read the complaint and request the accused to respond either "responsible" or "not responsible" to each charge.
6. If, without being excused by the dean of Student Affairs, the accused fails to appear after proper notice as specified, he/she will be deemed to have admitted allegations of misconduct. At the sole discretion of the Hearing Board, character witnesses may be permitted to testify with respect to the sanction to be imposed.
7. The complainant shall present relevant evidence concerning the case including witnesses, all of whom shall answer questions from the hearing board and the complainant.
8. The accused student shall present relevant evidence in defense of the charges, including witnesses, all of whom shall answer questions from the hearing board, complainant and the accused.

9. Material witnesses testify to the facts of a case. Character witnesses testify to the credibility/character of persons.
10. Failure to present truthful and complete testimony at a hearing may result in misconduct charges for any witness or party.
11. The burden of proof shall be on the complainant who must establish the responsibility of the accused student by a preponderance of the evidence.
12. The chair or hearing officer shall clear the hearing room while the board or officer deliberates and reaches a decision.
13. The hearing will not be open to persons other than the board, hearing officer, complainant and his/her adviser, the accused student and his/her adviser, witnesses and the dean of Student Affairs or his/her designated representative unless the complainant, the accused and the university agree that other persons shall be admitted.
14. The hearing board or officer shall reach and announce a finding of “responsible” or “not responsible.” The board decision shall be by majority vote of those present. Only committee members who are present at the entire hearing may vote. The decision of the hearing board shall be based only on the evidence presented.
15. A decision that the accused student is “responsible” for the alleged misconduct shall be followed by a hearing, immediately or at a subsequent date at the discretion of the chair or officer, for purposes of determining the appropriate sanction. At that sanction hearing, the responsible student, the complainant and the appropriate administrator may submit information or make statements and recommendations regarding the sanction to be imposed. The responsible student’s record of prior misconduct and discipline may be introduced. The hearing officer or the hearing board by a majority vote determines the sanction to be recommended to the dean of Students. The complainant and the responsible student shall normally be notified in writing of the imposed sanction within three days.
16. At all times during all hearing, persons involved shall behave in a manner conducive to a fair, orderly and impartial hearing. Failure to do so may result in misconduct charges.
17. The administration reserves the right to hear a case administratively.

F. TAPES OF HEARINGS

The university shall provide for a single verbatim record, normally a tape recording, of the hearing except for board deliberations. Parties and witnesses may not make an audio or video recording or other verbatim record of the proceeding. The record shall be the property of the university, may be reviewed by the hearing board or officer in deliberations, and, if there is an appeal, may be reviewed by the person to whom the appeal was properly made. The dean of Student Affairs may permit the accused student and complainant to listen to and take notes of the tape recording at a location of the dean’s choosing, but copies of the tape will not be provided.

G. APPEALS

An appeal of a hearing decision must be in writing and may be filed only after both steps of the hearing (i.e., determination of responsibility and determination of sanction) have been completed. An appeal may be filed by the responsible student. The appeal should be filed within five days after notice of the decision is mailed to the person appealing.

Failure to appeal within the prescribed time will render the original decision final unless in extraordinary circumstances the dean of Student Affairs grants an extension of time in which to file an appeal.

1. Appeals may be made as follows:

- a. to the associate dean of Student Affairs/director of Judicial Affairs for decisions by resident hall directors;
- b. to the dean of Student Affairs for decisions by the residence life hearing board, the

- associate dean of Student Affairs/director of Judicial Affairs, or the Student Traffic Board;
 - c. to the provost/VPAA for decisions by the Campus Hearing Board or by the dean of Student Affairs
2. The written appeal must establish that the decision was clearly erroneous based on one or more of the following grounds:
- a. presentation of new relevant evidence **that was not available** at the original hearing and **could not have been produced** at that hearing by the person requesting the appeal;
 - b. substantial procedural error in the original hearing, **which error results in significant prejudice to the person requesting the appeal**; and/or
 - c. arbitrary or capricious sanction for which there was no rational basis in the evidence.

The administrator considering an appeal will render a decision based on a review of the written appeal and may meet with the person filing the appeal or others to discuss the written appeal if in the judgment and sole discretion of the administrator, such a meeting is necessary to decide the appeal.

The administrator considering an appeal shall (1) affirm the finding of responsibility or order a new hearing, and (2) affirm or modify the sanction. The administrator's decision on the appeal will be communicated in writing to the person filing the appeal, to the other party in the original proceeding, and to the person or board whose decision was appealed.

H. SANCTIONS

Sanctions are intended to recognize individual or group responsibility, to protect the rights, freedoms and safety of members of the university community, and to promote respect for the rights of others. **The imposition of sanctions will take into account the prior conduct of the individual or group involved.** Students who are responsible for repeated violations of the Code of Conduct are subject to **more stringent sanctions.**

The following sanctions may be imposed individually or in combination by the appropriate hearing board or administrator:

1. RESIDENCE HALL COORDINATORS

- a. Verbal warning and/or written reprimand.
- b. Reasonable fines. Fines not paid when due may be increased by 50 percent and result in a registration/financial aid hold being placed on the student's account.
- c. Appropriate service and/or fines commensurate with the seriousness of the misconduct.
- d. Restitution of damages.

2. DIRECTOR OF RESIDENCE LIFE

- a. All sanctions noted under residence hall coordinators.
- b. Removal of the student from university housing.
- c. In cases of misconduct involving alcohol or other drugs, mandatory professional screening or assessment by licensed professionals at the expense of the responsible student.

3. CAMPUS HEARING BOARD/ASSOCIATE DEAN OF STUDENTS & DIRECTOR OF JUDICIAL AFFAIRS

- a. All sanctions noted under residence hall coordinators and director of Residence Life
- b. Disciplinary probation during which time any violation of the Code of Conduct or university policy may result in suspension or dismissal from the university and which may include a specified period of time in which conditions are imposed for continued university attendance or residency
- c. Disciplinary suspension (separation from the university) during which specified period of time conditions may be imposed for any subsequent Capital University attendance or residency. A disciplinary suspension may be imposed either pursuant to a hearing board deliberation, or by an authorized administrator in the case of serious misconduct, or when there is evidence that the continued presence of a student on university property poses a substantial threat to that student or to other persons or to the stability and continuation of normal university functions.

The associate dean of students and Director of Judicial Affairs or his/her designee may also suspend the activities of a student organization. The suspension can be appealed to the vice president for Student Affairs and dean of Students.

If such an immediate disciplinary suspension of an individual or group is imposed, there will be a hearing within a reasonable time to determine whether the conduct and surrounding circumstances indicate that the student's or organization's presence on university property is a threat. The determination of the Campus Hearing Board or dean of Student Affairs can be appealed to the provost and vice president for Academic Affairs.

- d. Disciplinary dismissal. A student may be permanently dismissed from the university by Campus Hearing Board, vice president for Student Affairs and dean of Students, and/or other authorized administrator.

A student who has been suspended or dismissed from the university for disciplinary reasons is barred from grounds and participation in programs and events unless permission is specifically granted by the vice president for Student Affairs and dean of Students.

The vice president for Student Affairs and dean of Students may, if he/she deems appropriate, offer a student the option of a disciplinary withdrawal, which permits the student to withdraw from the university within a specified period of time under the normal refund policy.

CAPITAL AID REVIEW

Some disciplinary decisions will have a direct impact on recipients of Capital University financial aid. An undergraduate student who is found responsible for academic misconduct or who is placed on disciplinary probation will have his/her Capital University grant/scholarship assistance reviewed. This review will be conducted by a committee consisting of a Student Government appointed representative, the director of Financial Aid, vice president for Student Affairs and dean of Students or his/her designee, and an academic dean or his/her designee.

This review process will include an opportunity for the affected student to appear before the committee. It has the authority to eliminate, reduce and/or modify the student's Capital aid (including performance awards); but not federal or state assistance for the term(s) subsequent to his/her being found responsible for academic misconduct or placement on disciplinary probation, as defined in the Student Handbook.

Financial aid recipients should also be aware that there are governmental regulations that link this assistance to observance of applicable laws pertaining to illegal use or possession of controlled substances. Students found to be guilty of criminal acts risk revocation of certain aid.

MINIMUM SANCTION GUIDELINES FOR SPECIFIC VIOLATIONS OF THE STUDENT CODE OF CONDUCT

The following are minimum guidelines that will be used when determining sanctions for various violations of the Student Code of Conduct. Capital University reserves the right to impose disciplinary and other educational sanctions as appropriate to the specific violation of the Student Code of Conduct.

ALCOHOLIC BEVERAGE/DRUGS

Capital University's alcoholic beverage/drug policies are intended to foster the development of self directed, responsible citizens, and to promote the university community's health, safety and respect for the law (**see alcoholic beverages and other drug policy**).

VIOLATION: STUDENTS UNDER LEGAL DRINKING AGE (under age 21) IN THE PRESENCE OF ALCOHOLIC BEVERAGE(S)

Minimum Recommended Sanction for the First Alcohol Violation

1. Required online alcohol education workshop
2. A written warning.

Minimum Recommended Sanction for the Second Alcohol Violation

1. A written warning with parental notification for financially dependent students
2. Referral to Counseling and Assistance Program for Students (CAPS)
3. Up to a \$100 fine

VIOLATION: POSSESSION/CONSUMPTION OF ALCOHOLIC BEVERAGE(S)

Minimum Recommended Sanction for the First Alcohol Violation

1. Seizure and disposal of the beverage
2. Required online alcohol education workshop
3. Referral to Counseling and Assistance Program for Students (CAPS)
4. A written warning with parental notification for financially dependent students
5. Ten community service hours
6. \$50 fine

Minimum Recommended Sanction for the Second Alcohol Violation

1. Seizure and disposal of the beverage
2. Referral to Counseling and Assistance Program for Students (CAPS) for a screening interview. ***Failure to comply with the screening and recommendations may result in removal from student housing program.***
3. Disciplinary probation status
4. Capital aid review and parental notification for financially dependent students
5. 20 community service hours
6. \$100 fine

Minimum Recommended Sanction for the Third Alcohol Violation

1. Seizure and disposal of the beverage
2. Continued participation in the minimum required alcohol counseling sessions, with documentation of completed intervention by a licensed clinician. ***Failure to document completion of an alcohol counseling program may result in suspension from the university for at least one semester.***
3. Disciplinary probation status
4. Capital aid review and parental notification for financially dependent students
5. 40 community service hours
6. Removal from residence halls/on-campus housing
7. \$250 fine

VIOLATION: ILLEGAL MANUFACTURE, POSSESSION OR SALE OF ILLEGAL DRUGS OR CONTROLLED SUBSTANCES AND/OR POSSESSION OF DRUG PARAPHERNALIA

Minimum Recommended Sanction for the First Violation

(quantity of illegal substance/nature of offense corresponds with a misdemeanor in the legal system)

1. Seizure of contraband with transfer to legal authorities and filing of charges
2. Professional assessment with a licensed clinician, with documented follow-through and recommendation(s)
Notification to the Financial Aid Office to ensure compliance with applicable federal/state laws **if** convicted of a drug crime
3. Parental notification for financially dependent students
4. Disciplinary probation or suspension
5. \$150 fine

Minimum Recommended Sanction for the Second Violation

(quantity of illegal substance/nature of offense corresponds with a misdemeanor in the legal system)

1. Seizure of contraband with transfer to legal authorities and filing of charges
2. Parental notification for financially dependent students
3. Suspension from the university
4. Notification to the Financial Aid Office to ensure compliance with applicable federal/state laws **if** convicted of a drug crime
5. \$300 fine

To be eligible for readmission, an individual found responsible for violating the Student Code of Conduct must obtain a professional assessment from a licensed clinician and document follow through of the counselor's recommendation.

Minimum Recommended Sanction for the First Violation

(quantity of illegal substance/nature of offense corresponds with a felony in the legal system)

1. Seizure of contraband with transfer to legal authorities and filing of charges
2. Parental notification for financially dependent students
3. Suspension from the university
4. Notification to the Financial Aid Office to ensure compliance with applicable federal/state laws **if** convicted of a drug crime

To be eligible for readmission, an individual found responsible for violating the Student Code of Conduct must obtain a professional assessment from a licensed clinician and document follow through of the counselor's recommendation.

VISITATION

Capital's visitation policy is designed to promote the individual privacy rights of residence hall students. The policy was developed to educate students about making responsible/accountable choices that promote positive interpersonal relationships.

Violation: Being in an unauthorized location or a residence hall after closing hours (applies to hosts and guests).

	<u>Minimum Recommended Sanctions</u>
First offense in an academic year-	Written warning
Second offense in an academic year-	\$25 fine Disciplinary probation
Third offense in an academic year-	\$50 fine Disciplinary probation Capital aid review Parental notification for financially dependent students

Fourth offense in an academic year-

Capital aid review
Removal from the university housing
Parental notification for financially dependent students

GAMBLING

In violation of establishing, promoting or operating, or knowingly engaging in conduct that facilitates any scheme or game of chance conducted for profit.

Minimum Recommended Sanction for a Gambling Violation

1. A written warning
2. \$25 fine

Minimum Recommended Sanction for a Second Gambling Violation

1. Required counseling with a licensed clinician, and documented follow through.
2. A \$100 fine
3. Community service hours
4. Capital aid review
5. Disciplinary action including suspension

RESIDENCE HALL SECURITY

Breach of residence hall security (e.g., propping open residence hall security doors, loaning a building security key to an unauthorized person, possession or use of another's security keys, etc.), is a serious offense as it endangers the residential community as well as the person found responsible of violating the Residence Hall Security Policy.

Minimum Recommended Sanctions

First offense in an academic year-

Written warning

Second offense in an academic year-

\$100 fine
Disciplinary probation
Capital aid review
Parental notification for financially dependent students

Third offense in an academic year-

Capital aid review
Removal from the university housing
Parental notification for financially dependent students

RESIDENCE HALL CITIZENSHIP

Violation: Smoking in a residential building

Minimum Recommended Sanctions

First offense in an academic year:

\$25 fine
Written warning

Second offense in an academic year:

\$50 fine
Written warning
Disciplinary probation

Third offense in an academic year:

Capital aid review
Removal from the university housing
Parental notification for financially dependent students

EXHIBITIONISM

Indecent exposure, lewd or sexual acts that take place on university property will be subject to the following:

	<u>Minimum Recommended Sanctions</u>
First offense in an academic year-	\$50 fine Disciplinary probation Capital aid review Parental notification for financially dependent students
Second offense in an academic year-	Capital aid review Removal from the university housing Suspension Parental notification for financially dependent students

COURTESY HOURS, QUIET HOURS, NOISE VIOLATIONS

Violation: Courtesy Hours, Quiet Hours, Noise violations

	<u>Minimum Recommended Sanctions</u>
First offense in an academic year-	Written warning
Second offense in an academic year-	\$25 fine Disciplinary Probation
Third offense in an academic year-	\$50 fine Disciplinary probation Capital aid review Parental notification for financially dependent students
Fourth offense in an academic year-	Capital aid review Removal from the university housing Parental notification for financially dependent students

FALSE IDENTIFICATION/FALSE INFORMATION

Furnishing a university official with a false form of **IDENTIFICATION**, using someone else's identification as your own, using outdated, and/or providing false information or false testimony to university officials will also result in the following:

Minimum Recommended Sanctions

Educational sanction
Removal from the university housing
Capital aid review
Disciplinary probation
Suspension
Suspension of major, minor, or degree
Parental notification for financially dependent students

FIRE EQUIPMENT/EMERGENCY PROCEDURES

Building occupants are expected to leave the building when an alarm sounds. Failure to do so may result in the following:

First offense in an academic year-	\$50 fine Disciplinary probation
Second offense in an academic year-	Removal from the university housing Capital aid review Disciplinary probation Parental notification for financially dependent students

TRASH

Violation: University Housing Regulations as related to Trash

	<u>Minimum Recommended Sanctions</u>
First offense in an academic year-	Written warning
Second offense in an academic year-	\$25 fine Disciplinary probation
Third offense in an academic year-	\$50 fine Disciplinary probation Capital aid review Parental notification for financially dependent students
Fourth offense in an academic year-	Capital aid review Removal from the university housing Parental notification for financially dependent students

HALL SPORTS

Violation: University Housing Regulations as related to Hall Sports

	<u>Minimum Recommended Sanctions</u>
First offense in an academic year-	Written warning
Second offense in an academic year-	\$25 fine Disciplinary probation
Third offense in an academic year-	\$50 fine Disciplinary probation Capital aid review Parental notification for financially dependent students
Fourth offense in an academic year-	Capital aid review Removal from the university housing Parental notification for financially dependent students

RECORDS OF DISCIPLINARY ACTION

A file containing records and information regarding a student's conduct and campus life, including disciplinary actions, is maintained by the dean of Student Affairs Office in accordance with the university's records policy and applicable federal and state law.

Information other than "directory information" is not released to parties outside the university without the written permission of the student. Information from a student's file is shared with faculty and staff of the university only on an authorized, "need-to-know" basis. Students may review the contents of their files in the Dean of Student Affairs Pffoce. Parents of financially dependent students will be notified of repeated or serious violations of the code of conduct, and are authorized to review those files in the dean of Student Affairs Office. The university reserves the right to appropriately inform the campus community about disciplinary decisions.

CAMPUS CENTER

The Campus Center is the hub of involvement at Capital University, and offers a variety of services for students, faculty, staff, alumni and the entire Capital University community. If you need assistance finding campus services in the building or across campus, we encourage you to visit the Information Desk located on the first floor. The Campus Center is home to the following offices and departments:

Office/Department	Location
Campus Information Desk	1st Floor
Cabaret Theatre	Lower Level
Career Services	Lower Level
Capital Court Dining Hall	2ndFloor
Commuter Student Lounge	1st Floor
Computer/Technology Lab	Lower Level
Community Service & Leadership Development Office	1st Floor
The Crusader Club	1st Floor
Dean of Students	1st Floor
Fraternities, Sororities, and other Greek Life resources	1st Floor
Judicial Affairs Office	1st Floor
Mail Services	1st Floor
Meeting and Event Services	2nd Floor
Parkhurst Dining Services	2nd Floor
Student Activities & Orientation Office	1st Floor
Recreation Center (bowling, pool tables, big screen T.V.)	Lower Level
Student Government	1st Floor
University Bookstore	1st Floor
University Program Board	1st Floor

CAMPUS CENTER POLICIES

USE OF FACILITIES

The Campus Center provides meeting spaces for students, faculty, staff, alumni, and community. Meeting room spaces include:

- Crusader Club and patio
- Dining rooms
- Lounges
- Mezzanine
- Schuh Conference Room
- Second level conference suites
- Recreation Center
- Schneider Lounge

All reservations for space in the Campus Center must be coordinated through Meeting & Event Services at (614) 236-6200. These facilities may be used by any recognized student organization, academic and/or administrative department of the university, individual members of the university community and the general public.

SALES & SOLICITATION

No sales and/or solicitations are permitted in lobby areas, meeting rooms, lounges, dining rooms or outside areas, without written permission from the Director of Student Activities at (614) 236-6901 or visit the Student Activities Office in the Campus Center on the first floor. Requests for sales and solicitations must be made at least 3-7 days prior to the scheduled event. Approved vendors will receive a confirmation from Meeting & Event Services.

FUNDRAISING EVENTS

All student organization fundraising events must also be approved by the director of Student Activities at (614) 236-6901 or visit the Student Activities Office in the Campus Center on the first floor. Approved vendors will receive a confirmation from Meeting & Event Services.

LOBBY TABLES

Tables are available for reservation and use in the Campus Center Lobby outside of Mail Services. These tables may be used to assist programs, services and events. Student organizations utilize lobby tables to assist with communicating organizations purpose, service, events and activities, as well as recruiting new student members. Reservations must be made at least 48 hours in advance through Meeting & Event Services at (614) 236-6200 or visit the office in the Campus Center on the second floor. Approved organizations will receive a confirmation from Meeting & Event Services. The use of audio equipment, sale of food, goods and services, etc., must be approved. Independent vendors and entrepreneurs will be assessed a rental fee if approved for use of campus facilities and equipment.

FOOD

Eating in the Campus Center is restricted to designated areas, i.e., the Crusader Club, etc. Items from vending machines are to be used in the immediate areas, and all refuse placed in the appropriate trash or recycling containers. All food service, cash sales, contract sales and catering must be supplied through Meeting & Event Services via Parkhurst Dining Services at (614) 236-6200 or visit the office in the Campus Center on the second floor. All individuals using campus facilities must utilize the campus catering services unless provided express written approval by the director of Meeting & Event Services and/or Parkhurst Dining Services at (614) 236-7100.

LOST & FOUND

The Campus Center maintains a "Lost & Found" at the Campus Information Desk on the first floor. All unclaimed items will be donated or disposed of at the close of each semester. Call (614) 236-6200 or visit the office in the Campus Center on the second floor.

DECORATIONS

Safety and fire regulations determine the feasibility of decorations in specific locations around campus. Any group desiring to decorate any part of the Campus Center for a special function must obtain the permission of director of Student Activities at (614) 236-6901 or visit the Student Activities Office in the Campus Center on the first floor.

ANIMALS

Animals are not permitted in the Campus Center due to health and safety guidelines. **EXCEPTION:** Trained dogs for the blind and/or those with special permission by the director of Student Activities at (614) 236-6901 or visit the Student Activities Office in the Campus Center on the first floor.

RESIDENCE LIFE

Living on campus can be a rewarding and fun experience. The Residence Life staff exists to motivate students to create new friendships and promote the development of social, cultural, academic and leadership programs and activities that encourage personal and professional growth and development of our students.

Director of Residence Life

The director of Residence Life is responsible for the overall administration of the Residence Life living and learning programs, and response to crisis management and overall safety and well-being of residents, including room and meal plan assignments, serving as a liaison with the resource management office, dining services, physical facilities planning and housekeeping as related to student accounts/billing, maintenance, housekeeping, laundry, vending and food service providers.

Assistant Director of Residence Life

The assistant director of Residence Life is responsible for the selection, training, supervision and evaluation of all residence life staff, as well as the living and learning programs and response to crisis management and overall safety and well-being of residents.

Residence Hall Coordinators

The residence hall coordinators are responsible for motivating and supporting resident assistants in the promotion of academic, career, emotional/personal, spiritual, social and cultural programs to encourage student development in the residence halls. Residence hall coordinators also encourage the development of residence hall government and motivate students to achieve maximum performance in the advancement of residence hall programs and services. They also are responsible for the implementation of the student code of conduct and coordinating judicial reviews and educational sanctions to insure the academic integrity and the safety of residents in the residence halls, and coordinating student maintenance requests with physical facilities.

Resident Assistants

The resident assistants are university trained student staff members who reside on the floor with residents and serve as a university resource person, in addition to promoting a living and learning environment that encourages academic success. The resident assistants develop and support social, cultural, academic and leadership programs and activities that encourage personal and professional growth and development of our students.

Residence Hall Managers

Residence hall managers are assigned to the Capital Commons to provide administrative services and promote a clean and safe living and learning environment.

Residence Hall Council

The residence hall councils are the resident-elected governing bodies that exist to plan social and educational activities, recommend hall improvements, and provide advice and governance on community issues in each of the residence halls.

All Residence Life staff members are trained to respond to a variety of emergencies. There is at least one resident assistant (RA) on duty in each residence hall every day from 7 p.m. to 7 a.m. during the academic year when classes are in session. There is also at least one residence hall coordinator on duty each night who is accessible by cell phone at 657-5897.

ROOM ASSIGNMENT POLICIES

Normally, only students who officially are enrolled fulltime in classes at Capital University may reside in university residence halls.

RESIDENCE REQUIREMENTS-All full-time Capital University undergraduate students are required to live on campus and subscribe to a meal plan, to the extent that space is available, with the exception of students who meet the following requirements:

1. Age 22 or above
2. Completed at least 60 semester hours of academic credit

3. Married
4. Live with immediate relatives (parents, sibling, grandparents, aunt, uncle, spouse)
5. Required to live at the location of employment due to the nature of the employment

Students who desire to reside off campus on the basis of the exceptions listed above should apply to do so through the Residence Life Office. **Those who fail to meet university criteria for residing off campus may be assigned to the university room and board plan, and billed accordingly, whether or not they choose to reside or eat on campus.**

CAMPUS HOUSING AGREEMENT

The Campus Housing Agreement applies to all residence halls, Capital Commons apartments and the Honors House, and is a license to use university facilities. The Campus Housing Agreement is not a lease agreement. Students are held responsible for the payment of room and board charges for the entire academic year upon entering into Campus Housing Agreement. Any necessary changes to your housing status must be made by June 30. ***There will be no exceptions after July 1.*** Students who enroll during spring semester will be responsible for the payment of room and board for the semester upon entering into this agreement. If and only if a student withdraws from, and is no longer enrolled in, the university, will a prorated credit of room and board charges be provided.

CAMPUS HOUSING AGREEMENT EARLY TERMINATION CLAUSE

A student may be released from the room and board agreement during a semester if one or more of the following criteria applies:

- Academic dismissal
- Disciplinary exclusion from the university
- Marriage (a copy of the marriage certificate must be filed)
- Military service
- Study abroad or other university sponsored programs
- Written recommendation and verification of health related issues by the family physician and verification by Student Health Services

A student withdrawing from the university who has completed a residence hall withdrawal application will be released from the agreement based upon the last official day of enrollment as documented in the Registrar's Office.

DEPOSIT AND PAYMENTS

A \$100 deposit serves as a room reservation fee only, and will be applied toward the student's first semester fees. **It is non-refundable after April 30. After July 1, The Campus Housing Agreement is binding for the fall term and the student is responsible for the entire semester's room and board. The same stipulation applies after Dec. 20 for the following spring semester.**

GROUP HOUSING

University-recognized organizations may request a contract to live together on a floor section if at least 10 active members apply for university housing. Organizations interested in group housing should contact the Residence Life Office for further information regarding expectations and regulations required for maintaining such a section. Each member is required to sign their own housing contract.

ROOM AND ROOMMATE ASSIGNMENTS

Only students assigned to a room may reside in the room to which they have been assigned. Students may not sublease their room to another student. First-year students are housed in "first-year" buildings, and are not generally matched with upper-class students. The university reserves the right to assign upper-class students and first-years to available spaces in any residence hall should the residence halls reach maximum housing capacity. Capital University assigns students to residence hall units without regard to race, color, religion, gender, disability, or national or ethnic origin.

ROOM CHANGES

The Residence Life Office designates a room change period where students may relocate to another room with the written authorization of the residence hall coordinator or the director of Residence Life. ***No room changes are to be made before the announced room change period.*** Requests for room relocation after the designated room change period will be permitted only in extreme cases, and must be approved by the residence hall coordinator. Residents will be subject to disciplinary action for any unauthorized room changes.

SINGLE ROOMS

Single rooms are limited options on campus and reserved for upper-class students, or those with documented medical circumstances that require special housing. Students must submit an application for a single room. The charge for a single room ranges from \$800-\$1,700 more than the normal room charge.

STUDENT IDENTIFICATION CARDS

Each student is issued a photo identification card that must be presented to the appropriate staff in order to obtain access to food services, athletic events, and/or campus activities. Students who lose their identification card must immediately obtain a replacement from Information Technology (IT) for a fee of \$15. Meals will not be provided without a valid ID card.

UNIVERSITY WITHDRAWAL

If a student withdraws or is suspended, dismissed, expelled or otherwise removed from the University or Residence halls for disciplinary reasons, the housing agreement will be terminated. Room and board will be pro-rated based upon the last official date of enrollment as documented in the Registrar's Office.

VACATION HOUSING

All students must complete a vacation housing application to remain in residence halls in between semesters. Vacation housing is limited to students involved in university-sanctioned activities. Applications are approved for other students living outside the Franklin County area with no recent disciplinary violations and a viable need for housing. Detailed information is available upon request from the Residence Life Office.

RESIDENCE HALL COMMUNITY STANDARDS

Group living is built on the foundation of individual respect for other students and the facilities. It is also your responsibility to contribute to a positive environment and support those staff members whose job it is to build community and maintain the facilities.

*****All policies, except visitation, apply to all Capital University housing, including the Capital Commons Apartments.**

ALCOHOL POLICY FOR RESIDENCE HALLS

The possession and consumption of alcoholic beverages in the residence halls is a privilege extended to those residents of legal drinking age. The following restrictions are designed to ensure resident safety and help maintain individual rights to privacy, sleep and study within the residence halls. Loud or disruptive behavior, vandalism, interference with cleanliness of the residence halls, serving or making alcohol available to minors, or drinking habits that are injurious to the health or education of an individual or those around him/her are reasons for appropriate intervention or disciplinary action by the university.

A. Residence hall staff and occupants are required to comply with state and local statutes concerning possession, sale and consumption of alcoholic beverages.

B. Alcoholic beverages may be possessed or consumed, but not sold, in the privacy of student rooms by those residents and their invited guests who are of legal drinking age **as long as no minors are present and the door to the room is closed**. In student rooms where both occupants are not of legal age, ***alcohol is not permitted*** under any circumstances.

- **In student rooms where both residents are 21 or over**, alcohol is permitted unless guests under the age of 21 are present, in which case no drinking and/or open containers is allowed by anyone.
- **In a student room where one student is 21 or over and his/her roommate is under the age of 21**, alcohol can be possessed by the older student in the room but no drinking and/or open containers is allowed when there are persons under the age of 21 (including the roommate) present. Of course, the underage roommate may never possess nor consume alcohol.
- **In student rooms where both residents are under the age of 21**, no alcohol is permitted under any circumstance. No guests of any age may possess/consume alcohol in the room while visiting.

Students who are of legal age who possess/consume alcohol in their rooms are always responsible for upholding the law and not permitting minors to possess/consume alcohol or be in the presence of alcohol while in the residence halls. Failure to do so will result in the revocation of the student's alcohol privileges in addition to other disciplinary action, including possible expulsion from the residence hall system and/or referral to the Judicial Affairs Office.

PLEASE NOTE: *Residents 21 or over may **never** consume alcohol in the presence of a person under 21 no matter the time, place or occasion. Residents under 21 may never be in the presence of alcohol while in the residence halls, no matter the time, place or occasion.*

C. Possession and/or consumption of alcoholic beverages is not permitted in hallways, balconies, lounges, stairways, courtyards, community bathrooms, parking lots or any public areas on campus. All alcohol that is transported through public areas must be unopened and inconspicuous (i.e. carried in a bag or sack, etc.).

D. Private gatherings held in student rooms must be confined to the specific room and the door must be closed. These gatherings must adhere to quiet hour restrictions and any other applicable housing or university policies.

E. Students may not possess excessive amounts of alcohol; “excessive” according to the discretion of the residence hall staff. Kegs, trash cans or other large vessels that contain alcoholic beverages are prohibited in the residence halls.

F. Residents are responsible for the actions of their guests at all times. Alcohol use/misuse does not excuse disruptive, excessively noisy or indecent behavior.

G. Progressive drinking parties are not allowed due to the potential for injury, damage, noise violations, illegal consumption, etc.

H. Possession or use of false identification to obtain alcohol will result in disciplinary and/or civil action.

I. Appropriate disciplinary and/or civil action will be taken in cases where persons of legal age are found providing alcohol to persons less than 21 years of age.

J. Alcoholic beverage containers are prohibited in the rooms of residents less than 21 years of age. Alcoholic beverage signs are not allowed as window displays, per university guidelines. No posters, fliers, etc. promoting the use of alcohol may be posted in any public area.

K. Alcohol will not be served at residence hall functions. Possession or use of alcohol at residence hall functions will result in appropriate disciplinary and/or civil action.

L. Possession or use of alcohol in violation of the above policies will result in the immediate disposal or confiscation of the alcohol and appropriate disciplinary and/or civil action.

M. Situations in which the illegal or excessive consumption of alcohol takes place off campus and the resident then returns to the halls (i.e. underage residents return under the influence of alcohol or a resident over 21 returns inebriated) will also result in disciplinary and/or civil action when brought to the attention of the staff.

APPLIANCES

Use of electrical appliances is permitted in the residence halls within certain guidelines. Generally, appliances should require no more than a 1,000 watts. Residents should be aware that several rooms are on the same circuit and should coordinate their use of appliances so that power is not interrupted. Use of adapters that allow more than one item to be plugged into a single socket is prohibited unless such adapters have an in-line fuse or circuit breaker. Residents who repeatedly cause power interruptions through misuse of appliances will be subject to disciplinary sanctions if they do not correct their behavior. Appliances used in the residence halls must be safe in design and structure (such as UL-approved appliances) and must be properly maintained. Residents should limit the use of noisy appliances that may disturb others.

Appliances with exposed heating elements are not permitted in the residence halls. Some exceptions include hair dryers, curling irons, and irons. If residents have questions about specific appliances not listed here, they should ask their RAs or residence hall coordinators. The hall staff, to ensure proper adherence to Housing safety measures, may conduct monthly safety checks. Questions regarding the use and regulation of specific appliances should be directed to the residence hall staff.

A. Cooking appliances with exposed heating elements are prohibited (i.e. rice cookers, toasters, George Foreman type grills, hot plates, woks, electric skillets, some coffeemakers, etc.). Hibachi grills, camping stoves and other similar appliances are not acceptable. If a fire might result from something falling onto the appliance’s heating element, then that item is not allowed. Because of their unique living arrangements, residents at Capital Commons have been granted certain exceptions and may use coffeepots, toaster ovens and toasters.

B. Small oscillating fans may be used in all the halls (windows must remain closed in all centrally airconditioned buildings).

- C. Stereos and TVs are permitted, but students should always respect the comfort of their neighbors and adjust the volume accordingly.
- D. Refrigerators may be rented from outside vendors. Contact the desk for information. If you choose to bring your own refrigerator, it must be small and cannot exceed 1,000 watts.

The following appliances may not be used in student rooms:

- A. Torchiere halogen lamps
- B. Open-faced electrical or heating appliances, such as irons, coffee pots, hot plates, broilers, space heaters, immersion heaters, toaster ovens, Foreman-type grills, sun lamps, etc.
- C. Air conditioners (except as provided by the university)
- D. Microwave ovens
- E. Ceiling fans
- F. Only refrigerators that have a maximum capacity of 2.5 cu. ft., operate at 118 volts, bear the Underwriters Laboratory (UL) label, and draw no more than 3.6 amps may be used in the residence halls. No full-size refrigerators are permitted within the residence halls.
- G. Portable television sets that operate at 118 volts are permitted in student rooms. Use of other appliances, such as radios, stereos, desk lamps, etc., also are permitted provided the total electrical requirements do not exceed the capabilities of the system and equipment is kept in safe operating condition. No outside antennas are permitted.

Persons setting or causing a fire to be set through use of prohibited appliances or careless use of permitted appliances will be solely responsible for any and all damages.

ASSAULT

Any physical altercation and/or verbal threats are considered to be a danger to individual residents and the community, and should be reported to the Public Safety Department at (614) 236-6666, resident assistant, and residence hall coordinator. Involvement in such altercations will result in immediate referrals to the Judicial Affairs Office.

BEXLEY CURFEW

The City of Bexley curfew impacts minors (under 18 years of age) who visit Capital after hours (midnight). As a result, residence life staff is instructed to ask for the identification of all such persons in the building. If a resident indicates that s/he is the visitor's host, the guest will be requested to stay in the host's company. If the guest does not have a verified resident host, Public Safety will be called. This officer will escort the minor to the public safety office and attempt to call his/her parent/guardian (or ensure that such a call is made from the residence hall) to request that s/he assist the visitor to leave the campus. If the parent/guardian cannot be reached, custody of the minor will be given to the Bexley Police.

BATHROOMS

In halls with suite arrangements, residents are responsible for the regular cleaning of bathrooms. Residents are not allowed to paint suite bathrooms but should contact their resident assistant or residence hall coordinator if their bathroom needs painting. In halls with community baths, custodians clean regularly, but students are expected to help keep the bathroom neat and clean by not damaging the facilities or the products put there for their convenience. For their own safety, residents are not allowed in the bathrooms during cleaning times. Only members of the sex for which they are designated may use residence hall bathrooms. Common bathrooms on wings or floors are for the use of residents only. The residents of the room(s) and same-sex guests should only use suite and room bathrooms; guest bathrooms are located in the lobby area for other visitors.

BICYCLES & MOTORCYCLES

Bicycle racks are located outside each hall. Bicycles always should be locked to the bike racks to prevent theft. Residence Life is not responsible for stolen or damaged bicycles. Under no circumstances, however, is anyone to ride a bicycle inside the residence halls. The use of rollerblades, skateboards, roller-skates and other similar items also are prohibited in residence halls. Students must take their bicycles home at the end of the spring semester. Any bicycles not taken home will be removed and subject to disposal or donation.

BODILY FLUIDS (Biohazard Cleanup)

Those responsible for bodily fluids inappropriately appearing in public areas of residence halls are subject to fines and/or disciplinary action. If students or guest(s) of a Capital University student vomits or leaves bodily fluids in common areas, the student will be responsible for contacting a Residence Life or custodial services staff member to obtain a bodily fluid clean-up pack to clean up the fluids. The area should be cleaned within 30 minutes of the incident. If the student is

incapacitated, then any other individuals involved or accompanying the student may be responsible for cleaning up the fluids within 30 minutes or contacting a Residence Life staff member to arrange for cleanup. If the responsible party cannot be found, residents have 30 minutes to clean up the fluids. If it is necessary for a Residence Life staff member or housekeeping to clean the area, the living unit will be charged a biohazard cleanup fee. If the responsible party is identified after the fluids have been cleaned up, the person will be charged a biohazard cleanup fee.

BOMB THREATS

If a student receives a bomb threat, s/he should remain calm and remember the following simple procedures:

- Note the exact time of the call.
- Write down as accurately as possible all statements made by the caller.
- Listen to the voice to determine the sex, age, accent and distinguishing features of the voice.
- Listen for background noises.
- Contact Public Safety at 236-6666.
- Notify the Resident Assistant or Residence Hall Coordinator immediately.

In the event of a bomb threat that requires a building to be evacuated, the residence hall staff will complete the evacuation. The residence hall staff will knock on each residence hall room door and instruct students to evacuate the building. In such an event, residents should follow the procedures outlined by the Residence Life staff. A bomb threat, even made as a prank, is a violation of both federal and local laws. Any student connected to such an incident will be referred to the Public Safety Department, and may face possible suspension/expulsion from the university.

CANDLES/INCENSE

As a safety precaution, both lighted candles and incense are prohibited.

CEILING FANS

Ceiling fans may not be installed.

CHILDREN/BABYSITTING

The university does not provide housing for children, and those who bring young children into the residence halls while they are visiting a resident have an obligation to supervise them closely to ensure that they do not disrupt the residential environment. If there is reasonable evidence that a child's behavior is detrimental to the residential community, hall staff may request that the visitors leave the building. Students who accept babysitting responsibilities should not arrange to provide this service in university residence halls.

COMMUNITY DAMAGES

Residents of a floor section or residence hall may be required to share the expense of repair or replacement of any property in areas commonly used by residents and their guests if the student(s) responsible for the damage cannot be determined. Charges for damages and/or cleaning will be assessed against the student(s) by the university and must be paid promptly. Determination of the amount of such loss or damage shall be made by the university at its sole discretion. Failure to pay assessed fees may result in a hold on student's registration, graduation or issuance of a transcript.

COMPLAINTS

Residence hall complaints can be resolved with the assistance of Residence Life staff. Residents who have concerns should address them with their resident assistant (RA). The RA may decide that a residence hall coordinator needs to be consulted. In situations where residents feel uncomfortable approaching their RA, they may take their concerns directly to the residence hall coordinator. Issues that are not resolved at the residence hall coordinator level should be addressed with the director of Residence Life. Students should arrange for an appointment at 236-6811 or e-mail their concerns directly to scarlin@capital.edu.

COMPUTER LABS

The Information Technology Department maintains satellite labs in each of the four residence halls that are opened 24 hours per day. The computer equipment located in the computer labs is networked and uses integrated software. This allows students direct access to e-mail, the Internet and various software applications such as word processing, spreadsheets and presentation. Equipment should be treated with the utmost respect and problems should be reported to the front desk immediately. Students are not able to print materials from the computer rooms. Students who abuse the hall equipment or computer room guidelines may lose computer-use privileges.

CONSTRUCTION AND SURFACE ATTACHMENTS

Maximum care must be taken to ensure the safety of the interior of the rooms. It is recommended that masking tape, Plasti-tak and Hold-it be used for affixing items. Students may not use screws or nails in walls or furnishings. The installation of shelves, paneling and wallpapering of walls or other architectural changes is prohibited.

COURTESY HOURS

Courtesy hours are enforced 24 hours each day. During courtesy hours, residents are expected to act in a manner that demonstrates respect for the rights of others to study and sleep in their rooms.

DAMAGES

The student is responsible for the condition of the room and all furnishings that are assigned to him/her. Students will be assessed a charge and shall be responsible for reimbursing the university for all damage to, or loss of, these accommodations and furnishings.

Each student room is provided with certain items of furniture and furnishings as verified by a room inventory at the time of moving in. Students may not move additional university items into their rooms from public areas of the residence halls or other resident rooms, nor remove items that are placed in that room by the university without prior approval from the residence hall coordinator.

At the time of vacating the room, students are responsible for making sure the room is returned to its original condition. If anything is missing or damaged, students will be charged for replacement or repair.

Upon finding damages or lack of furnishings when moving into a room, residents are required to report them immediately to the appropriate resident assistant.

Students are responsible for maintaining the cleanliness of their rooms and for not littering the hallways of residence halls. The cost of cleaning hallways which are carelessly and excessively littered by residents shall be charged to an individual or to the residents of the floor.

DARTS/DARTBOARDS

Because of their potential danger to both persons and property, darts and dartboards are prohibited in the residence halls. Velcro dartboards are an acceptable alternative.

DECORATIONS AND ROOM ADDITIONS

Pictures, posters and other items used to decorate a student's room can make residents feel more at home. Students are encouraged to decorate as long as they do not create health or fire hazards or cause damage to the room.

- No street signs are permitted to be posted in residence halls.
- All items must comply with all appropriate university policies, including **ALCOHOL**, **HARASSMENT**, etc., and must not block vents or peepholes.
- All university furniture must stay in the assigned room (unless special permission is obtained in writing from the hall director).
- All decorations are subject to the approval of roommates.
- Holiday string lights are prohibited inside and outside of a resident's room.

Students may be asked to take items down if they are offensive, create a hostile living environment or are deemed inappropriate by hall staff. The Ohio State fire marshall prohibits any signs or postings outside residence hall rooms. Posters need to be two feet from the ceiling and beds need to be three feet from the ceiling.

DISPLAYS

In recognition of special events on campus, groups of students may obtain permission to erect hall displays or decorations. In such instances the following procedures must be followed:

1. The theme of the proposed display or decorations must be developed by students in consultation with the RHC.
2. The plan should be reviewed by the director of Residence Life.
3. The displays or decorations must be removed within 48 hours after the event.

EMERGENCIES

In the event of an emergency, dial **9- 911**. When making an emergency call, give a clear description of the problem, your location (including hall, floor and room) and your name. Students also may contact the Capital University Public Safety Department at 236-6666.

All residence halls have an resident assistant on call and a residence hall coordinator on call 24 hours a day, seven days a week.

EMERGENCY EVACUATIONS AND DRILLS

In the event of an actual emergency (i.e. **FIRE, TORNADO**, etc.) or a periodic emergency drill, immediate compliance with the directives given by hall staff is required. It is of the utmost importance that every individual in the residence hall responds promptly in emergency situations. Failure to comply during drills or emergencies will result in immediate, serious disciplinary action.

EXHIBITIONISM

Indecent exposure, lewd or sexual acts that take place in general-use residence hall areas (within and outside of the buildings) or in residential rooms (in front of roommates, guests or other hall residents) are strictly prohibited. Such violations can result in immediate removal from the residence halls, as well as automatic referral to the Judicial Affairs Office.

EXPLOSIVES

Firecrackers, fireworks, explosives, flammable chemicals/materials or pyrotechnics of any nature are not permitted on campus for reasons of safety and noise. Possession or use of such items is considered a serious violation and will result in immediate disciplinary action.

EXTENSION CORDS

The Ohio Fire Safety Code states that “no extension cord can be used as permanent wiring for any device.” Students must use multiple outlet power strips, which are U/L listed for 15 amps/120 volts, and have a heavy duty cord and built-in circuit breaker.

FALSE IDENTIFICATION/FALSE INFORMATION

Furnishing a university official with a false form of **IDENTIFICATION**, using someone else’s identification as your own, using outdated, and/or providing false information or false testimony to university officials will result in immediate referrals to the Judicial Affairs Office.

FIGHTING

Physical abuse, **ASSAULT**, or any conduct that might threaten or endanger the health or safety of any student will result in referrals to the Judicial Affairs Office for immediate and serious disciplinary action.

FIRE EQUIPMENT/EMERGENCY PROCEDURES

Building occupants are expected to leave the building when an alarm sounds. Failure to do so may result in referrals to the Judicial Affairs Office for immediate and serious disciplinary action.

FIRE DOORS

It is absolutely essential (and required by law) that corridor and stairwell fire doors be kept closed at all times. Closed doors retard the travel of smoke, heat, toxic gases and fire from the area of origin.

FURNITURE

University-provided furniture is not to be removed from its assigned room. **Lounge furniture is for the use of all students and is not to be removed from the lounge areas.** A fine will be assessed if such furniture is found in a student room. Any subsequent personal misuse of lounge furniture may result in disciplinary action.

GUESTS

Guests of students may be housed in student rooms (with roommate’s permission) **for a maximum of two consecutive nights** provided the guest is of the same sex as the host student. Situations requiring additional nights must be approved in advance by the residence hall coordinator. **This policy is designed to accommodate the occasional visitor, and not to provide temporary housing for students or non-students. The Residence Life Office reserves the right to determine whether a resident is abusing this privilege.**

Students are responsible for guest's behavior, compliance with guidelines, damage, vandalism and clean-up of residence hall areas. Any student's failure to fulfill his/her responsibilities will result in fines/charges for any damage, and possible judicial action. **A nonmember of the Capital community whose behavior is detrimental to the university may be declared "persona non grata" and have his/her visiting privileges revoked.**

GUEST ROOMS

Guest rooms are provided in some residence halls at a set charge per night. Specific reservation procedures and guidelines may be obtained from the residence hall coordinator in the building.

HALL SPORTS: RUNNING/ROUGHHOUSING

In order to prevent damage or injury to residents and/or residence hall facilities, running, speed walking, jogging, rollerblading, skateboarding, skating, roughhousing, scuffling, using water guns, water balloons and the throwing, bouncing, or kicking of objects in halls, stairwells and other common areas is prohibited.

HOLIDAY DECORATIONS

Students must follow the guidelines below when decorating their rooms or doors for the holidays:

- A. All materials used (i.e. paper, foil) must be flame resistant.
- B. Trees and other greenery must be artificial and must have proof of flame resistance.
- C. Holiday string lights are prohibited outside or inside a resident's room.
- D. Fire alarm pull stations, fire extinguisher cabinets, smoke detectors, sprinkler heads and exit signs must not be covered and exits must not be blocked.
- E. All decorations are to be removed within two days following the holiday or prior to the last day of semester finals, whichever occurs first.
- F. No candles or any item producing an open flame may be used.
- G. Students are prohibited from decorating the outside of their residence hall room door.

IDENTIFICATION

The Capital University student identification card is the student's official university identification. Identification may be required of any person on university property. Students should be prepared to present their Capital University ID (or other suitable ID such as a driver's license) at all times. If the Capital University ID card (or other suitable ID such as a driver's license) is not presented to a University official upon request, the individual(s) may be asked to leave or escorted off campus for trespassing by the university police.

Failure to produce an ID is an act of non-compliance and will be referred to the Judicial Affairs Office. Acts of furnishing a university official with a false form of identification or using someone else's identification as your own (i.e. meal card abuse) will also result in an immediate referral to central housing or the center for students' rights and responsibilities. Furnishing a university official with a false form of **IDENTIFICATION**, using someone else's identification as your own, using outdated, and/or providing false information or false testimony to university officials will result in immediate referrals to the Judicial Affairs Office.

INCIDENT REPORTS

Incidents requiring the attention or intervention of residence hall staff members regularly are reported to Residence Life and Judicial Affairs. Violations of university policies, medical and emergency situations, and instances of property loss or damage are documented on incident report forms and forwarded to the appropriate administrator for follow-up and/or referral.

MAINTENANCE

Residents should contact their resident assistant for any necessary repairs in their residence hall room. Facilities Management personnel work between 7 a.m. and 5 p.m. on weekdays and may not always be able to arrive at hours most convenient to students. Residents should cooperate fully with university personnel so repairs may be made as quickly as possible.

Typically, maintenance personnel will enter students' rooms only after 9 a.m. Students are responsible for keeping their rooms clean, taking their trash to the dumpster and for changing their own light bulbs. Students who discover insect problems should report them to their resident assistant so that their room may be sprayed. Students should keep in mind that food attracts insects. In halls with common bathrooms, toilet paper is stocked by the custodians. Those with private or suite baths are responsible for purchasing their own toilet paper.

MEETINGS

Authority for use of space in residence halls will be issued by the residence hall coordinator of the building. Activities sponsored by residents must be cleared in advance with the residence hall coordinator. Nonresident-sponsored activities must have written authorization from the director of Residence Life before being allowed to reserve space in the residence halls for activities or meetings.

All meetings and/or activities held within residence halls must comply with all university policies and regulations. The group and/or sponsoring individuals will be held responsible for ensuring adherence to these guidelines.

MOVING OUT

Students who move out of university housing during, or at the end of, the semester must follow the established check-out procedures:

1. Notify the residence hall coordinator, the director of Residence Life or the resident manager of the intent to leave. This should be done at least five working days prior to the anticipated date of vacating.
2. Remove all belongings. Living units are expected to be left in a clean and orderly condition. The student is responsible for returning all university furnishings (originally in the unit) to the unit. **Personal items not removed will be declared to be “abandoned” and disposed of by designated Residence Life personnel.**
3. At the time of check-out, have a staff member complete the inventory process, making note of any change in condition of the unit and/or furnishings from the time of initial occupancy.
4. Surrender the key to the staff member at the time of completing the room inventory.

Failure to follow the above procedure may result in a \$100 fine and a bill for any costs to return the unit to its original condition. Students leaving the university during the course of a semester, or at the end of a semester, must officially withdraw from the university through the Registrar’s Office, Yochum Hall. Also, students leaving the university at the end of a semester and who have prepaid fees for the next semester must withdraw from the university to be entitled to a refund.

NOISE

University housing units are group living environments. Therefore, it is expected that every student respect other students rights to study, be in a quiet environment and sleep.

Courtesy Hours

Courtesy hours are enforced 24 hours each day. During courtesy hours, residents are expected to act in a manner that demonstrates respect for the rights of others to study and sleep in their rooms.

Quiet Hours

During quiet hours, noise should not be audible outside of a resident’s room with the door closed.

Sunday-Thursday	10 p.m. - 8 a.m.
Friday & Saturday	12:00 midnight – 10 a.m.

During final exams this right to quiet is enforced 24 hours a day.

*****The right to reasonable quiet shall, at all times, supersede noise making.**

NON-COMPLIANCE

Failure to comply with reasonable directions and requests of a university official, or failure to heed an official summons of any university officials acting in the performance of their duties will result in immediate disciplinary referrals to the Judicial Affairs Office. Failure to appear for a residence hall coordinator or director of Residence Life disciplinary appointment is viewed as non-compliance and may result in a disciplinary referral to the Judicial Affairs Office.

OPEN FLAME BURNING

Odor-producing paraphernalia requiring the use of open flames (such as candles and incense) are fire safety hazards and are prohibited. Heated elements that could be left unattended for long periods of time (such as simmering potpourris or

scented light bulb rings) and require heat are also prohibited. Decorative or unlit candles, candles used for religious worship and incense burners are prohibited.

PAINTING

Individual units are repainted by the university every three years. If a student desires to have his/her unit repainted within this period because of damage, this request must be made to the residence hall coordinator. The staff member will examine the room's condition and then make a recommendation to the director of Residence Life. **Unapproved painting will result in disciplinary action and subject responsible individuals to appropriate repainting charges.**

PERSONAL PROPERTY

Although precautions are taken to maintain adequate security, the university cannot assume responsibility for the loss of, or damage to, student possessions, including loss or damage due to water damage, fire, electrical power surges or power outages. **Students and/or parents are strongly encouraged to carry appropriate insurance to cover such losses.** The university does not assume responsibility for loss, damage or maintenance of items leased by the student. **A student who has a concern about the security of his/her belongings should report this promptly to his/her RHC or resident manager so that any appropriate repair can be requested.**

PETS

Fish are the only pets permitted in the residence halls. For health reasons, other animals such as mammals, birds, insects, reptiles, turtles, arachnids, crustaceans and amphibians are prohibited. Aquariums must be unplugged during semester breaks, along with all other electrical appliances, so even fish are difficult to keep.

PROFANITY/OBSCENITY

The use of rude, vulgar, indecent or obscene verbal or written expressions, while protected by the First Amendment, is considered detrimental to the community residence hall environment and is certainly not condoned. The posting of materials in public areas must be approved by the residence hall staff. Residence Life reserves the right to refuse any postings, that contain rude, vulgar, indecent, or obscene expressions. Hallways and bathrooms are considered public areas and are subject to the same restrictions as other public postings.

PROGRAMMING IN THE RESIDENCE HALLS

Each semester, the residence halls sponsor numerous academic, cultural, educational, social and recreational activities. Residence Life programming has been developed through a "wellness" model geared toward the holistic development of the student and the community. Most programs are provided free to residents and opportunities for residents to grow socially, culturally and educationally while interacting with their peers and having fun.

ROOFS

Due to concerns for personal safety and potential property damage, students are prohibited from both entering on to roofs or throwing items upon university roof tops.

ROOM ENTRY AND ROOM INSPECTION

The university reserves the right to enter rooms, including organization rooms, for the purpose of making routine administrative and safety inspections, and when an authorized agent of the university has reasonable cause to believe:

1. An occupant may be physically harmed or endangered.
2. Significant damage is being done to university property.
3. University policy or an applicable law has been or is being violated.
4. Housekeeping, maintenance and/or repair is necessary.
5. Safety inspections, including safety inspections during vacation break housing.

In addition, the university will cooperate with civil authorities pursuant to a search warrant.

ROOM KEYS

Each resident will be issued a key to his/her unit. If he/she should misplace that key, he/she should see the residence hall coordinator or resident manager. He/she will give the student a temporary key to use for a specific period. A billing slip is then made out for any replacement costs or fines, and dated for the end of that period. If the student's key is not found by that date, their room door lock automatically will be changed with new key(s) issued to the student and any roommates. A nonrefundable charge of \$100 will be placed on the account of the student who lost the key.

A student will be admitted to his/her unit once without a key at no charge. After that, **each time will incur a \$5 charge.**

ROOMMATE CONFLICTS

Most roommate conflicts that arise can be solved directly by the residents involved through open and respectful communication. When these efforts fail, the residents should contact their resident assistant and/or residence hall coordinator to arrange for a conflict mediation intervention meeting. If the resident assistant and/or residence hall coordinator is unable to resolve the matter with the roommates, the matter will be referred to director of Residence Life (especially in cases where the parties do not wish to make compromises or resolve the conflict but are not interested in relocating from the room). If a conflict is categorized as volatile or unable to be resolved, all parties are relocated within the housing system (unless one or more parties request to voluntarily move to another room in the system).

Hostile Roommate

If intentional roommate conflicts occur in the residence hall, i.e. a resident appears to “run off roommates” for individual gain, the “hostile” roommate is subject to re-location or removal from housing, as well as a possible referral to the Judicial Affairs Office.

SECURITY KEYS

Each residence hall resident is issued a security key to his/her building. Due to the extra security concern that this key entails, there are special rules.

- Guests will not be issued security keys.
- Residents assume full responsibility for the use of the key until it is returned.
- Anyone found loaning a key to a non-resident of the building and that non-resident will face disciplinary action for breaching university security.
- If a security key is lost, a \$100 fine will be imposed and costs to re-key the building may be assessed.

SELF-INFLICTED HARM

Capital University is committed to maintaining the physical and emotional well-being of students and has established the following guidelines for instances where students have attempted or accomplished self-inflicted harm:

No Immediate Threat to Self

If there has been talk of self-destructive behavior, but no physical action has been taken, then the student will be evaluated by housing personnel and the Counseling and Assistance Program for Students (CAPS). Based upon this evaluation, staff may elect to implement any of the following actions:

- 1) Contact the student’s emergency contact person
- 2) Refer the student to the Counseling and Assistance Program for Students (CAPS) for further evaluation
- 3) Mandate counseling within/outside the university
- 4) Establish a behavioral contract/agreement between the student and the university.

Immediate Threat to Self

If a student has actually made an attempt to inflict harm upon him/herself, immediate physical assistance will be given to ensure the student’s physical safety and any of the following may occur:

- 1) Immediate call to 911
- 2) Public Safety Department and professional medical personnel may be contacted for transport to the hospital
- 3) the student’s Emergency Contact person may be contacted
- 4) Students may be referred to the Counseling and Assistance Program for Students (CAPS) for further evaluation

Refusal by a student to cooperate with the reasonable requests of the staff regarding his/her disruptive and potentially dangerous behavior could jeopardize the student’s status as a residence hall student.

SMOKE DETECTORS

All student rooms are equipped with smoke detectors. Each fall, every detector is thoroughly checked. If the resident suspects a problem with his/her smoke detector, s/he should contact the resident assistant, residence hall coordinator, or director of Facilities Management immediately. The smoke detector beeping once every minute indicates that the battery is low and should be replaced immediately.

Disciplinary action will result if a student removes the batteries or otherwise renders the detector inoperative. Disciplinary action may also be taken for residents who cause potential fire hazards through unsafe practices (i.e. overloading circuits,

using inappropriate extension cords, using unauthorized cooking appliances, etc.). Residents must understand that everyone's safety is jeopardized when this occurs.

SMOKING

The university is committed to providing a safe and healthy work and educational environment for all students, staff and visitors on campus. Since many individuals express discomfort when exposed to secondhand smoke and/or smokeless tobacco receptacles, the university has adopted a policy that restricts smoking and the use of smokeless tobacco on campus.

Residents are prohibited from smoking in the residence halls, including balconies and stairways. Clove cigarettes, herbal cigarettes and similar items are also prohibited since such items make it difficult for staff members to effectively evaluate possible violations of the university **DRUG POLICY**.

SOLICITATION AND POSTING

For safety reasons and to protect residents from unwanted disturbances, *soliciting in the residence halls is prohibited*. Students and campus organizations desiring to sponsor information tables in the halls may contact their residence hall coordinator two weeks prior to the event for permission. Due to the fact a number of tables can be overwhelming to the residents only one table will be permitted in the residence halls on a daily basis in the hall.

Only staff members may post items on these bulletin boards unless express permission has been given for a student to post something. Postings are limited to student organizations, housing events and university events. Leasing opportunities, rental property, sale of items, and other similar postings are not permitted. The Campus Center is the appropriate avenue for such postings.

STORAGE

Storage of personal belongings in specific storage areas is strongly discouraged for any length of time during the academic year and over vacation periods. **Storage is at the student's risk, and the university assumes no responsibility for stored belongings.** Items left in storage rooms after the owner has moved from the residence hall, or items in storage not marked as to proper ownership, may be declared abandoned and disposed of by the Residence Life staff.

STUDENT INTERACTIONS

The Residence Life Office makes it its mission to foster community development in the residence halls through daily interactions among and with our residents, programming efforts, leadership opportunities, and promoting the traditions and ideals of Capital University. Resident assistants will also arrange for floor meetings as appropriate to issues and student schedules. Resident assistants also are available for one-on-one meetings. This is a great opportunity for students and RAs to get to know one another, as well as answering questions residents may have about campus, academics, extracurricular activities, etc. The Residence Life Office encourages all residents to do their part to promote positive student interactions.

TELEPHONES

Beginning in the fall of 2005, all students living in the residence halls will be required to bring their own telephones. Most household phones and answering machines are acceptable. A telephone number automatically will be assigned to each residence hall room which will be shared by room mates. For more information regarding telephone services, please contact the IT Help Desk at (614) 236-6508 or Residence Life at (614) 236-6811.

THEFTS AND ASSAULTS

Thefts and assaults should be reported immediately to the Public Safety Department at (614) 236-6666, as well as to the building staff (i.e., front desk, RA, and residence hall coordinator). As a precaution, students should keep their doors locked (including suite and community bathroom doors) at all times. Services offered by the police to deter theft include bike theft prevention education and other educational programs, Operation ID (engraving identification numbers on valuables), and the supervision of parking areas.

VANDALISM

Residents who remove, destroy or deface personal property or any property or area related to the university or Residence Life (including vandalism committed in the elevators, or on the ceilings, walls or grounds surrounding the buildings) will be subject to disciplinary action and required to pay for any damages and/or fines. Common areas may be temporarily closed because of vandalism.

VERBAL ABUSE

Sometimes staff members must speak to residents and their guests to remind them of various policies and procedures and to document policy violations. Unfortunately, some residents respond inappropriately to staff members by being argumentative, shouting, or making rude, vulgar, indecent or obscene comments and/or gestures toward the staff member.

Such disrespectful behavior is considered verbal abuse, or “Staff Abuse.” The incident automatically will be referred to the hall director or to the director of Residence Life regardless of how minor the initial policy violation. Major violations also automatically will be referred to the Judicial Affairs Office. Any student who feels that s/he has been treated with disrespect by a staff member should address the matter appropriately by making an appointment with the residence hall coordinator or director of Residence Life to discuss the matter the following day.

VISITATION

First-Year Students

First-year residence hall floors may entertain guests of the opposite sex in individual student rooms on freshman hall sections are as follows:

Sunday – Thursday	10 a.m. to 12 midnight
Friday & Saturday	10 a.m. to 2 a.m.

Upper-class Students

On upper-class floor sections, the visitation policies are as follows:

Sunday- Monday (daily)	10 a.m. -2 a.m.
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All students may petition to decrease hours of visitation on particular floor sections if so desired.

Guests of the opposite sex must be escorted by residents of the residence hall, and may be hosted in common living space such as the halls’ main living room, main lounge or the lobby at all times.

Violation of this policy subjects all students and/or guest(s) in the room to disciplinary action. **Students are reminded that the roommate’s right to privacy in his/her room supersedes the right to host guests in all visitation situations.**

WATERBEDS

Waterbeds are not permitted in student rooms.

WEAPONS

Use or possession of any weapon, including but not limited to rifles, shotguns, hand-guns, BB guns, paintball guns, air rifles and pistols, bows and arrows, knives, daggers, swords, spears, brass knuckles, or ammunition is prohibited within the halls. *Furthermore, it is illegal for any student to bring a firearm into the residence hall or any building on campus, even if that student has a permit to carry a concealed weapon.* Violations of the University Weapons Policies will result in immediate action, such as referral to the Public Safety Department and/or the Office of Judicial Affairs for serious disciplinary action.

EXPLOSIVES are similarly prohibited. A ROOM ENTRY AND SEARCH for weapons may be conducted by the Office of Residence Life with the Department of Public Safety in order to maintain a weapon-free, safe environment that is conducive to learning.

WEATHER CONDITIONS AND REPORTS

During severe weather watches and warnings, residents should be prepared to take proper precautions. Windows should be closed during thunderstorms and battery operated lights should be kept close at hand in case of a power failure. Residents must be prepared to evacuate to the safe areas of their buildings when tornadoes are likely.

On rare occasions, the university will close during ice storms or heavy snowfall. The residence halls may remain open. Students may learn of the open/closed status by consulting local television and radio stations or phoning the Public Safety Department at (614) 236-6666.

WINDOWS

Throwing, causing to fall, or allowing any object or substance to fall out of a window of a residence hall is prohibited and is subject to a fine and possible disciplinary action.

ZONE DAMAGE BILLING

Vandalism and hall damages are billed to individuals who are found responsible. In cases where responsibility has not been determined the residents closest to the specific area of damage may be equally billed.

CAPITAL COMMONS LIVING STANDARDS

Capital University does not furnish washing machines and dryers for Capital Commons apartments. However, residents are permitted to install these appliances. The university reserves the right to inspect all installations, as well as require alterations to ensure the equipment and installation meets the City of Bexley housing codes and regulations. Residents are solely responsible for the safe installation, maintenance, operation and removal of appliances. Residents also are solely responsible and liable for any property damage, including damage resulting from fire, injury or loss relating to the installation, maintenance or operation of appliances. The Facilities Management Department may be contacted for consultation and any necessary maintenance needed to existing conditions resulting from the installation/operation of such units, or the abandonment of any appliances. Upon vacating the apartment, a \$100 charge will be divided among all residents for any required maintenance or abandoned appliances.

Capital Commons Room Charges

Room charges for those living in the Capital Commons are based on cost per apartment, regardless of the number of residents living in an apartment. The charges will be divided evenly per semester among those living in the unit. If a resident withdraws from the university, the remaining students will be responsible for finding another student to share the space and the cost of the apartment. *In the event that no replacement is found, the remaining residents will be equally billed based on the cost of the apartment.*

Painting

No painting is allowed in the Capital Commons Apartments.

Visitation

Visitation regulations do not apply in the Capital Commons Apartments.

SELF-GOVERNING UNIT VISITATION POLICY

The self-governing unit (SGU) houses both male and female upper-class undergraduates. Housing in this area is by application and meeting designated criteria for academic performance, citizenship, and involvement in campus life.

VISITATION

Visitation in this unit may occur at any time, subject to the following restrictions:

1. Between midnight and 10 a.m., visitation may only occur if a guest of the opposite sex is accompanied at ALL TIMES by a host resident of the floor on which he/she is a guest. The only exceptions to this are:
 - a) When the guest is in the appropriately designated restroom.
 - b) When the guest is actually in the host's room.
2. Any infringement of the self-governing unit Visitation Policy could result in the immediate removal of the guest from the hall until regular visitation hours the next day, plus any additional fines or disciplinary actions deemed necessary by the residence hall coordinator, dean of Student Affairs, director of Residence Life, and/or as set forth in the judicial system and Code of Conduct. Repeat offenses may result in the host student being relocated by the office of Residence Life to another university housing facility.
3. Student may petition to decrease hours of visitation on particular floor sections if so desired and if physically feasible.

ORGANIZATION ROOM ALLOCATION PROCESS

The use of special rooms in the residence halls as organization rooms is a privilege. Student organization rooms are normally allocated once a year, in the spring. As they are limited in number, there is no guarantee of the availability/use of such rooms. In order to be eligible for the assignment of an organization room, a group must have university recognition; at least 10 active members; a good citizenship record as exemplified by adherence to applicable university

policies and expectations (e.g. proper care of any previously assigned room, and a mission that reasonably indicates an essential need for such a room.

1. Group submits a written request for an organization room to the Student Government commissioner for student activities. This request should detail: the number of active dues-paying members who attend meetings; the purpose/mission of the organization; service projects the group has done in the last year; plans for utilizing the room being sought; how an organization room is essential to the group's mission; how the organization has contributed to campus life during the past year; how many times per week the current room (if any) is used and whether this same room is being sought; and, if phone access is being requested.
2. Representatives of the group will meet with the commissioner of student activities to present their reasons and answer any questions.
3. The commissioner of student activities will request the director of Residence Life to provide a list of the rooms available for use as organization rooms with their dimensions and location.
4. The commissioner of student activities makes a recommendation to Student Government as to which groups should get what rooms.
5. Student Government makes a recommendation to the director of Residence Life as to which groups get what rooms.
6. The director of Residence Life makes the decision about room allocation.

If, at any time, a group's membership drops below 10, it may lose the use of its room in two ways:

- Student Government can recommend to the director of Residence Life that the group forfeit its room.
- The director of Residence Life can revoke the group's organization room privilege. Any group that loses its university recognition will have its organization room privilege revoked.

(This procedure is currently under review and subject to change.)

ORGANIZATION LIVING STANDARDS

ALCOHOLIC BEVERAGES

Organization rooms are located in the residence halls and provided to selected recognized student organizations for their organizational use. The university reserves the right to modify this policy and to impose other additional restrictions for particular events.

The university supports state and federal laws pertaining to the use and consumption of alcohol. The state law concerning alcohol is very clear: 21 years of age for beer, wine and other alcohol. Alcohol consumption may only occur in non-public areas, such as individual or organization rooms.

It is a violation of the Student Code of Conduct for individuals UNDER 21 to consume or possess alcoholic beverages, or be in the presence of those who are illegally doing so. The organization and its officers are responsible for ensuring that all applicable student organization room policies are enforced. Evidence of excessive consumption of alcohol can result in sanctions against organizations.

Only single-serving containers/cans may be served. **NO GLASS BEER BOTTLES, KEGS or BEER BALLS.**

- Beer is to be served in cans only.
- Wine coolers may be served in two-liter bottles or from a box — **NO GLASS.**
- Grain alcohol (e.g., Everclear) is strictly prohibited.
- Pop may be served from a two-liter bottle or cans — **NO GLASS.**

This policy will be amended as required by any change or amendments to the Ohio state law.

CLEAN-UP

After a party or social gathering, the organization room and the vicinity must be cleaned the **next day** or the Organization Room will be closed for two weeks after it is cleaned.

CONDUCT

It is expected that organization members, their guests, friends and alumni will conduct themselves in accordance with Capital University policies. Each organization is responsible for the actions taken by its members and guests in or in the proximity of the organization room.

University housing units are group living environments. Therefore, it is expected that every student respect other students rights to study, be in a quiet environment, and sleep.

COURTESY HOURS

Courtesy hours are enforced 24 hours each day. During courtesy hours, residents are expected to act in a manner that demonstrates respect for the rights of others to study and sleep in their rooms.

INSPECTIONS (End of Semester)

At the end of each semester, organization rooms will be inspected to determine whether there has been any damage to them. If so, the assigned group will be charged for needed repairs.

QUIET HOURS

During quiet hours, noise should not be audible outside of a resident's room with the door closed.

Sunday-Thursday	10 p.m. - 8 a.m.
Friday & Saturday	12 midnight — 10 a.m.

During final exams this right to quiet is enforced 24 hours a day.

*****The right to reasonable quiet shall, at all times, supersede noise making.**

STORAGE

Personal items may not be stored in organization rooms over the summer.

VISITATION

Guests of the opposite sex must be escorted by residents of the residence hall, and may be hosted in common living space such as the halls' main living room, main lounge or the lobby at all times. The visitation hours are as follows:

Sunday – Thursday	12 p.m. to 12 midnight
Friday & Saturday	12 p.m. to 2 a.m.

Violation of this policy subjects all students and/or guest(s) in the room to disciplinary action. **Students are reminded that the roommate's right to privacy in his/her room supersedes the right to host guests in all visitation situations.**

All students may petition to decrease hours of visitation on particular floor sections if so desired.

PAINTING, PUBLIC AREA

To standardize both the level of workmanship and the color schemes and designs used in the residence halls, organizations that wish to personalize their corridor walls will follow the procedures outlined below.

1. If a corridor or lounge has not been painted within the preceding three years, and that area is officially granted to the organization under the group housing procedure, the university will paint that area for the organization. The color(s) to be used must be selected and approved by the Residence Life Office during the last month of the academic year by the organization and must be a pastel or light color for the walls and one other color for any doors. If an area has been painted within the preceding three years, the organization can ask for special consideration from the office of Residence Life due to damage, construction, repair work, or a change in the status or use of the area (i.e., a change of organization living in the corridor). The area will then be painted over the course of the summer. Only university painters can be used to do this work.
2. If an organization wishes to add any accents or graphics, it must submit a drawing of the design to the Residence Life Office for approval before the work can be started. Any graphics used must be consistent with good taste

and in agreement with university policies, e.g., human dignity, etc., and be limited to one wall area. If approved, the color(s) (three maximum) to be used will be selected by the organization in the Residence Life Office. The actual work must either be done by university painters, if available, or by organization members under the supervision of university painters. If done by organization members, they must wait for the availability of the university painters and the work must be completed no later than one week from when it is started.

- 3. Failure to abide by these procedures and/or any instructions of the university painters or office of Residence Life will result in the area being repainted by the university at the organization's expense and may result in further judicial measures.**

PARTIES

The residence hall coordinator (RHC) must be given at least **one week** advance notice of a party, or any type of gathering in which non-organization guests are invited and/or alcohol will be served/consumed. A Party Reservation Form is available from the RHC. **The sponsoring group must submit in writing its plan to ensure that underage persons do not possess or consume alcoholic beverages. The group also must designate which officers will be present for the duration of the event and will be responsible for adherence to rules and regulations.** The organization's adviser is expected to be present.

Only one party can occur in a building on a given night. The RHC will accept party requests on a first-come, first-served basis.

Any gathering in an organization room, whether it's defined as a "party" or not, must comply with all state, university and residence hall rules and regulations. Failure to abide by this policy will result in disciplinary action being pursued against the organization and/or individuals.

Definition of a Party

A party is a social gathering in a university space intended for recreation and/or celebration. A party includes invited individuals, organization and non-organization guests, and involves the serving and consumption of alcohol.

UNIVERSITY ACCESS

Organization rooms are issued and supervised by the university, more specifically, the Residence Life Office and Student Activities offices. These rooms are subject to entry by university personnel. Non-cooperation with a lawful entry or search may result in the following:

- Organization suspension from its room(s);
- And/or Individual or group disciplinary action, as determined by the RHC or other university administrator.

Damaging or tampering with an organization room or its contents will subject the responsible group and individuals to loss of their own organization room, as well as disciplinary action taken by the Greek Council, or, if necessary, the Campus Hearing Board.

SLEEPING

Organization rooms are not to be used for overnight sleeping.

SMOKING

Smoking is prohibited in organization rooms.

STORAGE

Personal items may not be stored in organization rooms at any time, especially over the summer vacation period.

ORGANIZATION ROOM SANCTIONS

The residence hall coordinator (RHC) is authorized to impose sanctions for violation of organization room policies and procedures. He/she may also refer a case to the Residence Life. All sanctions will be communicated in writing to the president of the organization, director of Student Activities, director of Residence Life, dean of Students, and/or any other appropriate disciplinary body.

If an organization feels that it has been disciplined unjustly by the residence hall coordinator, the organization may appeal to the director of Residence Life.

No warnings will be given for kegs, beer balls, glass bottles, grain alcohol or drugs of any kind in the organization room. In addition to the sanctions which may be imposed under the code of conduct, the organization room may be closed for a specified period based on the seriousness of the offense.

NOTE: These sanctions concern organization rooms and areas only. Other sanctions may be imposed by the university, Greek Council and/or the Campus Hearing Board. Sanctions may include revocation of the organization's room.

PUBLIC SAFETY

Location	2285 E. Mound Street		
Hours of Operation	Monday -Sunday	8:00 a.m. to 12:00 a.m. (midnight)	
Phone	8:30 a.m. to 12:00 a.m. (midnight)	236-6504	
	24 Hour Phone line	236-6666	
Web	http://www.capital.edu/cc/ofc_public_safety/index.shtml		

The mission of the Department of Public Safety at Capital University is to provide a safe and secure environment for the university community and all its members, and provide a variety of services which enhance the quality of life on campus. Officers are on duty 24 hours a day, seven days a week.

Nothing we do is as important as what you do, and in some cases, don't do. We strongly encourage you to review the Capital University [Student Code of Conduct](#). The Student Code of Conduct is established to foster and protect the core missions of the university, to foster the scholarly and civic development of the university's students in a safe and secure learning environment, and to protect the people, properties and processes that support the university and its missions.

Responsibilities of the Department of Public Safety include:

1. Providing safety and security for all personnel and students on campus, including providing an escort upon request.
2. Securing all university property.
3. Enforcing all university policies, procedures and regulations, including motor vehicle regulations.
4. Providing security/control of special events on campus.
5. Assisting with the maintenance of a safe and secure learning environment.

Capital University expects all faculty, staff and students to treat public safety officers with courtesy and respect. We are always interested in your comments and suggestions regarding campus safety. Please feel free to share any comments, questions or issues with the Dean of Students at 614.236.6611 or with the office of Public Safety at 236.6504.

TRAINING

All Public Safety officers are certified by the Ohio Police Training Academy, and also participate in professional training and in-service programs.

ESCORT SERVICE & PATROL

The Department of Public Safety provides a campus escort service 24 hours per day. This service is available by contacting the Department of Public Safety at least one half hour prior to your designated time or arrival. The services are performed by Public Safety Officers via foot or a mobile unit.

PARKING

A vehicle must have a Capital University permit displayed to park on university property. These permits are available at the Public Safety Office. Residential first-year students are normally not eligible to obtain on-campus parking permits, but they are also able to buy a pass for an off-campus lot. Officers are continually checking the parking areas, in addition to campus and perimeter patrols being performed by City of Bexley Police Department. For additional information, please visit the Department of Public Safety.

CENTRAL OHIO TRANSIT AUTHORITY (COTA)

The Central Ohio Transit Authority provides an inexpensive and convenient trip into the city of Columbus and surrounding areas. The "people movers" of Franklin County make frequent stops right by campus. For only \$60 a year, students can ride the bus as many times as they wish. Students can purchase a pass in the form of a sticker to be placed on the Capital University student identification card at the Public Safety office during Fall Orientation.

FIRE EQUIPMENT & EMERGENCY PROCEDURES

No person shall tamper with fire safety equipment (i.e., fire extinguishers, smoke alarms, hoses, etc.); make or cause to be made, a false fire alarm; or set, or cause to be set, any unauthorized fire in or on university property. **If the fire alarm is sounded, each person in the building is required to vacate the building until staff notification to return.**

Uniform Crime Reporting Handbook

Crime Definitions

The **Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act** is the landmark federal law, originally known as the Campus Security Act, that requires colleges and universities across the United States to disclose information about crime on and around their campuses.

As required by federal law, the Public Safety Office compiles the following statistics of reported crimes, including attempts, using Uniform Crime Reporting System definitions listed below. A copy of the 2003 Campus Safety & Security Act Report is available on the Web via http://www.capital.edu/cc/ofc_public_safety/main-security-report03.html or by contacting Public Safety at 236-6666.

Arson

Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling, house, public building, motor vehicle or aircraft, personal property of another, etc.

Criminal Homicide - Manslaughter by Negligence

The killing of another person through gross negligence.

Criminal Homicide - Murder and Non-negligent Manslaughter

The willful (non-negligent) killing of one human being by another.

Robbery

The taking or attempting to take anything of value from the care, custody or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

Aggravated Assault

An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed.)

Burglary

The unlawful entry of a structure to commit a felony or theft. For reporting purposes this definition includes: unlawful entry with the intent to commit a larceny or felony; breaking and entering with the intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

Motor Vehicle Theft

The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned, including joyriding.)

Weapon Law Violations

The violation of state and local laws or ordinances dealing with weapon offenses, regulatory in nature such as: manufacture, sale, or possession of deadly weapons; and all attempts to commit any of the aforementioned.

Drug Abuse Violations

Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

Liquor Law Violations

The violations of laws or ordinances prohibiting the manufacture, sale, transporting, furnishing, possession of intoxicating liquor, maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor, drinking on a train or public conveyance; and all attempts to commit any of the aforementioned. (Drunkness and driving while under the influence are not included in this definition.)

Sex Offense(s) Definitions

Sex Offenses—Forcible

Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.

Forcible Rape

The carnal knowledge of a person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).

Forcible Sodomy

Oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

Sexual Assault With An Object

The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

Forcible Fondling

The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or, not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.

Sex Offenses—Non-forcible

Unlawful, non-forcible sexual intercourse.

Incest

Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Statutory Rape

Non-forcible sexual intercourse with a person who is under the statutory age of consent.