

STUDENT HANDBOOK

A complete guide of policies and
procedures for and about students

Student Affairs
Capital University

STUDENT HANDBOOK CONTENTS

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CAPITAL UNIVERSITY MISSION STATEMENT

Transforming lives through higher education. By drawing upon the Lutheran principle of free inquiry, Capital University: Provides for personal growth by encouraging, enabling, and celebrating learning; Prepares individuals to be knowledgeable, independent, critical thinkers - educated for lives of leadership and service in an increasingly diverse society; and Inspires individuals to be morally reflective, spiritually alive, and civically engaged.

GENERAL STUDENT INFORMATION

ACADEMIC SUPPORT SERVICES/ CELT

Location: Blackmore Library, Room 212 (2nd floor)

Office Hours of Operation: Monday-Thursday 8:30 a.m. to 8:00 p.m.,
Friday 8:30 a.m. to 5:00 p.m.

Scheduled Math Center and

Writing Center Hours: Monday-Thursday 9:00 a.m. to 8:00 p.m.,
Friday 9:00 a.m. to 1:00 p.m. (appointments encouraged)

Phone: (614) 236-6327

E-mail: celt@capital.edu

Web: <http://www.capital.edu/celt/>

The Center for Excellence in Learning and Teaching (CELT) offers a wide range of academic enrichment and support services designed to assist all students in becoming independent lifelong learners, regardless of class rank, skill level, or ability.

Academic Support Services

- Math Center
- Writing Center
- Subject Area Tutoring (most courses)
- Study Strategies Counseling (time management, procrastination, reading, note taking, test preparation, test taking, test anxiety, memorization techniques)
- Student Success Series Workshops
- Diagnostics (personal time survey, Learning and Study Strategies Inventory, learning styles)
- CLEP Exams and General Education Waivers

Tutorial Assistance: “students helping students learn how to learn”

Peer tutoring in a variety of subject areas is provided by and coordinated through (CELT). Tutoring is available in several ways: by appointment or on a drop-in basis during regularly scheduled hours in the Math Center and Writing Center; in independently arranged sessions with individual tutors; and through drop-in study and review sessions for selected courses. Stop by the CELT office on the second floor of the Library to schedule an appointment for math or writing assistance, or to pick up a current copy of the *Tutor Yellow Pages* to locate a subject area tutor for your class. Students can also call the CELT office at (614) 236-6327, e-mail us at celt@capital.edu, or visit

the CELT web site at <http://www.capital.edu/celt/> for additional information and resources.

ATHLETICS AND RECREATION

Hours of Operation: Monday-Thursday 6 a.m. to 10 p.m.

Friday 6 a.m. to 9 p.m.

Saturday 8 a.m. to 8 p.m.

Sunday 1 p.m. to 10 p.m.

Phone (614) 236-6911

The Capital Center is a state-of-the-art multipurpose showcase facility for academic, athletics, 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 general health and well-being, and provides a venue for exciting NCAA Division III athletic competitions. ****Bexley residents use the facilities: Monday - Friday 6 - 8 a.m., and Saturday and Sunday 5 p.m. – close*

BOOKSTORE (CAPITAL UNIVERSITY)

Location: Campus Center, First Floor

Hours of Operation: Monday-Friday 8:30 a.m. to 5 p.m.

Summer Hours: Monday-Friday 8 a.m.- 4:00 p.m.

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

Phone (614) 236-6116

Web site www.capital.bnccollege.com

The Capital University Bookstore provides a convenient location for students to purchase or rent required textbooks and course materials and academic supplies. The bookstore is also your source for official Capital University apparel and merchandise. They accept VISA, MASTERCARD, AMERICAN EXPRESS, DISCOVER, CASH, CHECK, AND BARNES & NOBLE GIFT CARDS

CAMPUS CENTER

The Harry C. Moores 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 departments, services and programs:

Office/Department	Location
AMP (Activities Management and Planning) Formerly University Programs	Lower level
Associate Provost/VP Student and Academic Affairs	1 st Floor
Cabaret Theater	Lower Level
Capital Bookstore	1 st Floor
Capital Court Dining Hall	2 nd Floor
Career Development	Lower Level
Commuter Student Lounge-Schneider	1 st Floor
Computer Lab	Lower Level
Conference Services	2 nd Floor
Crusader Club	1 st Floor
Dining Services (by Parkhurst)	2 nd Floor

Fraternities and Sororities	1 st Floor
Information Desk	1 st Floor
Leadership Development	1 st Floor
Mezzanine	3 rd Floor
New Student Programs	1 st Floor
Post Office	1 st Floor
Recreation Center	Lower Level
Residential and Commuter Life	1 st Floor
Student Affairs Office	1 st Floor
Student and Community Engagement	1 st Floor
Student Government	1 st Floor
University Minister	Lower Level

Use of Facilities

The center provides meeting places for students, faculty, staff, alumni, and the community. All reservations for space in the Campus Center are coordinated through Conference services at (614) 236-6200. The campus center and Conference Services staff work together to ensure space usage. Meeting room spaces include: Crusader Club and Patio, Dining rooms, Lounges, Mezzanine, Schuh Conference Room, 2nd Level Conference Suites, Recreation Center, Schneider Multipurpose Room

CAMPUS MINISTRIES

Location:	Lower Level, Campus Center
Hours of Operation:	Monday-Friday 9:00 a.m. to 4:30 p.m.
Phone:	(614) 236-6214

Campus Ministries endeavors to foster community through worship, study, critical thinking, service, fellowship and mutual support. 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.

Campus Worship Opportunities

Sunday, Lord's Meal, 10:45 a.m., Schenk Chapel
 Wednesday, Chapel 10 a.m., Schenk Chapel, Trinity campus (across College Ave)
 Thursday, Candlelight, 9:30 p.m. Gloria Dei Chapel, Trinity campus (across College Ave)

Off-Campus Worship Opportunities

A directory of local congregations is available in the office of the university pastor, Kerns 104. Local congregations welcome all students.

CAREER DEVELOPMENT

Location:	TBD as of 8/2012
Hours of Operation:	Monday-Friday 8:30 a.m. to 5:00 p.m. The office is closed daily from noon-1:00 p.m.
Phone:	(614) 236-6606
Web:	www.capital.edu/CareerDevelopment
Email:	CareerDevelopment@capital.edu

Career Development assists students and alumni with the process of identifying and implementing career goals that complement their learning, development, and success. We

take the whole person into account as we advise students and alumni on issues of career satisfaction, life balance and contribution to society.

Students can make appointments to see the professional staff or the Peer Career Advisors (PCAs). PCAs are current students who, after completing a Career Development training sequence, assist peers with writing résumés and cover letters, and using career resources.

Services

- Choosing and changing majors and careers
- Assessing interests, skills, and career values
- Developing professional career goals
- Preparing for the job search
- Finding and applying for internships and jobs
- Writing résumés and cover letters
- Interviewing
- Applying to graduate and professional schools

Resources

Career Counseling

The Director and the Assistant Director of Career Development are both available for individual career counseling, and assistance with any aspect of the career development process.

Self-Assessment

The booklet “How to Choose a Major and a Career” contains several self-assessment tools, and is available on our web site. The Campbell Interest and Skill Survey is used to assist with major and career decisions, and is available from Career Development staff.

Career Workshops

“Choosing and Changing Your Major” workshops help students learn about the majors at Capital and which majors best fit them. It is offered each semester, and is most relevant for first-year students and sophomores.

The Career Booklets

How to Choose a Major and a Career; How to Get an Internship; How to Write a Résumé; How to Write a Cover Letter; How to Get Your Foot in the Door; How to Interview; the Senior Job Search Handbook; How to Get into Graduate and Professional School

Job Listings

Current full-time jobs, part-time and summer jobs, and internships are listed on www.CrusaderCareers.com. For instructions on using CrusaderCareers, visit the Job and Internship Listings section of our website, or call the office for assistance.

CENTER FOR HEALTH AND WELLNESS

Location: Kline Building (behind the Library facing Main Street)

Hours of Operation: Walk In: Monday through Friday 8:30 a.m. to 11:30 a.m.

**we are only able to accommodate a certain number of students during walk-in hours therefore you may be asked to schedule an appointment.*

Appointments: Monday 1p.m. to 6 p.m.;

Tuesday-Thursday; 1pm-4:30pm; Friday 1p.m-3p.m.

Phone: 614.236.6114

Web: <http://www.capital.edu/health/>

The Center for Health and Wellness provides medical, counseling, and disability services for all Capital students.

Appointment Hours

Medical Services include

- Diagnostics
- Gynecological exams
- Limited on-site testing (including STD testing)

Evening and Weekend Care:

If you ever need medical or counseling services outside of normal business hours, here's what you should do. As always, if you feel you're in a life-threatening situation and you're on campus, call Public Safety at (614)236-6666.

If Public Safety determines you don't need to be taken to the emergency room, an officer will contact Residence Life and Housing staff (even for students who don't live on campus) so that an on-site staff member can help assess your need and contact the appropriate on-call center staff member. Counselors will come to campus when needed.

Counseling Services

Counseling and disability services are available by appointment. Just call the Center for Health and Wellness at 614-236-6114 to schedule an appointment or to speak with our counseling staff. One "Urgent Hour" will be set aside each day to tend to issues of immediate concern. And of course, counselors will respond to crisis situations, even if you don't have an appointment.

- All Capital University students are eligible for 10 counseling sessions per academic year
- Students enrolled year round are eligible for 15 counseling sessions per year
- Counseling services are available by appointment - call 614-236-6114 to schedule
- Individual, relationship, and group counseling services are provided
- Workshops, consultations, and outreach services are also available

Disability Services

Students requesting accommodations for physical, learning, or mental health disabilities, please contact Jennifer Speakman at 614-236-6114 or jspeakma@capital.edu.

Staff

- TBD., Director of University Counseling and Health Services
- Jennifer Speakman, Ph.D., Disabilities Coordinator
- Stacy Ingraham, MS Ed. PCC-S, Counselor
- Michael Jonesco, D.O., Physician
- Heidi Bobek, CNP, Certified Nurse Practitioner
- Margaret Graham, CNP, Ph.D. Certified Nurse Practitioner
- Andrea McEnaney, C.M.A, Office Coordinator, Certified Medical Assistant

A Note about "Notes"

The Center for Health and Wellness does not write "doctor's notes" for class or examinations. When you miss class or an exam because of a visit to the Health Center we will ask

you to fill out a Release of Information Form. Then you will be asked to inform your instructor that you missed class or an exam because you were being seen at Center for Health and Wellness. The instructor may verify the information with the Health and Wellness.

Policy on Confidentiality

The Center for Health and Wellness will not release information about you or your health concerns to anyone without your consent, unless it is a situation that involves harm to self or others or is required to be reported by Ohio Law.

CONFERENCE SERVICES

Location	Harry C. Moores Campus Center
Hours of Operation	Monday –Friday 8:30 a.m. to 5:00 p.m.
Phone	(614) 236-6200
E-mail	conferenceservices@capital.edu

Conference Services schedules campus meeting, conference and facility space 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. Conference Services also manages major campus events. If you would like to schedule a facility space on campus, please contact Conference Services at least five (5) days prior to your scheduled event and we will be happy to assist you.

DINING SERVICES

Location:	Harry C. Moores Campus Center, 2nd Floor
Hours of Operation:	Monday – Friday 7:30 a.m. to 5:00 p.m.
Phone:	(614) 236-7100
E-mail:	lwnds@capital.edu

Capital University, in partnership with Parkhurst Dining Services, is committed to providing you memorable dining experiences. Parkhurst Dining Services provides a quality food service program designed to meet your needs. Our experienced dining services team is here to provide you with a pleasurable dining experience. We are committed to offering nutritionally balanced food, high quality and skillfully prepared meals prepared from scratch, using only the freshest and highest-quality ingredients!

THE CRU BREW: Saylor-Ackermann Residence Hall, 1st Floor

Monday-Thursday: 7:00 a.m. - 7:30 p.m.

Friday: 7:00 a.m. - 4:00 p.m.

CAPITAL COURT: Campus Center, 2nd Floor

Continuous Dining Hours

Monday - Friday

Breakfast: 7:00 a.m. - 10:30 a.m.

Lite Breakfast: 10:30 a.m. - 11:00 a.m.

Lunch: 11:00 a.m. - 2:00 p.m.

Lite Lunch: 2:00 p.m. - 4:45 p.m.

Dinner: 4:45 p.m. - 7:00 p.m.

Saturday – Sunday:

Brunch: 11:30 a.m. - 1:15 p.m.

Saturday

Dinner: 4:45 p.m. - 6:00 p.m.

CRUSADER CLUB: Campus Center, 1st Floor

Monday – Thursday:

10:30 a.m. - 11:00 p.m.

Friday: 10:30 a.m. - 2:00 p.m.

Closed on Saturday

Sunday: 5:00 p.m. - 11:00 p.m.

Meal Exchange Hours**

Monday – Thursday: 7:00 p.m. - 11:00 p.m.

Sunday: 5:00 p.m. - 11:00 p.m.

The Mezz: Campus Center, Mezzanine Level

Monday – Thursday: 7:00 p.m. - 11:00 p.m.

Sunday: 6:00 p.m. - 11:00 p.m.

Meal Exchange Hours**

Monday – Thursday: 7:00 p.m. - 11:00 p.m.

Sunday: 6:00 p.m. - 11:00 p.m.

***The Meal Exchange Hours provide students with the option of using their blocks to pay for food in the Crusader Club or Mezz when the Capital Court Dining Room is not open.*

FINANCIAL AID

Location: Yochum Hall

Hours: Monday –Friday 8:30 a.m. to 5:00 p.m.

Phone: (614) 236-6511

E-mail finaid@capital.edu

Information for filing FAFSA online

- Award notification on Web Advisor
- All loan processing (Federal Direct, Perkins, Nursing, and Alternative)
- Federal Work Study employment website (<http://www.capital.edu/work-study/>)

Free Application for Federal Student Aid (FAFSA)

The FAFSA should be completed each year online at <http://www.fasfa.ed.gov>. The student and the reporting parent will need PIN numbers to sign the application electronically. The PIN numbers may be obtained at <http://www.pin.ed.gov>

Scholarships and Financial Aid Disbursements

Scholarships and/or grants are credited to the student’s account. When the required online loan processes have been completed for the Federal Direct Loan, Federal Perkins Loan and Nursing Loan Programs and the funds have been received electronically by Capital, the loan proceeds will be credited to the student’s account. Student employment earnings will not be credited to the student’s account. Students will submit timesheets to the Student Accounts Office and earnings will be directly deposited to the student’s savings or checking account.

INFORMATION DESK

Location: Campus Center

Hours of Operation: Monday-Friday 8:30 a.m. to 6 p.m.

Phone: (614) 236-6011

The Information Desk is home to the main campus switchboard and is located on the first floor of the Harry C. Moores Campus Center, near the University Bookstore. The desk provides information about meetings, programs, and activities scheduled across campus. The Information Desk also maintains a “lost and found” area for items that are left in the Campus Center. Students are encouraged to visit the Information Desk for assistance with general campus questions.

Night Managers are students employed from 6 p.m. until midnight providing information and assistance during the evening.

INFORMATION TECHNOLOGY

Location: Blackmore Library, Lower Level

Hours of Operation: Monday-Thursday: 7:45 a.m. to 8 p.m. *

Friday 7:45 a.m. to 6 p.m. *

Saturday/Sunday 1 p.m. to 5 p.m. *

**These hours will change during summer sessions, semester breaks and holidays.*

Service Desk Telephone: (614) 236-6508 and e-mail: servicedesk@capital.edu

The Information Technology (IT) Office offers technical support for computer hardware/software, telephones, e-mail, voice mail, networking and audio/visual equipment in the classrooms. Computer repair and technical support for your personal computer is not done at IT. A list of local retailers is available although IT does not endorse any of the retailers but provides them as a service to students. Detailed information about the Office of Information Technology can be found at www.capital.edu/it.

Safe Computing at Capital University

What is Copyright Infringement?

Copyright infringement occurs when works that fall under the copyright protection law are used in whole or in part without the copyright holder’s permission (*with the exclusion of fair use*). A copyright owner holds exclusive rights and is the only one who can give permission for others to use or distribute their work. Examples of copyright infringement include the following:

Posting/Downloading/Uploading:

Music or musical compositions

Movies

Books

Artistic works

Trademarks

Commercial names

Copying/distributing copyrighted materials

Posting copyrighted text/images to a website

So What Does this Mean at Capital?

Using peer-to-peer file sharing programs such as LimeWire, FrostWire or other Bit Torrent programs make it easy for you to violate university policies and federal laws including copyright infringement.

Using file sharing programs puts you at a great risk of becoming an unlawful distributor of copyrighted material which is **illegal**. These programs by default, allow internet users to copy files directly from your computer without alerting or asking for your per-

mission. You should be aware that there are hidden components that allow file sharing programs to run in the background, therefore, when your computer is turned on, the file sharing program is enabled.

Capital University does not condone this behavior and is legally required by the Higher Education Opportunity Act (HEOA) to take action against such activities when notices of copyright infringement are submitted to the university.

<http://www.capital.edu/student-conduct/>.

Downloading Music, Film and TV Legally:

To protect yourself from being sued, violating copyright protection laws or university policies, you are strongly advised to seek *legal* on-line sources for downloading digital files such as:

iTunes: <http://www.apple.com/itunes> MusicUnited.org: <http://www.musicunited.org>

Pandora: <http://www.pandora.com> Hulu.com: <http://hulu.com>

Academic Integrity and Plagiarism:

When using copyrighted content for academic, research, or other institutional purposes, you should abide by the allowances of the fair use provisions of the copyright law. The most common form of academic misuse of copyrighted material is referred to as plagiarism. Plagiarism occurs when using copyrighted material in papers and presentations without referencing (or citing) the source of the material. For more information about citing/referencing material see

<http://bulletin.capital.edu/content.php?catoid=1&navoid=13>

Top 10 Safe Computing Tips and Other Information

1. *Downloading illegal files (including porn) may be hazardous to your computer:*

Files can often contain spyware, malware and viruses which can damage your system and render it useless. There is an increase in student computers incapacitated by viruses picked up via peer-to-peer. Viruses and malware can take a long time to clean up on your system and you may end up paying a lot of money to have your system restored.

2. *Infected computers will not be allowed on the university network:*

Computers that are infected will not be allowed on the campus network due to the high risk of your system infecting other systems. Technical support for student computing at the university is limited to obtaining TCP/IP address settings necessary for network connectivity. Computer systems that require more intrusive measures should be taken to a computer repair retailer.

3. *Illegal music and film downloading can result in legal action against you:*

Yes, it can happen and it has! Students have been sued and settled copyright claims against them for thousands of dollars:

- Student to Pay \$675,000 for downloading
(<http://www.pcworld.com/article/169455>)
- Supreme Court Rejects Texas Teen's Appeal for Downloading Songs
- Music Piracy Crackdown on College Kids
(http://www.msnbc.msn.com/id/18644781/ns/technology_and_science-tech_and_gadgets)

4. *Illegal downloading slows down the university's network:*

Downloading illegal files uses lots of bandwidth which slows down the university's network. Those who live (or will be living) in the residence halls may notice that

the network may be running a little slower than normal during the evening hours....enough said...

5. *You risk losing your memory:*

Illegal downloading will use up your hard drive space. Ever see the “*low on disk space*” message pop up on your computer? If you are using peer-to-peer, eventually you will use up your hard drive space and not be able to do much with your computer system.

6. *You are hurting your friends and those around you:*

Be mindful that your peer-to-peer behaviors are affecting everyone—even your friends. Illegal downloading uses massive amounts of bandwidth and you are taking away from other students who truly need these additional resources to fulfill their educational and learning objectives.

7. *It will slow you down:*

Whether through virus infection activity; utilizing lots of system resources; sucking up a lot of bandwidth; eating up all your disk space; or a combination of all of those items listed above, your computer is likely to significantly slow down as a result of illegal downloading.

8. *It's all about YOUR future....you wanted to go to law school?*

Please be aware that it is *your responsibility* to know what programs are being installed or used on your personal computer at all times. You will be held responsible for any violations involving either your computer system or user account, therefore **do not share your user account with anyone at any time!**

9. *Don't dare share your user account information with anyone—not even your FRIENDS:*

Sharing your user name and password with others is a violation of the university's Acceptable Use Policy (AUP) and doing so will get your account disabled. Acceptable use violations can be found in section 4.4 of the university's AUP: <http://www.capital.edu/it-policies/>

10. *Failure to understand is not an excuse:*

Although accidents can happen, failure to understand and protect institutional computer resources, your personal computer, and the university network will result in conduct violations. See complete policy on-line.

INTERNATIONAL STUDENT SERVICES/STUDY ABROAD PROGRAM

Location:	Learning Center, Room 100
Hours of Operation:	Monday-Friday 8:30 a.m. to 5:00 p.m.
Phone:	614.236.7102
Web:	http://www.capital.edu/international http://www.capital.edu/studyabroad

The Office of International Education works with both international students coming into the U.S. to study and Capital University students who wish to study overseas. Each year we welcome students from approximately 30 countries and coordinate the admission of students to both the undergraduate and ESL programs. The Office of International Education 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.

ESL Program

The Capital University English-as-a-Second Language (ESL) program is designed for students who have already studied beginning English, but who need additional low intermediate, 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 Office of International Education. Assistance in filing insurance claims is available through the Campus Health and Wellness 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 members and educational programs that are open to the entire university community.

Study Abroad

Living and studying in a foreign country provides an extraordinary opportunity for you to learn about another culture from firsthand experience.

Getting Started: Download 1) *Goal Statement Worksheet* from the website or contact the Office for this document. 2) Next schedule an appointment with an advisor for consultation of program and course approval. With proper planning, students will receive academic credit towards their major and find an affordable program. 3) Complete a *budget worksheet* and meet with a Financial Aid adviser to determine financial coverage for study abroad programs. 4) Complete a *Study Abroad Course Approval Form* and *register* at Capital University to utilize financial aid. **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 November 1 for spring participants.** Students may not participate in a study abroad program at Capital University that is in a country on the U.S. State Department's Travel Warning List

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.

INTRAMURAL PROGRAM

Location: Cap Center, Room 229
Hours of Operation: Monday-Friday 8:30 a.m. to 5:00 p.m.
Phone: 614.236.6634
Web: <http://www.capital.edu/intramural/>

The mission of the Capital University intramural/recreation department is to help provide opportunities for physical, social, and educational development through participation in intramural sports, club sports, and fitness programs. It is important for students to develop a balanced, healthy lifestyle on our campus, and to enjoy their experiences. Students can sign up on-line through the Capital Website on the Athletics' page. Throughout the year the intramural director looks for individual sports directors, office assistant(s) and a student intramural director. Ideal candidates should have work study and be reliable. If you are interested in helping with intramural athletics please call 614-236-6634. The following intramural sports will be offered during the fall semester so consider joining a team or just signing up to play a sport. Winter and spring sports registration will be on line. The following is a typical schedule but watch for more information:

Fall Leagues	Fall Tournaments	Fitness Wellness
Flag Football	Co-ed Dodge Ball	Yoga
Basketball	Sand volleyball	Self Defense
Ultimate Frisbee	Flag Football	Weightlifting

Register for Fall Sports:

www.capital.edu/intramural-registration/.

LIBRARY

Location:	Blackmore Library
Hours of Operation:	Monday - Thursday, 7:30 a.m. to Midnight Friday 7:30 a.m. to 6 p.m. Saturday 1 p.m. to 5 p.m. Sunday 1 p.m. to 11 p.m.
Reference Desk:	614-236-6531
Circulation Desk:	614-236-6614

E-mail refdesk@capital.edu or via telephone 614-236-6351

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

Library Collection

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

Electronic Materials

- One hundred electronic databases
- Over 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. Food and Drink is permitted in all areas of the library and there are vending machines in the lower level for snacks and beverages.

MAIL SERVICES

Location: Campus Center, First Floor
Hours of Operation: Monday-Friday 8:30 a.m. to 5 p.m.
 Summer Hours: 8:00 a.m. to 4:00 p.m.
Phone: (614) 236-6658 or (614) 236-6700

Every full-time student-resident and commuter- has a Capital University Mail Box; it is considered an official communication vehicle for students. He /she should come to the university mail center located in the Campus Center to obtain his/her Capital University mail box number and combination. It is recommended that you enter your box number and combination into your cell phone for safe keeping. The student mail boxes should be kept locked at all times for security reasons, and to keep **your** mail safe. 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

Services:

The mail room processes UPS, FedEx, and DHL, USPS shipments, weighs envelopes and packages. Books of stamps and pre-stamped envelopes are also available.

All packages are delivered to the mail center. If you receive a package, an email notification (or you can sign up for text message on your phone) will be sent to your Capital email address containing pick-up instructions. Any packages not picked up within 10 days will be returned to sender as unclaimed.

It is suggested that when ordering books or packages that you provide your full name (NOT A NICKNAME) and **DO NOT** use your box number as they will almost always change it to a post office box number and then the package is delayed, or sometimes lost.

MULTICULTURAL AFFAIRS

Location: Campus Center
Hours: Monday-Friday, 8:30 am to 5 p.m.
Phone: (614) 236-6181
Web: <http://www.capital.edu/multiculturalaffairs/>
Email: mao@capital.edu

The mission of the Office of Multicultural Affairs (OMA) is to provide leadership for university initiatives aimed at developing and supporting a diverse and inclusive community. As an advocate for underrepresented and underserved populations, OMA creates implements and evaluates programs related to the recruitment, retention and success of students, faculty and staff of color, difference and their allies.

Student Organizations

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

- Asian American Alliance (Triple “A”)
- Ebony Brotherhood Association (EBA)
- Peer Respect in a Diverse Environment (PRIDE)
- *Voices of Praise* Gospel Choir
- Students for the Advancement of Afrikan American Culture (SAAAC)
- Students of Latino Affinity (SOLA)
- Sister Network
- Hillel/Jewish Student Organization

Historically Black Greek Letter Organizations (City-Wide Chapters)

- Alpha Kappa Alpha Sorority, Incorporated
- Alpha Phi Alpha Fraternity, Incorporated
- Delta Sigma Theta Sorority, Incorporated

Programs and Services

- Cultural Celebrations
- Diversity Speaker Series
- Native American Pow Wow
- Martin Luther King, Jr. Day of Learning
- Multicultural Resource Center: Cultural and Ethnic Guides, Books and DVDs
- Academic Support mentoring and workshops
- Passover Seder Meal
- Sande and Poro Graduation Celebration
- Smooth Transitions Pre-Orientation Program
- Academic Award Reception
- Student Leadership Development

PUBLIC SAFETY

Location:	661 College Avenue
Office Hours:	Monday –Friday 8:00 a.m. to 12:00 a.m. (midnight) 8:00 a.m. to 12:00 a.m. (midnight) (614)-236-6504
Phone:	Officer Response 24 Hour line (614)-236-6666
Web:	http://www.capital.edu/safety/

The mission of Public Safety 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.

The Student Code of Conduct is established to foster and protect the core mission 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 mission.

Responsibilities of Public Safety include:

1. Providing safety and security for all personnel and students on campus.
2. To provide escorts, vehicle jump starts, and assist with vehicle lock outs upon request. *(All calls responded to on a priority basis.)*
3. Securing all university property.
4. Enforcing all university policies, procedures and regulations, including motor vehicle regulations.
5. Provide special duty police officers for events on campus and maintain security and crowd control.
6. Assisting with the maintenance of a safe and secure learning environment.
7. Enforce local, state and federal laws on university property.
8. Public Safety responds to all emergencies on campus including crimes taking place as well as calls for assistance and service.

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 office of Public Safety at 236.6504.

REGISTRAR

Location: Yochum Hall, Room 115
Hours of Operation: Monday-Friday, 8:30 a.m. to 5 p.m.
Phone: (614) 236-6150

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. A notary is available in the Registrar's office. Web Adviser 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 Web Adviser. Web Adviser can be accessed at www.inside.capital.edu.

SERVICES:

- Changes in registered classes
- Ordering official transcripts
- Changes of address, phone number etc.
- AP credit and transfer credit information

SCHUMACHER GALLERY

Location: 4th floor Blackmore Library
Hours: Monday-Friday, Saturdays, 1-5 p.m.
Phone: (614) 239-6319
Website: www.schumachergallery.org

Schumacher Gallery offers a diverse collection of more than 2500 works for study and enjoyment. There are a series of Collections including the Contemporary Gallery filled with sculpture and paintings by notable artists including Henry Moore, August Rodin,

Louise Nevelson and John Marin. The Graphics Gallery features original works by such artists as Pablo Picasso, Marc Chagall, Andy Warhol, and Mary Cassatt.

STUDENT ACCOUNTS

Jeffrey L. Cisco, Director Student Accounts

Maryann Lutz, Assistant Director, Student Accounts

Location: Yochum Hall, Room 103
Hours: Monday-Friday 8:30 a.m.-5 p.m.
Summer Hours (May 9-August 19) TBD
Phone: (614) 236-6123
Website: <http://www.capital.edu/student-accounts>
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.

A detailed billing is issued monthly by the Student Accounts Office. An email giving notice of an updated/available ebill will be sent to students at their Capital University email account. To access the ebill, students will need to click on the link provided in the email notice to login to their ebill account. Students have the opportunity to set up parents or other individuals as authorized users to view or pay their student account. Students must make any necessary arrangements for prompt payment by the dates specified in the billing. Please take advantage of the online payment option for webchecks and/or for credit card payments. Capital University only accepts MasterCard and Discover Card and there is a 2.75% convenience fee for all credit card payments, webchecks are free.

The direct link to login to your ebill 24/7 is
https://epay.capital.edu/C20501_tsa/web/login.jsp

Tuition Deadlines

Fall tuition payment deadline Aug. 13, 2012

Spring tuition payment deadline Dec. 14, 2012

Additional Student Account Information:

- eBills are issued to your Capital University email account by July 25th for fall semester and on November 21st for spring semester. Changes in tuition charges, financial aid and other adjustments will be made as received by the Student Accounts Office. You will get an e-bill monthly as long as you have a balance. <http://www.capital.edu/student-accounts/>
- All financial obligations for each semester must be settled with the Student Accounts Office by the stated due date. Any student with an unpaid balance that is not on an authorized payment plan will be assessed a \$150.00 late payment fee. Students with an account balance will have a financial hold placed on his or her account prior to registration for the subsequent semester so you will not be able to register for classes.
- Students receiving financial aid in the form of grants or loans will have their accounts credited each semester in the amount of 50 percent of the annual aid award. 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 above.

Statement of Financial Responsibility

Prior to registering, you will need to certify and agree online to the document listed below before your registration will be finalized. It is important that you read the **Statement of Financial Responsibility** and take the opportunity to ask any necessary questions before you attempt to register.

STUDENT AFFAIRS

Location: Harry C. Moores Campus Center, First Floor

Phone: 614-236-6611

Web: www.capital.edu/studentaffairs

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

Dr. Betty M. Lovelace-Ross Associate Provost/VP of Academic and Student Affairs
blovelac@capital.edu

Teresa M. Nunley Executive Administrative Assistant
tnunley@capital.edu

- Provide leadership and overall fiscal and personnel management for Student Affairs.
- Support an institutional culture which 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 through rights and responsibilities described in the *Code of Student Conduct*.
- Provide leadership for student affairs and the university in the ongoing process of strategic planning to ensure institutional effectiveness.

STUDENT HEALTH/ACCIDENT INSURANCE

Capital University requires all traditional undergraduates registered for six or more credit hours to *automatically be enrolled in the Student Accident and Sickness Insurance Plan*. Fees for this insurance are included on the student's tuition bill. Students who are currently insured by a health insurance policy (i.e., their own or through a parent) may waive the Student Accident and Sickness Insurance Plan. **Waivers need to be completed online prior to September 7, 2012.** If you do not complete the online waiver, you will automatically be assessed a single student insurance premium on your student invoice. **Please note:** all waiver information will be verified by a third party agency, with your insurance company as part of the insurance verification process. If insurance status cannot be verified, the waiver will be revoked and the insurance premium will remain on your student account. No waivers will be accepted after September 9, 2011, the last day of Add/Drop for the term. If the waiver deadlines are ignored, you will be responsible for the insurance premium. Your insurance charge will not be removed from your tuition bill without an approved waiver.

STUDENT AND COMMUNITY ENGAGEMENT OFFICE

Location: Harry C. Moores Campus Center, 1st Floor

Hours: Monday-Friday 8:30 a.m.-5:00 p.m.

Phone: Additional hours upon request
(614) 236-6901
Web: <http://www.capital.edu/sce>
Web-Greek Life: <http://www.capital.edu/greek-life>
Web-Leadership: <http://www.capital.edu/leadership>

The Student and Community Engagement Office is dedicated to providing opportunities for students to become productive citizens through the creation of a vibrant, synergistic, learning- based community. Through this community, we strive to create challenging programs and services, community partnerships, and student resources that contribute to the students' intellectual, cultural, social, moral, and emotional growth and exploration. In doing so, we engage students in a wide and diverse range of pursuits within the University and community that contributes to their foundation for a lifelong pursuit of personal and professional goals. Student and Community Engagement is home to community service, Greek life, leadership development, student organization involvement and services, and major programming support and advising.

COMMUNITY ENGAGEMENT PROGRAM OPPORTUNITIES

Community Service Fair

Saturday Service and Community Service Days

World AIDS Day

Martin Luther King, Jr. Day of Service

Alternative Spring Break

POSITIONS and EMPLOYMENT OPPORTUNITIES:

America Reads Tutor

Student and Community Engagement Coordinators

GREEK LIFE

Fraternities and sororities have been an integral part of Capital University since 1926 and have enhanced the lives of thousands of men and women. At Capital, the staff within the Student and Community Engagement office provides guidance and support to our fraternity and sorority community, which makes up approximately 14% of the student population. Currently the Greek community is comprised of local, national, international and co-ed fraternities and sororities. Belonging to a fraternity or sorority can help students,

- offer academic assistance
- develop their leadership skills
- find a niche at Capital
- open doors for civic engagement
- develop a network of alumni to support them during their collegiate and professional years

Academics

The Greek Life community recognizes academic achievement as the basis for an individual's future success and is committed to creating an environment conducive to learning and attainment of academic goals. A minimum GPA of 2.5 is required to participate in fraternity or sorority recruitment. Every chapter has a scholarship chair who oversees a program to motivate and help members do well in their classes. Help comes in the form of tutoring, study groups, recognition banquets, and scholarships. Your chances of staying in school until graduation increase by about 20 percent as a member of a Greek organization.

Governance

The eight member Greek organizations are governed by the National PanHellenic Conference and Inter-Fraternity Council. The affiliated students who serve on these coun-

cils provide leadership, recruitment and educational support, and guidance to their fellow chapter members.

Programs and Civic Engagement

Fraternity and sorority members are engaged in community service, philanthropic partnerships, programs and events for the community. Greeks are involved in Adopt-a-Highway clean ups, American Red Cross blood drives, Halloween Patrol for the Bexley area community, Girls & Boys Club of Columbus, the Livestrong Foundation, Cystic Fibrosis Foundation, and Nationwide Children's Hospital.

Some of the annual events that Greek Council sponsors or supports: Recruitment of New Members (spring), Grill Out with the Greeks, Greek Week (fall), National Hazing Prevention Week and Pi Day.

Recruitment and New Member Education Period

Recruitment offers a formal opportunity to explore all of the fraternity and sorority organizations. Capital University holds a recruitment process for the fall and spring semesters and offers a chance to make new friends while learning what each fraternity or sorority-founding values are as well as what membership has to offer.

At the conclusion of the recruitment process, students may choose to join a fraternity or sorority by accepting the formal bid offered to them. The formal bid is an invitation of membership into a fraternity or sorority. After acceptance of the bid, a formal new member education process begins. During this time, new members learn more about the organization, values, and the active members. At the conclusion of this education process, new members are installed as full active members.

Hazing

Capital University and members of the fraternity and sorority community oppose hazing in any form; it is a violation of Ohio State law and the Code of Student Conduct. The students at Capital believe that hazing is counterproductive to the mission of Greek Life to build well-rounded individuals. If you experienced hazing or suspect hazing, please notify Public Safety, and the Student and Community Engagement Office.

LEADERSHIP DEVELOPMENT

Emerging Leaders

Emerging Leaders is a leadership development program developed especially for first-year emerging student leaders at Capital University who want to transform lives at Capital and within our community. The program consists of a broad set of learning strategies including a retreat, leadership educational sessions, a community service project and a celebration of participation.

Annual Leadership Conference

The Annual Leadership Conference is a spring semester thematic conference developed for all students to more deeply explore special topics of leadership such as women as leaders, ethical leadership, socially responsible leadership and global issues of leadership. The themed conference is an annual event.

Excel Leadership Program

The Excel Leadership Program is a weekend intensive program for upper-class students. The program is focused on developing individual and group leadership skills.

UNDERGRADUATE BULLETIN

The Bulletin provides information about all undergraduate majors and minors, education licensure programs and pre-professional programs at Capital. It describes all academic policies and regulations related to enrollment and registration. The General Education Program and the most current course listings and descriptions are located in the Bulletin. The Bulletin is located on the Capital Website on the Registrar's link.

GENERAL STUDENT POLICIES AND PROCEDURES

ALCOHOL POLICY

The health, safety, and welfare of our students are critical to personal and academic success. Capital University is located in a state and community where laws and ordinances pertaining to the sale, possession and consumption of alcoholic beverages are promoted and enforced. Under Ohio law, a person must be 21 years old in order to consume and/or purchase beer or any other alcoholic beverage. In addition, possession, distribution or use of alcoholic beverages by a minor, drinking any alcoholic beverage in public areas of university premises that is not approved for such activity, public intoxication, and driving while under the influence of alcohol are expressly prohibited.

Capital University expects students of legal drinking age to act responsibly when consuming alcoholic beverages (more details for residential students are outlined in the Residential and Community Standards section of this publication). We encourage students to assist other students whose health and safety is threatened due to irresponsible use and/or abuse of alcohol. In compliance with the law in the State of Ohio, and in the interest of the safety of all students, Capital University enforces the following alcohol policies:

1. A person must be 21 years old to possess and/or consume alcoholic beverages.
2. In university residences, if you are 21 years of age or older, you may not consume alcohol in your room with the door open.
3. Empty alcohol beverage containers, even as decorations, are not permitted within university owned property by students under the age of 21.
4. Persons serving or providing alcohol to minors are in violation of the university alcohol policy.
5. Public intoxication and/or disorderly conduct are prohibited.
6. Common source containers such as kegs and beer balls are prohibited, except where approved by university officials.
7. All high risk activities and drinking games such as quarters, beer pong, boat races, etc. are prohibited
8. Devices for rapid consumption, such as funnels, are prohibited.
9. Alcohol related signs and posters are prohibited.
10. A person is not permitted to carry an open container of alcohol on the street, in a motor vehicle, on a motorcycle, or in public areas of the university, except when approved by university officials.
11. Capital University prohibits the sale, possession, manufacture and consumption of alcoholic beverages in public areas of the university, including, but not limited to, areas outside university buildings, bathrooms, hallways, classrooms, stairwells, balconies/porches, and lounges, except where approved by university officials. (See alcohol usage in the Campus Center below)
12. In accordance with state law, grain alcohol is prohibited.

University Procedures for Intoxicated Students, Guests, and Visitors If a student, guest or visitor is intoxicated and the Capital University staff believes the person is unable to care for him/herself; the staff will contact emergency personnel. If the individual is unable to care for him/herself, he/she will be transported to the hospital. This action

will be taken to protect the student and the community. All associated hospital costs will be the financial responsibility of the student, guest, or visitor. The university maintains the right to dispose of alcohol in instances when a person under 21 is consuming, even if a person over 21 years of age is present.

Driving under the influence is both a violation of campus policy and an offense for which referrals for prosecution can be made to local law enforcement authorities.

ALCOHOL USE IN THE CAMPUS CENTER

Social gatherings of Capital University that include alcohol are permitted when they provide opportunities for socialization. Alcohol use is primarily the responsibility of individuals. However, students, faculty, staff and guests are required to make legal and responsible decisions about the service and consumption of alcohol.

The objectives of the Capital University Harry C. Moores Campus Center Alcohol Usage Policy are as follows: 1) to promote the safety of members of the University community and the public; 2) To encourage self-responsibility and respect for others in the use of alcohol 3) To discourage high-risk alcohol related practices that endanger individuals, interfere with academic and other University activities, and/or result in damage to University property 4) To encourage responsible decisions

Parkhurst Dining Services has obtained a liquor permit that allows for the sales and service of certain alcoholic beverages in the Campus Center. Dining Services is authorized to purchase various forms of alcohol, and to sell and allow consumption as indicated below. Dining Services will be responsible for ensuring that any alcohol service is in accordance with all governing laws and University policies. Fully trained bartending staff that has completed the appropriate alcohol service training programs will be employed to ensure that alcohol is managed and served in accordance with these policies.

Alcohol may be made available Campus Center Mezzanine when food is provided, with the exception of Sundays. Alcohol may be served at other locations within the Harry C. Moores Campus Center as designated by Parkhurst Dining Services and Student Involvement. Only alcohol sold or served in the Campus Center can be consumed on the premises. The owner of the permit, Dining Services, has sole authority to sell and serve alcohol on the premises.

POLICIES & PROCEDURES

All patrons must be able to produce a valid State Issued Driver's License or other government issued ID, displaying birth date, to purchase and consume alcohol. Alcohol shall not be provided or sold to any person under the legal drinking age of 21 years. Patrons are not allowed to leave the permitted area with alcohol. Consumption of alcoholic beverages is permitted only within the approved area for the event. Non-alcoholic beverages will be made available and featured as prominently as the alcoholic beverages. Food must be made available in a reasonable quantity and promoted to those attending. Service practices have been established to help detect intoxicated individuals, as it is an offense under state law to serve alcohol to an intoxicated person. Individuals whose behavior becomes disorderly will be refused alcohol service and may be removed from the premises. Under state law and University policy, no activity shall be permitted that would promote high-risk consumption of alcohol, including drinking competitions, drinking games etc. Possession and consumption of alcohol in areas not designated for such activities, including parking lots, are prohibited.

SERVICE GUIDELINES The following guidelines are established for Parkhurst Dining Services staff responsible for serving alcoholic beverages:

- Serve only one beverage at a time.

- Serve only patrons who are 21 years or older. Parkhurst Dining Services reserves the right to implement a wristband or other identification policy.
- Alcohol servers have the right to request from patrons, at any time, a valid State issued Driver's License or other government issued ID, displaying birth date.
- Alcohol servers have the right to refuse service to anyone.
- Alcohol servers or ID checkers are not permitted to drink any alcoholic beverages prior to or during their shift.

Parkhurst Dining Services and Capital University will comply with all Federal, State and Local laws pertaining to the use and service of alcohol. For more information, please visit the Ohio Division of Liquor Control at <http://com.ohio.gov/liqr/>. The University reserves the right to make amendments to this policy.

DRUGS AND CONTROLLED SUBSTANCES POLICY

Capital University prohibits the manufacture, possession, sales, and use of illegal drugs, controlled substances, and drug paraphernalia. The more commonly used drugs include, but are not limited to the following:

- Amphetamines, Anabolic and other steroids, Barbiturates and other stimulants/depressant (unless prescribed), Cocaine, Hallucinogens and other LSD compounds, Heroin, Inhalants, Marijuana, Mescaline, psilocybin, DMT, and other narcotics/opiates, Methamphetamine
- Prescription Drugs: Prescription drugs are considered controlled substances, and are permitted as long as being used by the person to whom the drug is prescribed in accordance with the directed us

Prohibited Drug Paraphernalia: Common examples of prohibited drug paraphernalia are as follows:

- Bongs
- Roach clips/rolling papers
- Miniature spoons
- Various types of pipes

NOTE: Marijuana pipes and bongs, hookahs etc., frequently carry a misleading disclaimer indicating that they are intended to be used only with tobacco products, but are prohibited.

GOOD NEIGHBOR AGREEMENT

The Good Neighbor Policy was developed between the City of Bexley and Capital University regarding apartments and rental units occupied by students living west of the Capital University in the Southwest Bexley area. Students living in rental units on Sheridan and College Ave are held to a high civic standard as neighbors of Bexley residents. In many cases the students are living in close proximity to Bexley families. According to the agreement all student renters must comply with the following: apartment properties must be kept clean, free from trash and debris, music must not interfere with neighbors, and parking is permitted only in designated spaces or on street as authorized by the City of Bexley. Students living in rental units who violate the Code of Student Conduct and found responsible may have additional sanctions that include community service for the Southwest Bexley area.

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 (section 630.02 GAMBLING): that subject individuals to possible criminal prosecution.

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.

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, ability 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 physical or mental 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*.

Confidentiality

Disclosure of information regarding sex offenses requires a balancing of privacy interests of the complainant and the accused, as well as the university's legal responsibilities to other students and employees. Capital University is required by State and Federal laws to ensure a safe and non-discriminatory environment for every person on campus; therefore, the university cannot make an absolute guarantee that the information provided regarding a possible sex offense will remain completely confidential. A student can receive free and completely confidential assistance from state licensed counselors by

calling the Center for Health and Wellness at (614) 236-6114 and requesting an appointment.

PRINTING/COPYING PROGRAM: GOING GREEN

To further our sustainability efforts and to conserve our natural resources, Capital University has instituted a printing/copying program for students. The program is designed to allocate each student a \$50.00 print/copy credit that equates to 500 single print/copy sheets per semester. Visit print.capital.edu for more information.

PRIVACY OF EDUCATIONAL RECORDS (FERPA)

The Family Educational Rights and Privacy Act (FERPA), a federal law, provides specific rights to students regarding the privacy of their educational records. For example, FERPA requires that Capital University, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your education records. However, the university may disclose appropriately designated “directory information” without written consent, unless you have followed university procedures to indicate that you do not want this information disclosed. The primary purpose of directory information is to allow the university to include this type of information from your education records in certain publications. Examples include:

- A playbill, showing your student’s role in a drama production;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports programs, such as for basketball, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or yearbooks. If you do not want Capital University to disclose directory information from your education records without your prior written consent, you must notify the University Registrar in writing, on the form provided by the Registrar. The university has designated the following information as directory information:

- Name, address, email address, telephone listing
- Field of study
- Weight and height of athletes
- Most recent previous school attended
- Photographs
- Date and place of birth
- Participation in officially recognized activities and sports
- Dates of attendance, degrees and awards

The specific rights given to students with respect to their education records under the Family Educational Rights and Privacy Act include:

- 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.

A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes 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 shall 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, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the university to amend a record should write the university official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the university decides not to amend the record as requested, the university will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

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

The university discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the university has contracted as its agent to provide a service instead of using university employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

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

Upon request, the university also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

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

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

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."

RATIONALE

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.

- A. 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 members or faculty member's career at the university and beyond.
- B. 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.

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.

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;
 - (2) sexually explicit statements, questions, jokes or anecdotes in person or via electronic media;
 - (3) voyeurism
- 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.

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.

SEXUAL MISCONDUCT

The University specifically defines sexual misconduct as: *“Non-consensual, intentional physical conduct of a sexual nature, such as unwelcome physical contact with a person's genitals, buttocks or breasts. Lack of consent may be inferred from the use of force, threat, physical intimidation, or advantage gained by the victim's mental or physical incapacity or impairment of which the perpetrator was aware or should have been aware.”* Sexual misconduct encompasses a range of non-consensual actions that include, but are not limited to, acts of sexual assault and rape. Sexual misconduct can occur in interactions and relationships between women and men, women and women, and men and men.

A critical factor that distinguishes acceptable sexual behavior from unacceptable behavior is the consent of all parties involved. When individuals willingly and knowingly engage in sexual activity with each other, it is consensual. It is the responsibility of individuals to engage only in sexual activity to which their partners consent.

Definition of 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 misconduct policy, but student disciplinary proceedings are not criminal proceedings. The University will assist students in reporting the crime to local law enforcement when necessary.

Actions to take in the event of Sexual assault. Students are strongly encouraged to report any alleged sexual assault or other sexual misconduct to the following:

1. A member of the Residential and Commuter Life staff
2. Other Student Affairs professional staff
2. Department of Public Safety
3. Bexley Police Department

This report should be made immediately following an incident to ensure proper health precautions and preservation of potential evidence.

University personnel who receive such reports will attempt to help comfort the victim 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 victim will be urged to seek medical care.** There is a rape crisis center located at both the **Grant Medical Center** emergency room that is specifically equipped to treat sexual assault survivors. If transportation to either of these facilities is requested, Public Safety will assist with transporting the student. **Attending University personnel also will notify Public Safety and urge the survivor to file a report and/or charge(s). The decision whether to file, however, ultimately rests with the individual.**

Center for Health and Wellness 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. Public Safety will assist the victim if he/she wants to file a report with the Bexley Police Department.

Consequences for Respondents (perpetrators) of Sexual Misconduct

Perpetrators of sexual misconduct will be subject to University disciplinary action through the Code of Student Conduct up to and including suspension or dismissal from Capital University. (SEE CODE OF STUDENT CONDUCT)

Sexual Misconduct Education, Prevention and Support

Capital University presents ongoing education programs through the offices of Residential and Commuter Life, Center for Health and Wellness, new student Orientation and/or Public Safety to inform students about how they can prevent sexual assault and other sexual misconduct. Such programs involve presentations about: the significant role alcohol and other drugs can have in fostering sexual misconduct and/or 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 on the Capital Website when campus incidents necessitate extra vigilance. Student Affairs professionals, including resident assistants (RA), Area Directors, the director and assistant director of Residential and Commuter Life and Public Safety personnel are fully committed and trained to assisting and supporting victims of sexual assault. (Also see Abusive Conduct Policy on the Web Site)

HEALTH AND SAFETY

AED: PORTABLE AUTOMATED DEFIBRILLATORS

An *automated external defibrillator* or *AED* is a portable electronic device that automatically diagnoses the potentially life threatening cardiac arrhythmias. Portable AED's are located on campus in the following locations.

Blackmore Library –first floor at east elevator

Campus Center – first floor near Information desk

Capital Center – first floor near information desk

Capital Center – portable in training room

Conservatory of Music – first floor near elevator in Huntington Lobby

Kline Health Center – in reception area office

Public Safety – portable in Police Cruiser

CAMPUS SHUTTLE

The University provides shuttle service to the Capital University Apartments and the **O**

lot. During Fall/Spring semesters when school is in session, the shuttle leaves main campus at the top and bottom of every hour Monday thru Friday 7:00 a.m. – 9:00 p.m. There is also a Sunday shuttle from the **O** lot back to main campus. The Sunday shuttle parks in the **O** lot and returns students to main campus. The Sunday shuttle hours are 2:00 p.m. – 9:00 p.m.

CANCEL/DELAY OR CLOSING CAMPUS

Decisions to delay or cancel classes or close the University will be made as soon as possible, preferably by 5:00 am to get the announcement out to students, faculty, staff and the media outlets used for notification. A *Delay* in the beginning of classes and activities means that all classes and co-curricular activities will be canceled during the delay period. *Cancellation* means that no classes or activities are to be held on the main campus but offices are open. A *Closed* campus means that the Bexley campus is closed and all facilities with the exception of the residence halls and the main dining room. Some essential personnel will be on campus.

ESCORT SERVICES

Public Safety officers will provide escort services to faculty, staff and students to ensure the safety during the evening, night and early morning hours. Weekdays contact 614-236-6504 Weekends and after midnight call 614-236-6666

EMERGENCY MESSAGING

In a campus emergency, information will be available to campus community through

CAP Alert (text and email messaging system)

Big Voice (outdoor public address system)

Cap Alert is a free service for all Capital University faculty, staff and students, but normal text messaging fees may apply, depending on your cell phone service agreement. Vision- and hearing-impaired individuals may request text-to-speech service to a cell or TTY capabilities by contacting the Office of Disability Services.

To receive emergency text messages from Capital Alert, you must update your profile by visiting Web Advisor. You will be prompted to enter your university common ID user name and password. You will be provided with the option to add your SMS device (ex: cell); an alternative e-mail account (ex: g-mail, yahoo); and two additional communication devices of your choice.

Note: Do not click on the “Create Account” link because your Capital University e-mail address is already in the Capital Alert database.

This system is only effective if it has accurate contact information, which is why it is very important that you provide the appropriate information and update it regularly. Your Capital e-mail account is already in the Cap Alert database, but you can provide an alternative e-mail address and up to two SMS devices (ex: cell phone, pager, Blackberry, etc.) if you want them to receive emergency notifications. The Cap Alert system will be updated once every day; therefore, any changes made to your profile will not be reflected for at least 24 hours. The University will use the system only in high-level emergencies, and your personal information will remain absolutely private. If you have any trouble accessing or updating your profile in the Capital Alert System, please contact Information Technology. Please include your first and last name; your contact information; and a brief detailed description of your problem. Someone will contact you promptly.

IMMUNIZATION POLICY

Vaccine-preventable diseases continue to occur on U.S campuses and pose a significant threat to the health, safety and welfare of our campus community. Outbreaks result in a significant cost to infected individuals in terms of mortality and morbidity, in addition to being costly to the university by disrupting normal academic and co-curricular functions.

It is the goal of the university and our Center for Health and Wellness to provide adequate protection against vaccine-preventable disease and to promote a healthy and safe college environment by requiring students to be vaccinated against and/or screened for certain highly contagious diseases. This goal is best achieved through the mandatory immunization requirement of every first-year and transfer student prior to the first year of enrollment at Capital University. *Therefore, students will be required to provide proof of the below listed immunizations prior to July 1 if they are entering the university fall semester and by December 1 if entering the university spring semester.*

Entering Student Requirements:

All entering first-year and transfer students born after 1956 must demonstrate proof of immunization against the following diseases which are consistent with Ohio State Law and the recommendations of the Advisory Committee on Immunization Practices of the American College Health Association: **Measles, Mumps and Rubella-** Proof of two (2) MMRs **Tetanus/Diphtheria/Pertussis-**Proof of a booster dose of tetanus/diphtheria /pertussis within the last ten years is required. **Polio-** Proof of the primary series of polio vaccine and date of last booster is required. **Tuberculosis Screening-**Students must complete the Tuberculosis Screening Questionnaire which is attached to the Health Information and Immunization Form. If the student answers “yes” to any of the questions, then they will be required to get a TB skin test. This can be obtained at by the student’s primary care provider or at the Center for Health and Wellness. **Meningococcal Meningitis and Hepatitis B:** All students must complete the Hepatitis B and Meningococcal Meningitis Status Form as required by the State of Ohio. Students are **NOT** required to have the Hepatitis B or Meningitis vaccine in order to enter the university, but **ARE** required to report their status on this form. Students who have received either or both vaccines must report the dates. *Students who have not completed the Hepatitis B and Meningococcal Meningitis Status Form may not be permitted to reside in university housing.* **Hepatitis B Vaccine-and Meningococcal Meningitis** Both are highly recommended for all college students, especially those living in community housing Hepatitis B may be required by some majors.

International Students (Additional requirements):

All entering first-year, transfer and English as Second Language (ESL) international students must provide documentation of the following: **Tuberculosis** All entering first-year, transfer and English as Second Language (ESL) international students must provide documentation of a PPD skin test to screen for tuberculosis within one year prior to enrollment in the university regardless of prior BCG (Bacillus Calmette Guerin) inoculation. If the results of the skin test are positive, a chest x-ray is required.

Request for Waiver:

A student may request a waiver from any vaccination for medical reasons or if vaccination conflicts with religious beliefs. The application for waiver is to be made in writing to the Center for Health and Wellness before July 1st if entering in the fall semester or December 1st if entering spring semester.

Contagious Disease Outbreak:

In the case of an outbreak of a contagious disease on campus for which it is documented that the student has not been immunized, the university reserves the right to ask the stu-

dent to leave campus until the outbreak is over.

Penalty for Noncompliance:

The following are consequences for failing to comply with the Capital University Immunization Policy: The Center for Health and Wellness will notify the Office of the Registrar and the student's classes may be dropped. Students who fail to comply with the immunization requirements may not be permitted to live in campus housing. All questions about the policy should be directed to the Center for Health and Wellness.

Related Policies and Procedures OSHA:

The University complies with OSHA regulations regarding occupational exposure to blood-borne pathogens. Questions regarding these regulations should be directed to the following either Public Safety or Facilities Management

PARKING

The Motor Vehicle Regulations of Capital University are for the benefit of the campus community and to ensure the optimum use of all campus parking areas, and provide emergency access to all parts of campus.

The operation and parking of a motor vehicle on Capital University property is a privilege granted to the students, faculty and staff. The Department of Public Safety reserves the right to make and enforce regulations in the best interest of the University community. Motor vehicle privileges may be denied, suspended or withdrawn at any time by the Department of Public Safety.

Registration of Vehicles:

1. All faculty, staff and student vehicles parked on Capital University property must be registered with the Public Safety Office and display a valid permit.
2. The registrant is responsible for all parking violations regardless of who parked the vehicle at the time the violation occurred.
3. Daytime guests and/or visitors to campus should register their vehicles at the Public Safety Office. They will be issued a visitor permit at no charge. University personnel inviting a guest to campus are responsible for the acquisition of a guest pass from the Public Safety Office.

Note: A person enrolled in any University-sponsored program or course of instruction, using Capital University facilities and/or faculty is not considered a visitor.

4. All parking registrations expire on August 15 of the following year or when a student ceases to be enrolled with or a staff or faculty member ceases to be employed by Capital University.

Student Permits

- **All student permits must be purchased online.** A copy of the receipt must be presented at Public Safety to be attached to your application as a proof of purchase. Permits will not be issued without a receipt, and payments for permits will not be accepted by the Public Safety office.
- **Commuter Students** living or renting further than three-tenths (3/10) of a mile from campus may purchase a student S permit and park in any legally marked space within any campus S lot. Students living within the 3/10 mile zone must park at their residence. (From campus, 3/10 mile would be North to Bryden Rd. – East to Cassingham – South to Charles Ave. – west to Alum Creek) Permits must be purchased online and a copy of the receipt must be presented at the Public Safety Office to obtain your permit. Permits will be issued between the hours of 8:00 a.m. and Midnight, Monday through Friday.

- **Resident Juniors and seniors** may purchase an **S** student parking permit. Each student may register up to three vehicles to which their family holds title. This permit will allow them to park any single vehicle of the three registered in any legally marked **S** lot space on campus, being mindful of areas designated as restricted between the hours of 2 a.m. - 6 a.m. Permits must be purchased online and a copy of the receipt must be presented at the Public Safety Office to obtain your permit. Permits will be issued between the hours of 8:00 a.m. and Midnight, Monday through Friday.
- **Resident First year students and sophomores** are only permitted to park in the Nelson Road **O** lot, and are not permitted in any main campus parking lot before 4:30 p.m. **O** lot spaces are limited and permits are issued to resident students on a first come first serve basis. When the **O** lot is full, students applying for permits will be placed on a waiting list. Permits must be purchased online and a copy of the receipt must be presented at the Public Safety Office to obtain your permit. Permits will be issued between the hours of 8:00 a.m. and Midnight, Monday through Friday.
- **Part-time Evening Students** may purchase a parking permit at a reduced rate.
- **Capital Commons Residents** may purchase a **D** parking permit and park in any legally marked space that encircles the Commons apartments.
- **Capital University Apartment Resident** parking spaces are for CUA residents only and will be assigned a **W** permit. All other vehicles will be cited and/or towed at the owner's expense.

W, O and D permits may park in any main campus student **S** lot after 4:30 p.m.

Monday – Friday, until 8:00 a.m. Monday, or the next University business day. Except in restricted areas between the hours of 2 a.m. - 6 a.m. **W, O and D permits may not, at any time, park in any F lot or visitor area**

Law students wishing to park on main campus during the week (8 a.m. until 4:30 p.m.) will require a \$1.00 temporary parking pass good in any student **S** lot. Law School (**L**) permits will be honored in the student **S** lots on weeknights from 4:30 p.m. until 8:00 a.m. and weekends and holidays from 4:30 p.m. Friday until 8:00 a.m. the next university business day. If staying overnight, law students must be mindful of the No Parking 2 a.m. – 6 a.m. zones.

Visitors between the hours of 8:00 a.m. and 4:30 p.m. weekdays may park in the visitor spaces provided in the visitor parking area on Mound Street west of Pleasant Ridge Avenue. After 4:30 p.m. visitors may park in any student **S** lot, but if staying overnight must be mindful of the No Parking 2 a.m. – 6 a.m. zones. Students, staff and faculty may not at any time, park in the visitor parking area.

Parking Permit Types and Cost Student permits and those for O-lot, Capital Commons, and University Apartments are \$80.00 / year. Temporary Student \$1.00 / day. Visitor / Guest No charge

Student- Evening only \$45.00

Refunds: Application for a refund of parking fees will only be accepted by the Public Safety Office within the first two weeks of each semester or graduation. Applications must include the appropriate paperwork proving the change in status, plus the parking permit.

Parking Violations:

The maximum speed on University property is 10 MPH.

1. Unauthorized use, reproduction, or alteration of a permit (\$80.00)

Reproducing or altering a parking permit in any way is forbidden. Ownership of permits is not transferable.

2. Parking unregistered vehicle on campus (\$25.00)
All vehicles (including Visitors) parking on university property must be registered with the Public Safety Office and display a permit appropriate for the lot in which it is parked. Visitors/guest with properly displayed permits unable to find a spot in the Visitor lot may park in any student S lot.
3. Parking or driving on grass or walkway (\$25.00)
Parking is not permitted on any lawn or other planted area or on any surface not designated for motor vehicles.
4. Driving or parking outside permitted areas (\$25.00)
A vehicle must be parked in a lot appropriate to the permit it displays. If an S (Student) permit is parked in an F (Faculty/Staff) lot, it is considered parked outside its permitted area. Faculty, staff and students are not visitors and may not park in spaces designated for visitors.
5. Blocking driveway (\$25.00)
A vehicle at rest may in no way impede the flow of traffic, block service drives, loading zones, walkways or the entrances or exits of parking lots.
6. Failure to obey posted signs or markings (\$15.00) a vehicle may only park in authorized spaces. Parking a vehicle in an unauthorized space, no parking area, or fire lane as posted by sign or painted markings is prohibited.
7. parked other than a designated parking space (\$15.00)
All university parking spaces are designated by white lines on the pavement of each lot. If you are not within the white lines of a marked space you are illegally parked.
8. Overtime parking in a limited area (\$15.00)
Overtime parking in time restricted spaces, loading zones, metered parking spaces or in No Parking designated 2-6 a.m. areas are not permitted.
9. Parking permit not properly displayed (\$5.00)
Permits must be displayed from the rearview mirror facing forward and clearly visible.
10. Parked in a handicap parking space without permit (\$250.00)
All vehicles parking in a university handicap parking space must display both a State of Ohio Handicap parking permit (in accordance with Ohio Revised Code 4511.69) and a Capital University parking permit. Violation of the handicapped parking regulation is punishable by a fine of \$250.00 plus tow away at the owner's expense. A vehicle displaying a state permit without a University permit will be considered an unregistered vehicle.
Any parked vehicle which represents a hazard or obstruction may be towed away at the owner's
Persistent and/or flagrant violations of the Motor Vehicle Regulations by a student may be referred for further action under the Code of Student Conduct.
If a student, staff or faculty person whose parking privileges have been revoked continues to park a vehicle on campus, that vehicle will be towed and impounded at the owner's expense and the case referred

Appeals of parking violations

Appeal Process: An appeal form may be obtained from the Public Safety office or by going to the Public Safety section of the University web site and clicking on Forms. The

Department of Public Safety must receive the completed appeal form within five (5) business days from the date the citation is issued. Public Safety will perform an administrative evaluation of all appeals.

Student Parking Appeals Committee:

A Committee appointed by Student Government, will notify the appealing student of the hearing date, time and location at least 3 days in advance, normally via campus mail or email. The appellant has the choice at the bottom of the form to attend or not attend their hearing, but once notification is sent, the case will be heard whether the appealing individual is present or not. At the hearing the Committee will allow any additional pertinent testimony in the case; then, in private by majority vote render a decision. The decision of the committee is final.

PERSONAL SAFETY

Capital places a high priority on keeping its campus safe for students, employees and visitors. Although we work to lessen the possibility of crimes through a number of measures, prevention and reporting of crimes are a responsibility of everyone in University community. Some tips to consider:

- Walking at night: avoid walking alone at night; walk purposefully and know exactly where you are going; look into your vehicle before getting into it if you are alone.
- Automobile: always lock your car and do not leave tempting valuables or property inside the car (including portable GPS, mounted stereo speakers, shopping bags, back packs, wallets, or your computer even if it is in a bag) and lock these types of items inside your trunk.
- Lock your apartment and residence hall room door. Never assume that it is safe to leave the door unlocked.
- Know where the emergency phones are located on campus.

SNOW EMERGENCIES/ RESTRICTED PARKING AREAS

Several of the University lots have signs designating them as restricted parking areas. These lots are posted as **No Parking 2:00 a.m. – 6:00 a.m.** This restriction is enforced seven (7) days a week for the purpose of maintaining open spaces for incoming commuter students, snow emergencies and/or special University events. Vehicles found in violation will be ticketed or impounded at the owner's expense.

TORNADO WATCH AND WARNINGS:

Severe weather can result in high winds, extreme lightening and tornadoes. The following definitions are and precautions should be understood and taken very seriously: A tornado watch indicates that weather conditions are such that a tornado could form in our area (Franklin County). Tornado Warning indicates that a tornado has been sighted which places the area in immediate danger. Radio warnings, public sirens will sound for three minutes followed by seven minutes of silence, and seek shelter immediately. Stay inside.....stay away from windows, mirrors, glass and other unsecured items...go below ground level or to the central hallway of the buildings. Residence hall students will follow the plan as instructed by the staff.....do not use elevators.....if requested help persons to safe areas...remain in the safe area for at least 10 minutes after the sounding is given or the all-clear has been provided.

WEAPONS

It is the policy of Capital University to prohibit the possession or use of any weapons, ammunition, fireworks, explosives or dangerous chemicals on campus. Such items are not permitted in University buildings, parking lots, walkways, vehicles or on/in any other

University owned property (this includes rental properties owned by Capital but managed by a rental company).

RECOGNIZED STUDENT ORGANIZATION GUIDE

THE STUDENT AND COMMUNITY ENGAGEMENT OFFICE (SCE)

The Student and Community Engagement Office (SCE) is here for student involvement, student organizations and clubs. The professional staff of the SCE has significant experience with advising student groups and can serve as excellent consultants to student leaders, organizations and advisers. To reach the SCE, call extension (614) 236-6901.

RENEWING A STUDENT ORGANIZATION FOR RECOGNITION

To be a recognized organization, organizations must provide the Student and Community Engagement Office with:

- revised constitution, which must include an anti-hazing statement;
- an application signed by the potential organization president and two additional executive members;
- an adviser signature; and
- a roster of at least ten (10) interested student members;

An SCE team member reviews the information and notifies the student organization if they are registered. The SCE reserves the right to not register any student organization that does uphold the mission and values of Capital University.

To receive funding from Student Government, organizations must complete the following:

- be recognized by the SCE;
- be approved by Student Government as a fundable organization. This is accomplished through approval of a student organizations constitution, certification of membership, and approval of the Student Government; and
- complete monthly accountabilities and minutes.

PROCESS FOR CREATING A NEW STUDENT ORGANIZATION

Students who are interested in forming a new organization should follow the steps below.

1. Meet with a member of the Student and Community Engagement team.
2. Obtain an adviser. Advisers must be a full-time faculty or staff member.
3. File a registration form packet with the Student and Community Engagement Office.
 - The registration form packet must include the name, purpose of the organization, and a list of officers, the adviser, and other important information.
 - You must have a minimum of 10 full time students to start a new organization
 - The packet must also include a copy of the organization's constitution.
4. A Student Government subcommittee of the Senate will then review the group's constitution and application and make a recommendation regarding the recognition status of the group. This recommendation will be forwarded to Student Government as a whole.
5. Student Government will recommend approval or denial of recognition.
6. If Student Government denies recognition, the student organization may appeal to a member of Student and Community Engagement Office.

7. If recognized, the organization will be entitled to all the benefits of recognized student organizations.

BENEFITS OF BEING A RECOGNIZED STUDENT ORGANIZATION

Student organizations must register with the Student and Community Engagement Office to use rooms, hang publicity, and seek funding from Student Government. Registered student organizations are eligible for the following benefits:

- request audiovisual equipment, including DVD players, TV's, easels, and overheads, at no charge. Laptops may be reserved for student organization use through their organization adviser;
- Reserve and use university vans and cars that are available for a nominal fee;
- participate in the annual Student Organization Fair held fall semester to recruit new members. Student organizations should watch for registration information in the fall;
- apply for the usage of an organization room;
- be acknowledged on the “Activities & Organizations” website;
- access SCE funding;
- have a University financial student organization account; and
- use facilities throughout campus.

SERVICES AVAILABLE

- **Consultation** – The staff of the SCE are available to consult with student organizations on any topic related to the operation of the organization. The SCE has numerous presentation and information files on topics such as: motivation, organizational communication, diversity, leadership styles, conflict resolution, delegation, time management, publicity, fundraising, budgets, parliamentary procedure, creative programming, rewards and recognition, etc.
- **Community Service and Volunteer Opportunities** – Groups and individuals can find assistance and information about local community needs and volunteer opportunities by visiting the SCE. Staff can sign you up for the Community Service listserv and can connect you with service opportunities. You can also request a SIO staff member to present at your organization’s meetings or events or to facilitate workshops on social change, reflection, community service and more! To reach our community service resources, call (614) 236-7378 (SERV) or (614) 236-6901
- **Leadership Development** – Groups and individuals can find assistance and resources for leadership development by visiting the SCE. Staff can recommend and evaluate training workshops, connect you with leadership development activities, or consult with your organization on skill building programs like fundraising, public speaking, program planning, implementation, evaluation and related leadership development skills
- **Capital Student Organization Events Calendar** – This resource can be used to consult, in addition to the SCE staff, as you plan your event to learn of other events and programs scheduled. Notify the Director of Student and Community Engagement of your organization's activities for inclusion on the calendar. The calendar also serves to notify other groups to reduce conflicts. The calendar only includes events programmed by university recognized organizations.
- **Entertainment Opportunities** – The SCE maintains files on various types of entertainment of interest to our population. This includes bands, disc jockeys, films, speakers, theatre groups, etc., in all price ranges.

- **Student Organizations Records and Directory**– the SCE maintains records on recognized student organizations. These records include constitutions and current officers, including the faculty/staff adviser(s). The SCE will provide student organization contact information to any student wishing to learn more about a group on campus.
- **Contract Review** – To protect individuals, the organization, and the institution, all contracts must be reviewed by a member of the SCE. Please review the financial policies listed below
- **Purchasing Information** – The SCE has information and catalogs with a variety of products from T-shirts and cups to balloons.
- **Photocopies** – Student organizations can make photocopies in the SCE and the charges will be billed to the organization. Student organization accounts will automatically be charged for the number of copies made. Your organization’s copy code can be obtained from the SCE team member.

FINANCIAL INFORMATION

Many student organizations receive funding through Student Government. All organizations recognized by Student Government must adhere to the Financial Policies put forth by Student Government in addition to institutional accounting procedures. All recognized organizations must submit minutes and accountabilities each month to the Student and Community Engagement Office, which will forward a copy to Student Government for review. All treasurers and secretaries will be required to attend a meeting each fall semester, coordinated by Student and Community Engagement Office for policy and procedures format. **Clubs and organizations must be registered with the Student and Community Engagement Office and recognized with student government to access funding.**

Check Requests: When organizations require payment for an activity or event, a “check request” form must be completed with all appropriate original invoices, receipts and/or contracts attached. Please note that an *original invoice* must accompany the check request, a check *cannot* be issued based on a “statement.” If an organization member purchases supplies or materials with their own money, they can be reimbursed by filling out a check request form and attaching the receipt for purchases. *You will not be reimbursed for any “tax” paid as the University is tax exempt. The Student and Community Engagement Office can provide the tax exempt number for purchasing.*

For purchases under \$50.00 the organization president and treasurer must sign the check request. For purchases over \$50.01 the organization president, treasurer, and advisor. For purchases over \$249.00 the organization president, treasurer, advisor, Financial Vice President, and member of the Student and Community Engagement Office must sign the check request.

Ordering Via Internet Using Capital University Credit Card

Ordering supplies or materials via the internet is possible through the Student and Community Engagement Office. Student organizations wishing to make purchases via the internet may submit a Student and Community Engagement credit card request form. The form must contain the website, items being purchased with the price, student organization account number, and signature of president and treasurer. Please note you must have the appropriate signatures as required by a check request.

Organization can send out mail by going to the Capital University Mailroom in the Harry C. Moores Campus Center. Just drop off your mail, indicate your organization name, account number, and mailing preference (i.e. first class, bulk mailing, UPS, etc.).

Packages must be properly sealed and marked. The mailroom then bills your organization’s account. UPS and FedEx delivers and picks up mail, only once daily.

Through the Student and Community Engagement Office, advisors can request access to their organizations' account through Capital University's FRX. Accessing the account through Capital University's FRX system allows advisors to view organizations spending to-date, transactions, and current balances. Please note it the responsibility of the advisor to provide oversight for budgets.

Contracts

Organizations must have a signed contract for each performer, artist, or external vendor whether the amount is \$0.00 or \$10,000. Organizations are not authorized to sign University contracts and therefore, may not enter into any contracts on behalf of the organization or the University. Organizations request contracts through the Student and Community Engagement Office. The Director of Student and Community Engagement is authorized to sign contracts up to \$999. Contracts over \$1,000 require additional signatures. Please note that the contract process may take up to three weeks.

Contract Check Requests

Once a contract is signed and approved by the Student and Community Engagement Office, the organization may then request a check. For contracts under \$50.00 the organization president, treasurer, and advisor may sign the check request. For contracts over \$50.00 the organization president, treasurer, advisor, and member of the Student and Community Engagement Office must sign the check request.

Deposits

Deposit all money into your student organization account immediately. This will allow for less confusion and insure that the correct amount is being deposited into the account. Never allow any member or officer to take the money home or deposit it into their personal account; it would be in violation of university rules. To deposit the money into the student organization account complete the deposit slip and submit it with your cash, checks, change, anything that is to be deposited to the Finance Office. It is important for processing procedures that all checks be made payable to **Capital University**. The deposit transaction will be promptly credited to your organizations account. The Finance Office will give you a copy of the deposit receipt for the organization's records.

Completing a deposit slip:

- Fill in the total of cash and coins in the "currency and coin" lines.
- Itemize each check number and value of check. Add the total of all checks together. Put the total of the currency and check into the "total" box
- Make sure to add your organization name and account number in the correct spot. A deposit without an account number cannot be processed.
- Specify where the funds are coming from, i.e. fundraiser
- The name of the individual completing the transaction should fill in their name on the "Deposited by" line
- Place the deposit slip and money in an envelope and submit to the Finance Office

Transferring Funds

This is a convenient way of working out payments when co-sponsoring events or purchasing products/services from another student organization of university department. This process is used to transfer funds from one organization's account to another. This cannot be done as a same day transaction. It will show up in both accounts the next business day after it is entered. This only applies to accounts held with the Capital University finance office. A journal entry from must be filled out with both organizations' 12 digit ID numbers and signed by the group's adviser. A copy should be sent to the other party so that they know what is taking place.

Payment Requisition or Making Payments

A payment requisition form is used to request payment for any reimbursement over thirty dollars (\$30.00), service provided, performer payment and/or purchases from vendors.

Payment will be made in the form of a Capital University check. Be sure to keep in mind the following information when filling out a payment requisition:

- Amounts over \$999.99 require a longer time to process because the signatures of four university officials are required.
- The original invoice, approved contract, completed registration form or original, itemized receipts must be attached to the payment requisition for the check to be processed.
- Multiple reimbursements to one individual can be grouped together in one payment requisition.
- Checks made payable to an individual for a service provided, or to a vendor for rental of a facility, requires an original, approved contract through the Student and Community Engagement Office.
- Only fill in the social security number field if you are paying an individual for services provided. A social security number is not necessary for a reimbursement.
- If a purchase order initiated the purchase of merchandise, fill in the purchase order number in the appropriate spot.
- The payment requisition must be signed according to Financial Policies listed above.
- Checks cannot be made payable to the same person who approves the form.
- Provide a contact name and phone number in case there are any problems.

Reimbursements

A reimbursement must be made payable to the individual who incurred the expense.

If < \$30.00: Payments of less than thirty dollars can be paid and processed through the Finance Office immediately, provided that you submit a signed petty cash reimbursement and an itemized receipt.

If > \$30.00: Any reimbursement greater than thirty dollars must fill out a payment requisition to receive payment, and must include an itemized receipt.

To complete a payment requisition form for a reimbursement, attach the original, itemized documentation including proof of payment and have the organization adviser sign/approve the payment requisition. Present the approved payment requisition and the original, itemized documentation to the Finance Office. The payment requisition will be processed to generate a check providing your account has sufficient funds. Statements of account activity will be emailed to the group's adviser once a month. The original, itemized documentation should clearly show proof of prior payment by the individual being reimbursed. Statements, photocopies and credit card receipts are not acceptable forms of documentation. Statements do not itemize what was purchased and could contain prior balances that have already been paid.

- Photocopies have the potential of being altered or replicated for multiple payments.
- Credit card slips do not typically itemize what was purchased. If a credit card is being used for payment, it is necessary to ask the server for an itemized bill. If the credit card slip does itemize the transaction, it may be used as a receipt.
- The Finance Office reserves the right to refuse to process any payment or reimbursement that the organization has submitted if they do not have the correct documentation.

Payment for Services

To pay a performer, speaker, or person who has provided a service for your organization, the organization must have an approved contract that was completed with the adviser and the Director for Student and Community Engagement.

- Both parties have to sign the contract agreement.
- Fill out a payment requisition to make sure that the provider has a means to be paid after the service is performed. This process should be completed with the payment requisition at least one week in advance to make sure that the transaction is complete at the time it is needed.

Cash Boxes

Student organizations wishing to use a cash box must indicate so on the Event Planning Form. Cash boxes are available in the SCE. The cash box is to be used when sitting in the PO Lobby for a fundraiser or service project.

Financial Support from Student Government

Funding packets for allocations from Student Government are available in the Student and Community Engagement and also directly from the Student Government Office. An organization can apply for funds to help pay for specific events. This funding is allocated by Student Government, so it is up to them to decide where the funds should be used on campus. Applications will also be available online.

Student Generated Funds

Student organizations are always encouraged to fundraise. The money that is made from these fundraisers must be deposited to their student organization account in the Finance Office. The balance at the end of the year automatically rolls forward to the new fiscal year for the student organization. However, funding from Student Government does not roll forward and may not be placed in an outside account.

Fundraising

Recognized student organizations can sponsor a wide variety of projects to raise funds for the organization or for charitable activities. Fundraising is defined as generating money or items for a drive, donation, or collection. All student organization fundraising events must be registered through the Event Planning Form available online through Conference Services and must be filled out to reserve a date for your organization's fundraiser. This is to ensure that no organization is performing that same fundraiser and to enable the organization maximize their fundraising efforts.

Promotional Services and Student Organization Posting Policy

Who may post?

Student clubs and organizations, University departments, and the public may post information in the Harry C. Moores Campus Center and throughout the campus. Materials affiliated with Capital University, especially student organizations and clubs, will be given priority consideration.

Do I need permission to post?

YES! All publicity for programs and events to be posted in the Harry C. Moores Campus Center and throughout the campus must be approved in advance by the Student and Community Engagement Office in the Harry C. Moores Campus Center. Each piece of publicity must contain the University approval statement. The approval stamp does not endorse any organization or their views.

What information must publicity contain?

All publicity must contain: sponsoring organization or department, date and time of event, program/event, and contact information.

What and where may I post?

Posters must be no larger than legal size. The Student and Community Engagement Office will post materials on campus bulletin boards.

Where to post oversize posters and banners!

Oversized posters and banners larger than legal size can be placed in the Harry C. Moores Campus. Student organizations and clubs can reserve oversize posters and banners space in the Student and Community Engagement Office. It is the responsibility of the sponsoring club, organization, or department to reserve a publicity location and deliver the poster or banner to the Student and Community Engagement Office at least **five (5) days** prior to the date the poster or banner needs to be displayed. The Student and Community Engagement Office staff will hang all oversized posters and/or banners at specific locations.

What can the posters look like?

Publicity displayed in the Harry C. Moores Campus Center not only reflects on your organization, but the University. Your publicity must be organized and designed in an appropriate manner (i.e. readable, clean, correct spelling, dates, times, cut to appropriate size, etc.). The Student and Community Engagement Office reserves the right to refuse any publicity based on the above.

Are there additional publicity options?

YES!

Monitor Message

Harry C. Moores Campus Center contains several TV monitors which list campus events. Students may submit a request to have event information placed on the monitors. In addition, there are monitors in the Main Dining Room for student organizations and clubs to post events.

Monthly Newsletter

Students may ask to have an event listed in the monthly Student Organization and Advisor newsletter.

Outdoor Signs

Student organization and clubs may request to place signs in campus green spaces. Student organizations and clubs must complete a student organization planning form.

Residence Halls

Publicizing in the residence halls requires the approval from the Residential and Commuter Life Office. Materials may be dropped off in the Residential and Commuter Life Office.

Side Walk Chalk

Student organizations and clubs may request to use chalk campus sidewalks. Student organizations and clubs must complete a student organization planning form, use washable chalk, not chalk on pavers, buildings, or the fountains, and remove chalk no later than 24 hours after the event.

Stall Talk

To publicize events and programs in stall talk organizations and clubs must submit information at least seven (7) days prior to the publication. Stall talk is published every Monday.

QUESTIONS:

If you have questions and/or comments, please contact a member of the Student and Community Engagement Office in the Harry C. Moores Campus Center at (614) 236-6901.

PLANNING EVENTS ON CAMPUS

A series of questions should be considered when planning any event on or off campus. The questions ensure that you review any contractual obligations or payments, equipment need, security concerns, reducing your risk, fundraising issues, what to do after the program and advisor responsibilities. An on-line event planning form is available although we suggest you review your plan with a member of the Student Involvement team to ensure successful planning and event management.

Performer contracting/payment:

- Are you paying someone to perform at your event?
- How much?
- Will they send a contract?
- Do you need to provide a contract?
- Has a check been requested?
- What other things are you contractually obligated to provide for the performer (meal, overnight accommodations, sound, etc.)?

Set-up/Equipment needs:

- What sound, audiovisual equipment do you need?
- Have you done a diagram of how you want the space set-up for Conference Services?
- Who from your organization will be responsible for set-up?
- What does your performer/artist need?
- Have you thought about an alternative location in case of inclement weather?

Food/alcohol:

- Are you having food or alcohol at your event?
- If you are having alcohol, have you made arrangements for permits (if necessary)?
- Have you arranged for your adviser present for the entire event?
- If you are having food, are you using meal exchanges to pay for it?

Security Issues:

- If you are planning on having 100 or more people, have alcohol present, have an event open to the public, will have tickets/cash box for admission to the event, or are going to be in the Campus Center after the building closes, have you made arrangements to have an extra duty officer?
- Have you made arrangements to have an adviser present for the entire event?
- Do you have a cell phone list of those who are supervising the event?

Fundraising Status:

- Does your event involve any type of collection of items, drive, or monetary donation?
- Do you need a cash box? **Cash boxes will be supplied by the SIO with \$30 in change maximum to start.

Clean-up

- If your event will be within 24 hours of another event in the same space, has alcohol present, is open to the public, and/or will have more than 100 people in attendance, have you made arrangements with the Conference Services to coordinate cleaning through AETNA

Adviser

- Have you made your adviser aware of ALL of the details of your event?

Do the following:

1. Assess interests in many people.
2. Check your budget for funds.
3. Make major programming decisions at a meeting of members.
4. Brainstorm ideas.
5. Reserve appropriate facilities.
6. Volunteer programming groups together.
7. Plan and organize carefully—use the checklist on page __ of this manual.

8. Utilize all resources.
9. Design publicity that is eye-catching and accurate.
10. Think thorough every aspect of the event to ensure success!
11. Invite special guests to attend.
12. Find new and different events.
13. Savor your success, learn from failures, and enjoy yourself.
14. Evaluate all programs.
15. Follow all University procedures and policies.

Don't do this:

1. Assume you know what students in general want.
2. Bog down meetings with detailed discussions.
3. Allow the same individuals to do all of the work.
4. Assume you will remember everything.
5. Conflict with the timing of other programs.
6. Pour out low quality publicity assuming everyone will know about the event.
7. Have an unprepared facilitator or act.
8. Ruin a good program simply because it lacks detail or follow-up.
9. Invite guests simply to have them there. Have something for the guests to do.
10. Fall into a rut of the "same old same old."
11. Succumb to apathy or the "I don't have time" syndrome.
12. Choose an event and worry about money later.
13. Allow the program to run over the time allotted.
14. Select a poor location.
15. Forget to pay the bills or book a hotel.

Facilities for Events

Recognized student organizations may reserve university facilities for their programs and events. Student organizations must complete the student organization planning form located on the Student and Community Engagement website prior to reserving rooms. Requests must be at least **five (5) days** in advance. The student organization planning form allows the Student and Community Engagement Office to review the program and either approve or work with the organization on areas of concern. When approved, the form is sent to Conference Services to book the reservation. Conference Services will send the organization a confirmation. There is no charge for space except when special equipment or labor is needed.

Final set-up arrangements must be made 14 days prior to the event. Should your scheduled activity be cancelled, please notify Conference Services as soon as possible. This allows another group to schedule the room and allows for notification to the campus personnel.

The following is a list of most campus facilities for meetings and events reserved through Conference Services as well as most academic spaces. Occupancy numbers may vary depending on room set up or space renovations.

Campus Center	Maximum Occupancy
Schuh Conference Room	30
Schneider Multi-Purpose Room	180
Capital Court	400
The Mezz (for special events only)	150
Weiler Conference Suites	100
Meeting Room 1	10

Meeting Room 2	20
Learning Center	Maximum Occupancy
Bridge of Learning	125
Room 202	80

Learning Center Lobby	50-100
Kerns Religious Life Center	Maximum Occupancy
Chapel	175
Stegemoeller Room (standing)	50-75
Stegemoeller Room (seated)	30

Several university rooms are controlled by the office that utilizes these rooms most frequently. These spaces and the contact to reserve them are:

Conservatory Rooms	Conservatory Building Manager	236-6122
Schumacher Gallery	Director of Schumacher Gallery	236-7108
Capital Center	Director	236-6979
Cabaret Theatre	Director of University Theatre	236-6497

- Lounges/any rooms in the residence halls are reserved by the Area Director of that building.
- Any decorating of university rooms must be approved by the person responsible for the building containing the room.
- Classrooms may be reserved through Conference Services tentatively with academic classes and major university events taking priority.

Publicity Tips and Techniques

Creativity and originality is your greatest asset in devising effective publicity as long as the publicity remains specific, easily understood and informative. You should allow two weeks to design publicity and a minimum of one week for your publicity to be posted before the event to allow for adequate audience saturation. Publicity sets a tone for your event. The quality of the activity and the quality of the publicity must be compatible. Poor publicity can harm the success of a good event.

Distribute publicity in many ways. Use posters, banners, *The Chimes*, announcements, Facebook (if your organization has a page) email etc. Your organization should understand who your audience is and ways to best reach them. Different techniques may be appropriate to reach targeted residents, commuters, faculty, seniors, nursing students, etc. You should also keep in mind and determine a publicity budget for the event. Word of mouth, social media, personal solicitation and personal endorsement of the promoted event are the least costly, the most communicative and often the most successful of all publicity techniques.

THE STUDENT ORGANIZATION ADVISER RELATIONSHIP

Advisers can be excellent resources for student organizations. An adviser's experience at the university and in life can add a great deal to the personal growth of students, as well as the development of organizations. Officers who want to make their organizations stronger should commit themselves to developing and maintaining a good relationship with the organization's adviser. Organization advisers should feel welcomed and an important part of the group's activities. Student leaders are encouraged to consult regularly with advisers for feedback, advice, and assistance. Advisers can help organization officers structure effective meetings, address communication problems, motivate the membership, and deal with group issues.

The following are some things that a president or executive officers of a student organization must do to help foster a good connection between the organization and the adviser:

- Meet with the adviser to set goals for the organization and to establish communication patterns.
- Always inform the adviser of organization meetings and activities
- Send the adviser all of the meeting agendas and minutes.
- Schedule regular monthly (preferable at least bi-monthly) meetings with the adviser and officers.
- Solicit feedback from the adviser when evaluating organization meetings or events.
- Have the adviser sign off on all on-campus event program planning guides.
- Review all applicable policies and procedures with the adviser when planning on-campus events where alcohol is to be served.
- Recognize the adviser for good service to the organization.

Expectations of Advisers

- To be aware of the purpose and history of the organization
- To maintain the highest professional and personal standards of conduct
- To act as a mentor, coach, supervisor, teacher and leader
- To act as a source of general information regarding the university and policies
- To encourage members to take responsibility for their actions, and the actions of the organization
- To create learning opportunities out of unsuccessful initiatives
- To guide while leaving freedom for members to make their own decisions
- Meet regularly with the student organization representative in order to keep updated with organization activities.
- To review and be aware of events sponsored by the student group and event planning process

Choosing A Student Organization ADVISER

1. The student organization officers will review the adviser guidelines with potential advisers, letting them know that they are a potential candidate for becoming the organization's adviser. Student organization advisers must be full-time faculty or staff at Capital University. Any exceptions must be granted by the Director of Student and Community Engagement in consultation with legal counsel.
2. Once the organization votes on a specific person(s) to become the adviser, the president of the organization should sit down with the adviser to discuss the role that the adviser will play in the organization. The expectations should be written down by both the organization president and the adviser and be kept on hand at all times.

OFF-CAMPUS GROUP TRAVEL

The safety of Capital students, faculty, staff, and the public is a central concern of Capital University. The policies governing the use of University owned, rented, or leased vehicles by students, faculty, and staff are designed to support the safety of vehicle occupants and prudent use of the vehicles. Please refer to the student organization travel policy provided at training or visit the Student and Community Engagement website.

Planning an On-Campus Social Activity/Gathering with Alcohol

- Start planning your social activity/gathering with the Director of Student and Community Engagement at least forty-five (45) days in advance of the social event.

- Fill out the online Event Planning Form on the Student and Community Engagement website and indicate that you will be having alcohol at your event.
- Meet with your adviser to discuss your plans. Be sure to cover the following topics:
 - The alcohol policy/other applicable University policies that pertain to your event
 - Date and time of the proposed event
 - Refreshments to be served – prices, quantity, ordering.
 - Control arrangements – I.D.'s, doors, Underage consumption, behavior, beer dispensing.
 - Location of the social event – Checking the university Calendar with Conference Services.
 - Theme of social event – decoration, entertainment, set-up, admission price
 - Anticipated attendance
- Public Safety is required for all events with alcohol. Please note there is an additional charge.
- Clear all publicity with the SCE.
- Submit to the Director of Student and Community Engagement a list of personnel to: set up (at least 6 people), work doors, monitor the social event, and clean up (at least 6 people). Include with the list the names of the social event planners and officers of the organization.
- Submit a schedule indicating when your set-up crew will arrive and when the entertainment will arrive to the Director of Student and Community Engagement. This schedule is required on the day before the social event.

Clean-up

After the event closes down, the sponsoring organization should:

- Pick up all of the cups and trash and dispose of them in trash cans.
- Check the public areas (lobbies, restrooms, stairwells) and pick up and throw away trash.
- Assist Conference Services staff in moving tables and chairs to restore the room to the original set-up.
- Wipe down all of the tables with warm, sudsy water.
- Assist the entertainment/DJ/band in moving their equipment to the loading dock.
- Check with the Conference Services staff and/or the organization adviser to assure everything is clean and stored. If so, the sponsoring organization is free to leave.
- Return all equipment to its original location.

If an organization is found to have prohibited items at an event, privileges regarding scheduling your next event may be reconsidered and organization may be suspended from campus. There are several instances in which housekeeping will be scheduled by Conference Services to come in after the event. Any combination of the following may result in a cleaning fee billed to your student organization:

- If there is an event occurring in the same space within the next 24 hours;
- If the event is large-scale (larger than 100);
- If the event is open to the public;
- If prohibited items are found;
- If the room is not returned to its original condition;
- If there is excessive trash or litter; and/or

- If alcohol is present.

RESIDENTIAL AND COMMUTER LIFE: COMMUNITY GUIDE

RESIDENTIAL PROGRAM AND STAFFING

The Residential and Commuter Life Residential and Commuter Life program is an integral part of the educational experience at Capital University. Residential and Commuter Life staff members work collaboratively with students, faculty and staff to create a living and learning environment that supports academic and personal development. Group living is built on the foundation of individual respect for other students and the facilities. As a community it is the responsibility of all students to contribute to a positive environment.

Residential students learn life skills from living with others. To assist in building a community professional educators and student staff members create opportunities for and with residents to help each resident to become more assertive, understanding of diverse perspectives, lifestyles and experiences; learning how to resolve conflicts in a civil manner, develop individual identity as a whole student, encourage healthy relationships and become involved in service and leadership for the community.

Resident Assistants (RA) Resident assistants are university trained student staff members who reside on the floor with residents and serve as a university resource person. The resident assistants develop and support social, cultural, academic and leadership programs and activities that encourage personal and professional growth and student success.

Student Affairs Interns (SAI) Student Affairs Interns are student leaders who provide administrative support within their residential community. They are responsible for the maintenance of keys and building supplies as well as coordinating student maintenance requests with physical facilities. Each intern will be responsible for a special project area that supports the development of the whole student.

Area Directors (AD) The Area Directors are professional staff educators who live in our residential communities. They 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 within the residence halls. Area Directors 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 conduct reviews and educational sanctions to ensure civility, safety and responsibility of residents.

Assistant Director of Residential and Commuter Life The assistant director is responsible for management of all residential facilities and major housing processes. The assistant Director also leads the commuter student initiative.

Director of Residential and Commuter Life The director is responsible for the strategic management of the residential and commuter life program at Capital.

UNIVERSITY RESIDENCY POLICY: It is the residency policy of Capital University that all full-time undergraduate students must reside in on-campus living units and subscribe to a meal plan. On-campus housing facilities currently include:

- Cotterman Hall
- Saylor- Ackermann Hall

- Lohman Complex
- Schaaf Hall
- College Avenue Hall
- Capital University Apartments
- Capital Commons
- Honors House
- Trinity Apartments
- 651,701,707 Sheridan Ave. Apartments
- 657, 727, 732, 734, 735, 737, 741, 743, 754, 756, 760, and 762 Sheridan Avenue Houses

EXCEPTIONS TO THE RESIDENCY POLICY

A **Resident** student is defined as any student who is or will be housed within residences administered by Capital University's housing facilities as described above. A **Commuter** student is defined as any student who applies and is approved for an exception to the residency policy and receives a written release from the residency policy.

Students can apply for an exception to the residency policy if they are eligible based on one of the following criteria:

1) Live with parents within 30 miles of the Bexley campus (Please note, the 30 mile requirement for release becomes effective with students entering Capital University Fall 2012 semester 2) complete a minimum of 60 credit hours by the start of the following semester; 3) have reached their 22 birthday prior to the start of the following semester; 4) are married (marriage certificate required); 5) or have an extenuating circumstance for consideration (financial exigency, verification of a chronic health or other verified circumstances. Those who fail to meet university criteria for residing off campus will be assigned to the university room and board plan, and billed accordingly, whether or not they select to physically reside or dine on campus.

Applications for An Exception are available on the Residential and Commuter Life Website at www.capital.edu/residence-life

- Fall Semester Releases- Completed on-line forms must be submitted on or before July 1 of the Fall Semester for which you are applying.
- Spring Semester Releases. A Spring Release will only be considered for those students who have documented extenuating circumstances which demonstrate a possible risk or hardship. - Completed on-line forms must be submitted on or before December 1

COMMUTER LIFE: I WILL BE A GOOD NEIGHBOR

If you have been released from the University Residency requirement (having applied and met the criteria) and are looking forward to this next step in your college journey there is one thing you and your new roommates should remember: *When you move off campus, what you gain in freedom is matched with new responsibilities!* Have you considered your budget for housing and living expenses? Do you know how to safely live in your new neighborhood? Have you chosen compatible roommates, and do you know how to be a good roommate and neighbor?

The following guidelines and standards are designed to assist students who are living off campus in rental units for the first time. As a reminder all Capital students, even those residing in off- campus housing are subject to *The Code of Student Conduct*, the City of Bexley, as well as all state and federal laws.

Doing the Homework *before* Renting:

You may never have read the residence life housing agreement but you must read your lease before you sign it. Some additional items to consider completing before you sign your lease:

- Check crime statistics; will you be comfortable living in the neighborhood?
- Visit the unit you are considering during the day and at night to see the difference in environment.
- Talk to current tenants if possible
- Is there sufficient lighting? Is everything in good working condition?
- Know your rights and responsibilities under the Ohio Tenant-Landlord Law found at <http://codes.ohio.gov/orc/5321>
- Have you identified the costs associated with living off-campus? Remember that off-campus living can change your financial aid award so be certain to check before you sign a lease.
- You are highly encouraged to purchase renter's insurance. Renter's insurance is a reasonable cost against potential loss.

Rental Roommates:

When living with another person, each person has rights and responsibilities for making the roommate relationship work. You probably learned much of this from living in a residence hall but there are differences when you move off campus and often students overlook this challenge. Communication is of critical importance before you decide to live with someone.

- Talk to your potential roommates about what the atmosphere of the house/apartment going to be like? Also be sure to ask about significant others/partners staying over-what is acceptable?
- How are bills going to be shared-example: whose name will appear on the electric bill, cable bill etc.? How will this person be paid/reimbursed for the utilities?
- Will food be shared?
- How will chores be split?
- Who will purchase general items for the house? (Dish soap, paper towels, toilet paper, etc.)?
- You are strongly encouraged to use or fill out an *Off-campus/apartment roommate agreement*. For a sample agreement go to the Residential and Commuter Life website and look under Forms.

In the Neighborhood:

Once you move into your new community neighborhood try to meet your neighbors as soon as possible! This will preferably happen within the first week of moving into your new house or apartment. It is a good idea to know your neighbors' names and telephone numbers in case of an emergency or if any other issues arise. Also, make sure to give your neighbors your phone number in case they need to contact you. Other things to consider:

- Before you have a gathering of any kind, contact your neighbors to let them know. Be sure to let them know that they can contact you if the noise is too loud or if they have general concerns.
- Offer to assist your neighbors if they need help (shoveling driveway, assisting with carrying out the garbage, etc.).
- Notify neighbors when you are on vacation or break-ask them to keep an eye on the house for you.

- Be aware of noise levels (music, television, guests), especially early in the morning or at night.
- If you have more cars than spaces, do not use the yard as extended parking.
- Park in appropriately marked spaces-never park your car in the yard.
- Keep your place looking nice-be aware of trash on the porch, lawn etc.
- Pick up any trash in the yard-do so for your neighbor's yard as well.
- Put up the trash can within 12 hours after garbage is collected.
- Don't overflow your garbage can or recycling unit.
- Get involved in your neighborhood!

Questions about life off campus can be directed to the office of Residential and Commuter Life.

HALL SAFETY AND SECURITY

To ensure the safety of all residential students, a number of staff members are available throughout the day. For the most part, your Resident Assistant will be able to assist with questions or concerns. However, in the event that an RA is not available and you are in need assistance please contact the following:

RA on Duty: Each night of the week an RA is available within your hall from 8pm until 8am the next morning. RA's conduct safety and security walkthroughs to check for maintenance and housekeeping issues that may arise within the building. Information on who is on duty and how to reach them is available at each lobby desk area in the residence halls.

Duty Staff: A professional staff member is available weekdays between the hours of 5pm and 8:30am and 24 hours on weekends to assist with any emergency situation which might occur. The Duty phone is 614-323-3282.

Residential and Commuter Life office: If a resident has concerns or questions which might not need immediate attention please e-mail residencelife@capital.edu or call 616-236-6811. A response, in most cases, can be expected within the next business day. The office, located in the Campus Center, is open between the hours of 8:30 am and 5:00 pm. Monday through Friday.

Public Safety: The Residential and Commuter Life staff works very closely with Public Safety to ensure safety in the residence halls. They can be reached at any time, 24 hours a day, by calling 614-236-6666.

HOUSING AGREEMENT

The Campus Housing Agreement is an academic- year document that is submitted prior to placement in a Capital University residence hall. It applies to all residence halls and is an agreement to reside in University facilities between Capital University and the individual student. 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. Those students who have signed a Campus Housing Agreement and are registered for classes but fail to move into the residence halls will be responsible for the payment of room and board charges for the academic year.

Cancelling an Agreement and Fee

A student may cancel their Campus Housing Agreement if one or more of the following criteria apply: Academic dismissal or suspension from the University; Disciplinary suspension or dismissal from Capital University; Withdrawal ; Leave of Absence; Military service; Study abroad or other university sponsored programs (must notify Residential

and Commuter Life) or Graduation. Students who cancel an agreement for the following reasons: Withdrawal, Leave of Absence, Disciplinary or Academic Dismissal or Suspension, is responsible for a \$300 cancellation fee. Students are eligible to receive a credit for prorated room and meal plan charges only if they check out and return the room key. The date of check-out is used for the credit of any prorated amounts for room and board. Students who are graduating, studying abroad or in a university-sponsored program, or who have been called for active military duty will be exempt from this fee.

Mid-year cancellation of a Campus Housing Agreement will only be considered for those students who have extenuating circumstances supported by the appropriate formal documentation. Students who are approved for release from the Campus Housing Agreement will be responsible for payment of the \$300 Cancellation Fee and prorated room and meal plan charges based on the date of key return and check-out from the residence halls.

Eligibility

Only full-time undergraduate students enrolled for 12 or more credit hours at Capital University are eligible for housing. **Students who are not registered for classes will not be permitted to move-in or remain in campus housing.** It is unacceptable for students to change their enrollment status to part-time and change it back to full-time status before or after the add/drop deadline as a means of terminating the housing agreement. Students will still be responsible for the payment of all room and board fees for the academic year upon signing this agreement and submitting it to the Residential and Commuter Life Residential and Commuter Life Office. **In addition, all students living in university housing must demonstrate proof of required immunizations, prior to check-in.**

Capital University reserves the right to deny housing or cancel housing for students who; are not in good conduct or financial standing with the University, violate the Student Code of Conduct, have a criminal record, or falsify information on their housing application or Campus Housing Agreement. Capital University reserves the right to deny housing to individuals who may have been convicted of violent crimes and/or other felonies. Capital University will consider each application on a cases-by-case basis. Students are required to disclose criminal record information to the Student Affairs Office, prior to completion of the Campus Housing Agreement.

DINING/MEAL PLANS

Meal Plans are required of ALL students living in residence halls, except for the Capital Commons, the Capital University Apartments, the Sheridan Avenue Apartments and Houses, and the Trinity Apartments. Meal Plans are only available during fall and spring semesters when classes are in session, and not during periods between semesters.

ALL First Year (freshman) and Transfer (those with 15 or fewer hours) students living on campus are required to have the 225 meal plan for the fall semester. Upper-class students can choose from three different meal plans, ranging from 125 meals to 225 meals per semester. Junior (60 or more credit hours) and senior students can also select the 75 meal plan. Students will be permitted to change meal plan options once a semester. No meal plan changes will be accepted after the second week of classes of each semester. Changes must be requested via the Residential and Commuter Life website.

For those living in the residence halls with a meal plan, temporary meal passes are available through the Residential and Commuter Life Office which is located in the Campus Center. To receive a temporary meal pass you must bring a picture form of ID.

ROOM/UNIT CHECK-IN/OUT PROCEDURES

When a student moves into a room/suite or apartment unit they must fill out a Room Condition Report (RCR) and receive a key. It is the student's responsibility to record

any pre-existing damage and the inventory on the RCR. Any damage beyond that which is recorded at the time of check-in will be assessed as damage and charged back to the student at or after check-out.

When any students moves out of a room or unit for any reason, a formal check-out with a residence life staff member must occur to avoid an improper check out penalty fee. Check-out requires that the room be returned to its original check-in condition. Students will need to complete a room condition report (RCR), return room keys, and complete necessary paperwork with a Residential and Commuter Life staff member in the assigned residence hall. Failure to appropriately check-out may result in a \$100 Improper Check-out fine, a \$100 Fee for Room/Suite/Apartment Key, and/or \$50 Lock Change Fee.

BREAK /VACATION HOUSING

All students wishing to remain in residence halls during breaks and/or in between semesters must complete a Break Housing Request. Students may make a request to remain in the residence halls during the following break periods: November Break, December Break, February Break, Easter, and Extended Stay (the period after the halls close in May). All requests are reviewed to verify eligibility for remaining in the residence halls during the requested break period.

Eligibility for break housing includes the following 1) be a participant in a university-sponsored activity such as athletics or Student Involvement, etc. (If you are an athlete, your coach will submit a roster to the Residential and Commuter Life. No further documentation is needed). 2) Have permanent residency more 60 miles from Capital University and have a work study job at the University and/or a job off campus documented proof of employment will be REQUIRED. Acceptable documented proof is a letter from your employer on company letterhead including a contact name, phone number, and the dates that the student is required to work. This must be provided before the deadline or students will not be permitted to stay in break housing. 3) Reside out of state or outside the United States.

Any student requesting Break Housing must be in good academic and conduct standing one-year prior to the date of application. Significant Code of Conduct violations will result in the immediate denial of your application. All students will be required to pay a daily fee of \$15. This fee will be applied beginning the first day of break through the first day that students are permitted to return to the residence halls.

WORK ORDERS

When something breaks or needs to be fixed in your room, please complete a work order at: <http://www.capital.edu/facilities-management/>. If you need help filling out a work order form the first time your RA will be happy to assist you. If your work order has not been completed in a timely manner please contact your RA.

- After Hours Emergency Maintenance: 614-746-6068
- Daytime Office Emergency Only: 614-236-6411

ROOMMATES AND ROOM CHANGES

The Residential and Commuter Life Residential and Commuter Life office designates a room-change period when students may relocate to another room with the written authorization of Area Director. No room changes are to be made until the announced room change period (after the first two weeks of fall and spring semesters). Requests for the room relocation after the designated room-change will be permitted only in extreme cases, and must be approved by the Area Director. Residents will be subject to disciplinary referral for any unauthorized room changes.

PERSONAL PROPERTY

The university does not assume any legal or financial obligation for any resident's personal property that may be lost or damaged in its buildings or on its grounds. Students and/or their parents are encouraged to carry renters insurance to cover such losses.

RESIDENTIAL LIVING: SAFETY, HEALTH, AND SECURITY POLICIES

Living in community is built on the foundation of respect: respect for self, other students, the facility and the staff. It is the responsibility of all students to contribute to a positive environment that enables all students' academic success, living experience and home away from home. The policies and procedures listed on the following pages are applicable to all Capital University housing, including the Capital Commons Apartments, Capital University Apartments, Trinity Apartments, and Sheridan Apartments and Houses.

ALCOHOL IN ON CAMPUS RESIDENCES (See complete policy in the General policy section). The possession and consumption of alcoholic beverages in the residence halls is a privilege extended to those residents of legal drinking age. The following specific restrictions expand those described in the University Alcohol Policy to ensure resident clarity and help maintain individual rights to privacy, safety, sleep and study by all residents.

1. Alcohol 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 the door to the room is closed. 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.
2. 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.). **NO ALCOHOL IS PERMITTED IN THE SUITE AREAS OF THE COLLEGE AVENUE RESIDENCE HALL.**
3. Private gatherings held in student rooms must be confined to the specific room and the door must be closed. These gatherings must adhere to Courtesy and Quiet Hour restrictions and any other applicable housing or university policies.
4. 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.
5. Residents are responsible for the actions of their guests at all times: host behavior. Alcohol use/misuse does not excuse disruptive, excessively noisy or indecent behavior.
6. Progressive drinking parties are not allowed due to the potential for injury, damage, noise violations, illegal consumption, etc. Drinking and/or consumption games are a form of binge drinking that promotes intoxication and puts student at risk for making careless decisions. Examples of prohibited drinking and/or consumption games include power hour, chugging, initiations, funneling, beer pong, quarters, and flip cup, etc. Drinking and/or consumption games are prohibited on campus. Paraphernalia related to or used for drinking games such as funnels and Beirut tables are strictly prohibited and will be confiscated.
7. Possession or use of false identification to obtain alcohol will result in disciplinary and/or civil action.

8. Alcoholic beverage containers (whether empty, open, or not open) 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.

9. 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.

10. 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.

11. Situations in which the illegal or excessive consumption of alcohol takes place off campus and the resident and/or their guests 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.

BALCONY SAFETY

For safety no more than two persons are permitted at any time on the balconies of the Capital University and Sheridan Apartments. Students are permitted to place personal patio-style furniture on the balcony, provided that these items are in good working order and are maintained. No items should be hung or thrown from the balcony areas.

BASEMENTS or ATTICS

Students are not permitted to reside in the basements or attic spaces of any of the Capital Commons Apartments or Sheridan Avenue Houses. Storage of personal items is strongly discouraged.

BATHROOMS

All residence hall bathrooms are designated as single gender use unless otherwise indicated. Residents are not allowed in the bathrooms during scheduled cleaning times.

BICYCLES

Bicycles are not permitted in the common areas or hallways of residence halls. They may be stored inside student rooms or on provided bike racks outside the residence halls.

CHILDREN and CHILDCARE

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, residence life staff may request that the visitors leave the building. Students who accept childcare responsibilities are not permitted to provide this service in university residence halls. ***No individual guests under the age of 18 years of age are permitted to stay in the residence halls overnight, with the exception of those guests who are registered through an approved university event.***

CONFISCATION

Illegal substances and items found to represent a health and safety violation or which in other ways constitute a violation of University policies will be immediately removed by residence life staff and or Public Safety.

COURTESY and QUIET HOURS

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. Residents are expected to work cooperatively to establish acceptable and respectable noise levels. **The right to reasonable quiet shall, at all times, supersede noise making**

Quiet Hours

During quiet hours, noise should not be audible outside of a resident's room with the door closed. Quiet hours during the academic year are as follows: **Sunday-Thursday 10 p.m. - 8 a.m. & Friday and Saturday 12:00 midnight – 10 a.m.**

Continuous Quiet Hours- 24 quiet hours are in place during finals due to the nature and need for the environment to be free from distraction while residents complete the semester.

DAMAGE and VANDALISM

Residents, who remove, destroy or deface personal property of another student or any property or area of 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. Every effort will be made to identify the individual(s) responsible for any campus vandalism. *In the event that vandalism occurs in a common area and no individual(s) can be identified, residents living in that area may be subject to billing for the damages.*

FIRE SAFETY

Students are expected to comply with emergency procedures, including all drills and actual emergency situations. Failure to do so can result in immediate disciplinary referral. It is against the law to tamper with any fire safety equipment including but not limited to smoke detectors, alarm pull stations, fire extinguishers, fire suppression sprinkler heads or exposed pipe or emergency exits. Candles are not allowed in any residential facility. Open flames including Bunsen burners, bonfires, camp fires are not permitted. Grilling is not permitted outside of designated areas.

FURNITURE

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.

KEYS and CARD ACCESS

Each resident is issued a key to his/her room. Visitors and guests will not be issued room, security keys or card access fobs. In some cases a student I.D will serve as a key; ID's may never be given to other residents especially to gain access to a facility. Residents assume full responsibility for the use of the keys until returned to the Office of Residence Life & Housing.

PETS

Fish are the only pets permitted in the any University residential facility. Aquariums must be 5 gallon tanks or less and must be unplugged during semester breaks.

POSTINGS

The posting of materials in public areas must be approved and stamped by the Office of Residential and Commuter Life. Residential and Commuter 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.

General Postings

A specific bulletin board marked GENERAL CAMPUS POSTING ONLY is provided in each residence hall. Individuals and/or groups wishing to post information must obtain

the permission of the Office of Residential and Commuter Life. All information posted must be in compliance with the rules and regulations for posting as outlined by the university.

Special 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 used: The plan should be reviewed by the Assistant Director of Residential and Commuter Life and the displays or decorations must be removed within 24- hours after the event.

PROHIBITED ITEMS

Prohibited Items found in a student room, suite, or apartment will be deemed the responsibility of all assigned occupants.

Appliances

Use of electrical appliances is permitted in the residence halls within certain guidelines. 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. Residents who repeatedly cause power interruptions through misuse of appliances will be subject to disciplinary referral 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.

The following appliances ARE NOT permitted to be used in student rooms:

a. Touchier or halogen lamps

b. Refrigerators over 3.3 cubic feet

c. Open-faced electrical or heating appliances, coffee pots*, hot plates, broilers, space heaters, immersion heaters, toasters*, toaster ovens*, Foreman-type grills*, sun lamps, rice-cookers, woks, electric skillets, etc. Hibachi grills, camping stoves and other similar appliances are not acceptable.

d. Air conditioners, except as provided by the University

e. Microwave ovens, except as provided by the University**

f. Ceiling fans

*Permitted use in the Capital Commons, Capital University, and Sheridan Apartments

**Permitted use in the Capital Commons, College Avenue, Capital University, and Sheridan Apartments

g. Darts and Dartboards Darts and dartboards are prohibited in the residence halls due to their potential danger to both persons and property. Velcro dartboards are an acceptable alternative.

h. Grills: Due to the risk of fire, grills are not permitted on the porches and balconies of the residence halls.

i. Hall Sports

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

j. Hypodermic Needles

Improper disposal of hypodermic needles creates a medical waste hazard. Contaminated needles and other contaminated sharp instruments should be placed in appropriate containers. Containers should be closeable, puncture resistant, color-coded red or labeled

with a biohazard symbol, leak-proof on the side and bottom, maintained in an upright position, replaced routinely, not allowed to over fill and be closed immediately.

k. Roofs: Due to concerns for personal safety and potential property damage, students are prohibited from entering onto or throwing/tossing items upon university rooftops.

l. Waterbeds: Waterbeds are not permitted in student rooms.

m. Weapons: Possession, storage or use of any type of firearm or weapon is not allowed in any residential property. (See University Weapons policy)

ROOM ALTERATIONS and ADDITIONS

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.

Decorations and Room Alterations

Students are encouraged to decorate as long as they do not create health or fire hazards or cause damage to the room. Students may be asked to take items down if they are offensive, create a hostile living environment or are deemed inappropriate (see Code of Student Conduct)

a. Painting of student rooms is not permitted.

b. No street signs are permitted in residence halls or student rooms.

c. All items must comply with all university policies and must not block vents or peep-holes.

d. Tapestries, posters, etc., may not be hung or draped from the ceiling. Posters need to be two feet from the ceiling.

e. The postings cannot be painted on or be permanently affixed to the windows.

f. The postings cannot be on the outside of a window.

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 and/or retardant.

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.

Loft Policy

All construction of lofts by students in residence halls must be performed in accordance with the posted guidelines as provided by the Office of Residential and Commuter Life.

The university is not responsible for injuries to the occupants of the room or their guests during and/or after the completion of the work as a direct result of the construction and/or use of the loft. Lofts are not permitted in Cotterman Hall, College Avenue residence hall, the Capital University Apartments, and the Capital Commons Apartments.

ROOM CHANGES and ROOMMATES

The Office of Residential and Commuter Life reserves the right to change room assignments, assign roommates, and consolidate vacancies at any time. All requests for housing changes must be approved by the Area Directors and/or the Department of Residential and Commuter Life.

Occupancy Violation

Room assignment changes must be initiated and approved by the Area Director. Students who move without approval will be identified as illegally occupying a space without official notification to Residential and Commuter Life staff, and may be subject to disciplinary referral. If a resident or non-resident occupies a room without the consent of the Office of Residential and Commuter Life, the student/individual will be required to vacate the residence hall room. In addition, he/she will be subject to possible disciplinary referral. Students are not permitted to live in the basements of the Capital Commons Apartments, or Sheridan Apartments.

Roommate Conflict

If an intentional roommate conflict occurs in the residence hall, where a resident purposefully acts in a hostile manner toward his/her roommate(s), the “hostile” roommate(s) is subject to re-location or removal from housing, as well as potential conduct violations.

SAFETY INSPECTION AND ROOM ENTRY

The University reserves the right to enter 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. During vacation break housing

SMOKING

All residential facilities are smoke and tobacco free. Smoking is permitted 20 feet from all residential facilities. If a student is unsure of the area where smoking is allowed please contact your Resident Assistant or Area Director.

SPRINKLERS

The Capital University Apartments and College Avenue Hall are equipped with a sprinkler system. The sprinkler will activate if there is a fire in progress or if a sprinkler head is tampered with. Students are prohibited from hanging any items from or around the sprinkler head. Students found responsible for setting off a sprinkler head will be responsible for any damage that occurs.

VISITORS and GUESTS

Roommates must develop a mutual agreement regarding visitors and/or guests. All students are expected to know, understand, and develop a plan to implement the Visitor and Guest Policy as outlined below. Students are reminded that the roommate’s right to privacy in his/her room supersedes the right to host guests in all situations. In addition, guests must be accompanied by their Capital University host at all times

First Year Students and Visitation

Monday–Thursday - Visitors of the opposite sex are permitted from 10:00am-2:00am.

Weekends – Visitors of the opposite sex are permitted as of 10:00am on Fridays.

- For safety and fire code reasons, students are not permitted to have guests that equal more than two times the maximum occupancy of the room at any one time.

First-Year Students and Overnight Guests

Monday-Thursday- Overnight guests of students are permitted provided the guest is of the same sex as the host student.

Weekends – Overnight guests of the opposite sex are permitted.

- No individual guests under the age of 18 years of age are permitted to stay in the residence halls overnight, with the exception of those guests who are registered through an approved university event. Students are responsible for their visitors and guest's behavior. Failure to fulfill host responsibilities will result in the review of the student's conduct, and possible removal of privileges, and assessment of fines and/or charges.
- A non-member of the Capital community whose behavior is detrimental to the university may be prohibited from entering any residence hall unless approved by the Residential and Commuter Life staff. If the guest or visitor's behavior represents a threat to the Capital University community, he/she will be issued a Persona Non Grata and subject to trespassing charges by the Department of Public safety.
- For safety and fire code reasons, students are not permitted to have guests that equal more than two times the maximum occupancy of the room at any one time.

The Residential and Commuter Life Office will address individual cases of resident abuse of guest and/or visitor privileges.

Upper-class Students and Guests

Visitors and Guests of the opposite sex are permitted 24 hours a day.

- Overnight guests of students are permitted in residence halls *for a maximum of two (2) nights* in a seven (7) day period, and no more than four (4) nights in a one (1) month period. Events and/or circumstances requiring additional nights must be approved in advance by the Area Director of the respective building. This policy is designed to accommodate the occasional guest and/or visitor, and not to provide temporary housing for students or non-students. For safety and fire code reasons, students are not permitted to have guests that equal more than two times the maximum occupancy of the room at any one time.

WINDOWS

Throwing, causing to fall, or allowing any object or substance to fall out of a window of a residence hall is prohibited.

STUDENT RIGHTS AND COMMUNITY STANDARDS

(STUDENT CODE OF CONDUCT)

MISSION

The mission of student rights and community standards is to educate students, reinforce the values of the institution and to uphold and enforce community standards and conduct within an educational context. All conduct officers foster the development of the whole student through an educational dialogue reflecting on behavioral choices, academic progress, learning and ultimately student success. In addition, all conduct process encourages the development of knowledge and skills necessary to become responsible citizens of the Capital community.

I. PHILOSOPHY

Capital University is a teaching and learning community in which the ideals of freedom

of inquiry and expression are sustained. Exercise and preservation of these freedoms require a respect for the individual as well as the rights of all in the community. As individuals grow and mature in communities we depend on the knowledge, integrity and the decency of all. Different ideas, opinions, and values help to build a “constructive community” where divergent ideas help to make for a more complete educational experience.

Capital establishes expectations, policies, and procedures that are designed to protect individual freedoms and build an ethical and just community of learners. All Capital students assume an obligation to conduct themselves in a manner compatible with the University’s function as an educational institution. Learning and living in a community is not without difficult dialogues, personal challenges, and the need for support, reflection and guidance.

Student conduct is not viewed as isolated from the educational community but as part of the whole student learning process. The Student Code of Conduct protects the freedoms and liberties inherent in an academic community for individuals and groups of students. At Capital University, all students are expected to know the Code, and be responsible members of the learning community. Although ultimate authority for student misconduct rests with the President, he delegates disciplinary authority to the Provost/Vice President of Academic and Student Affairs to appoint conduct administrators and conduct officers and determine the appropriate conduct administrator or body to hear cases of student misconduct.

II. VALUES

The following are the values of the student conduct process:

1. **Integrity-** All members of our community are expected to exemplify honesty, respect for truth, and congruence with university standards and behavior expectations in all exchanges and interactions.
2. **Responsibility-** Members of our community are expected to take ownership of individual choices and any subsequent consequences.
3. **Respect-** All community members are expected to honor and esteem the rights and freedoms of each unique individual, and to understand the value and worth of college property and the property of others, and demonstrate care for individuals and property.
4. **Fairness-** Members of the community are expected to follow all published rules and guidelines in good faith as the university is committed to developing consistent, honest and just systems.
5. **Community-** Learning to live as a member of a community is an important part of the personal development of our students. Each individual must learn to respect others’ needs and expectations, voice their own expectations and concerns about community life, and resolve differences and conflicts peacefully.

III. CONDUCT GROUPS

- a. **The Campus Hearing Board** reviews student conduct, determines responsibility, holds students accountable, and imposes sanctions for misconduct as defined in the Capital University Student Code of Conduct. Applications are available to student in late fall. Faculty and staff are appointed in accordance with procedures approved by the Provost/Vice President of Academic and Student Affairs.
- B. **The Peer Review Board** reviews conduct, determines responsibility, holds students accountable and imposes sanctions for misconduct as defined in the capital university residence life policies. Members are appointed in accordance with procedures estab-

lished and approved by the director of residential and commuter life.

- c. **Appellate Board** reviews all appeals and renders a decision to the appellant. Members of the group are approved by the Provost/Vice President of Academic and Student Affairs, or by his/her designee, from the administrative staff.

IV. CONDUCT DEFINITIONS

A. Administrative Panel- special panel of trained faculty/staff and students that can serve, if warranted, to hear cases involving sexual misconduct.

B. Adviser- the term “adviser,” refers to a faculty member, administrator, or student from the university, who may be present during a conduct hearing, assist in the preparation of a hearing, and consult with the student during a hearing.

C. Appellate Board- the group that hears all appeals of the Campus Hearing Board.

D. Conduct Administrator—the conduct administrator will be to provide administrative and procedural support to the Campus Hearing Board. In no event shall the conduct administrator serve as a member of a hearing board, because the conduct administrator has no role in the process that would influence the decision of the campus hearing board, and is not a member of the campus hearing board. The conduct administrator cannot be removed from a hearing on allegation of personal bias, although specific interpretations or recommendations of the conduct administrator may be included in the justification for an appeal.

E. Conduct Officer- means a University official appointed by the Provost/Vice President of Academic and Student Affairs, or by his/her designee, to impose sanctions upon students found to have engaged in misconduct as described in the Code of Student Conduct or any other university policy. Staff is designated by the Provost/Vice President of Academic and Student Affairs as conduct officers who are responsible for hearing violations of the Student Code of Conduct:

F. Conduct Review Sub-Committee: refers to a 3member subset of the campus hearing board that includes at least one faculty or administrator and at least one student to review results of a preliminary investigation by the conduct administrator. The sub-committee can determine whether or not to send the complaint to a full hearing and in cases where the respondent has claimed responsibility for the misconduct can issue sanctions.

G. Complainant refers to any person who submits a report alleging that a student violated the Student Code of Conduct.

H. Hearing is a formal meeting to determine whether violations of the Student Code of Conduct have occurred.

I. IFC Hearing Board reviews organization and new recruitment violations of conduct as stated in the IFC constitution. A decision can be made by the Conduct Officer to hear any case involving a member organization.

J. Faculty member refers to any person hired by Capital to conduct classroom or teaching activities or who is otherwise considered by the university to be a member of its faculty.

K. Group refers to a number of persons who are associated with each other but who have not complied with university requirements for registration as an organization.

L. Guest refers to individuals or visitors on campus including, but not limited to, the host student’s residence facility.

M. Member of the Capital community includes any person who is a student, faculty member, university official or any other person employed by the university. Any question concerning a person's status in a particular situation shall be determined by the Provost/Vice President of Academic and Student Affairs or by his/her designee.

N. Non-Student refers to any person who is not enrolled part-time or full-time or auditing classes at Capital.

O. Student Organization refers to any number of persons who have complied with university requirements for recognition.

P. Panhellenic Council Conduct Board reviews organization and new recruitment violations of conduct as stated in their constitution. A decision can be made by the Conduct Officer to hear any case involving a member organization.

Q. Policy is defined as the written regulations of the university as found in, but not limited to, the Student Code of Conduct, other policies in the Capital University Student Handbook, the Undergraduate Bulletin, the university web page or computer use policy.

R. Respondent refers to any person who is alleged to have violated the Student Code of Conduct.

S. Sanction refers to official university responses to violations of the Student Code of Conduct. Sanctions are intended to educate students and redirect inappropriate behavior toward a more acceptable pattern consistent with community standards, institutional values, and student success.

T. Staff or administrative staff refers to all full-time and part-time non-teaching employees.

U. Student refers to any person enrolled part-time or full-time taking or auditing classes at Capital. Persons who are not officially enrolled for a particular term but who have a continuing relationship with the university or who have been notified of acceptance for admission are considered students.

V. University or Capital refers to Capital University.

W. University Official includes any person employed by the university who performs assigned administrative or professional responsibilities.

X. University Premises includes all land, buildings, facilities, and other property in the possession of or owned, used, leased, operated, controlled or supervised by the university.

Y. University Sponsored Activity refers to any activity, on or off university premises that is directly initiated or supervised by the university.

Z. Provost/Vice President of Academic and Student Affairs is the person designated by the university to be responsible for the administration of all aspects of student life, and shall be responsible for the administration of the Student Code of Conduct, although the President may assign another person to discharge those duties if the President deems it appropriate to do so.

AA. Violation refers to a formal allegation to a student misconduct of the Student Code of Conduct or other university policy. Violations are described in a letter sent to a student whose conduct is in question.

V. MISCONDUCT

Any student or student organization found to have committed or attempts to engage in the following misconduct is subject to intervention and conduct action:

1. Acts of dishonesty, including but not limited to furnishing false information to any university employee or office; forgery, alteration, or misuse of any university funds, document, record, or instrument of identification; tampering with an election conducted by any recognized student organization.
2. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, or other university activities including public service function on or off campus or other authorized non-university activities when the act occurs on university premises.
3. Conduct which threatens or endangers the well-being of any person, including but not limited to sexual misconduct (which includes sexual harassment and sexual assault), physical abuse, verbal abuse, threats, intimidation, harassment, stalking, coercion, or violations of human dignity.
4. Knowing initiating or causing to be initiated any false report, warning or threat of fire, explosion, or other emergency.
5. Attempted or actual theft of the university or property of a member of the University community or other private or public property.
6. Hazing defined as an act which endangers the mental or physical harm/pain or safety, discomfort, embarrassment, harassment or ridicule of a student or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, a group or organization. The express or implied consent of the victim will not be a defense. Apathy or acquiescence in the presence of hazing is not a neutral act; they constitute hazing within the meaning of the rule.
7. Destroying, damaging or littering of any property- intentionally or recklessly destroying, damaging, or littering personal or university property or other private or public property.
8. Failure to comply with the directions of University officials or public safety officers acting in the performance of their duties and or failure to identify oneself to these persons when requested to do so.
9. Unauthorized possession, duplication or use of keys/proximity cards, to any University premises or unauthorized entry to or use of University premises or personal property.
10. Use, possession, manufacturing or distribution of narcotic or other controlled substances including the possession of drug paraphernalia except as expressly permitted by law .
11. Use, possession, manufacturing or distribution of alcoholic beverages except as expressly permitted by law and University regulations. Alcoholic beverages may not, in any circumstance, be used by, possessed by, or distributed to any person under 21 years of age. Public intoxication is expressly prohibited.
12. Illegal or unauthorized possession of firearms, other weapons, explosives, fireworks, or other potentially dangerous chemicals on any University premises. This includes acts which are related to fire safety endangerment including but not limited to setting a fire, misuse or tampering with fire and safety equipment.
13. Participation in an on-campus or off-campus activity which disrupts the normal operations of the University or infringes on the rights of other members of the University community; leading or inciting others to disrupt scheduled or normal activities within any campus building or area.
14. Obstruction of the free flow of pedestrian or vehicular traffic on University premises

- or at University-sponsored or supervised functions.
15. Gambling, including bookmaking, games of chance for profit, and/or technology or other devices that contribute to gambling.
 16. Conduct which is disorderly, lewd, or indecent; disturbing the peace; aiding, abetting or procuring another person to disturb the peace on University premises or at functions sponsored, or participated in, by the University, whether or not on University premises. Disorderly conduct includes but is not limited audio or visual depiction of any personal while on University premises without his/her prior knowledge, or without his/her effective consent when such a depiction is likely to cause distress or injury. This also includes the display or distribution of any unauthorized audio or visual depiction without the subject's prior knowledge, or without the subject's effective consent when such a depiction is likely to cause distress or injury.
 17. Theft or abuse of University electronic resources, including but not limited to:
 - a. Unauthorized access of a file to use, read, or change the contents, or for any other purpose.
 - b. Unauthorized transfer or duplication of a file.
 - c. Use of another individual's identification or password and use of computing facilities or resources to interfere with the work of another student, faculty or staff member.
 - d. Use of computing facilities or resources to send obscene, abusive or harassing messages.
 - e. Use of intellectual property without authorization from the owner including downloading, uploading or sharing copyrighted material without permission.
 - f. Use of computing facilities or resources to interfere with normal operation of the University computing systems of any other person or organization.
 - g. Unauthorized use of computing facilities or resources to support or advocate any commercial, political or nonprofit organization.
 - h. Unauthorized operation or attempted operation of servers, routers, switches, bridges, wireless access point or other network equipment.
 18. Host responsibility is required of all students (on and off-campus) and or organizations or groups. Host responsibility means that you may be liable or responsible for your guests (student or non-student) behavior. Non-members of the university community whose behavior is detrimental to the university function may have his/her visiting privileges revoked or be subject to no trespassing on University premises.
 19. Abuse of the University's conduct system, including but not limited to: failure to obey a notice to appear for a meeting or hearing; falsification, distortion or misrepresentation of information; disruption or interference with the orderly conduct of any conduct proceeding; knowingly instigating of any conduct proceeding without cause; attempt to use intimidation to discourage an individual 's rightful participation in or use of the conduct system; attempt to influence the impartiality of a member of a hearing body or officer prior to any proceeding, harassment of a member of hearing board or officer prior to, during or after a proceeding; failure to comply with sanctions imposed by an officer or hearing board, making public confidential information from a conduct proceeding.
 20. Violation of any University policy, rule or regulation (including residential and housing policies) which are published in hard copy or available electronically on the university website.

21. Violation of any federal, state or local law.

VI. VIOLATION OF LAW AND UNIVERSITY POLICY

Students may be accountable to both civil authorities and to the university for acts which constitute violations of law and of university policy. In some cases, students may be referred to civil authorities for arrest or prosecution resulting from actions that are also violations of university policy. The university is responsible for addressing allegations of policy violations regardless of and separate from any other proceedings. Student conduct meetings may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus.

When a student is charged by federal, state or local authorities with a violation of law, the university will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also a violation of university policy, the university may advise off-campus authorities of the existence of the Student Code of Conduct and of how such matters will be handled internally within the university community. The university will cooperate fully with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by the criminal courts for the rehabilitation of student violators.

VII. UNIVERSITY JURISDICTION

University jurisdiction relative to student conduct administration shall include conduct:

- That occurs on university premises.
- That occurs at university-sponsored or university-supervised events regardless of where they occur.
- That occurs off university premises when the behavior may adversely affect the University community and its interests as an academic community.
- That relates to any facet of the relationship between the student and Capital University's International study abroad/away and other off campus academic or other recognized programs.

VIII. CONDUCT PROCESSES:

A. Mediation: Mediation is encouraged as an alternative means to resolve some conduct cases, except those involving sexual misconduct. A conduct officer, conduct administrator, or hearing body may recommend mediation to resolve disputes within the University community. Mediation is appropriate only when all parties involved (complainants and respondents) voluntarily agree to engage in the mediation process. Shuttle Diplomacy Mediation may be used when the parties involved simply want to communicate a change in status or behavior between two parties or a previous mediated agreement; the parties do not seek facilitation from the mediator regarding a dispute. In cases where a complaint is filed by a University official serving solely in that role, mediation is not an option. Mediation will involve the resolution of the incident, including sanctioning when needed. If mediation fails, the case will be forwarded to a hearing board.

B. General Conduct Process: The following section outlines the student conduct process for students at Capital University related to violations of the Student Code of Conduct, Residence Life and Housing and all other University policies, procedures or regulations. In certain circumstances following an incident of serious misconduct by an individual or group, the Provost/Vice President of Academic and Student Affairs or his /her designee, has the option to impose a suspension, dismissal, or other sanctions without a formal hearing process.

1. Any member of the University community may file a complaint (incident report)

against a student, group, or student organization for misconduct. A report must be prepared in writing and directed to the Student Affairs Office for distribution to a conduct officer or administrator.

2. After reviewing and investigating a complaint, the conduct administrator or designated officer will determine whether or not the offense falls within the jurisdiction of a Conduct Officer or the Campus Hearing Board and/or Peer Review Board and whether or not a hearing is warranted.
3. Students involved in an alleged complaint are contacted to meet with a conduct officer within a designated period of time. During an investigation if a student takes responsibility for alleged misconduct the Conduct Administrator can comprise the Conduct Review Sub-Committee to review the results of the preliminary investigation to determine whether or not the offense falls within the Campus Hearing Board's jurisdiction and to determine whether a formal hearing is warranted. The Sub-committee may make a decision and impose sanctions although the student has a right to appeal the decision.
3. If a formal hearing is warranted the complaint will be presented to the responding student or student organization in written form. A time will be set for a hearing, not less than two and no more than 10 days after the student has received notification. Maximum time limits for scheduling of hearings may be extended at the discretion of the Conduct Administrator. Notice of conduct proceedings and related materials will be expediently sent to the student's campus mailbox. Additionally, notice by e-mail will also be sent, where possible. It is the student's responsibility to provide accurate information to the university and to update this information anytime a student changes addresses.
4. Conduct Administrator or Officer may determine if the complaint has merit and/or if a complaint can be resolved by mutual consent of both parties involved. Such informal resolutions will be final and there will be no subsequent proceedings.
5. All Residential Life professional staff designated as Conduct Officers may conduct hearings for most initial violations of policy and procedure related to the residential facilities. The hearing will be used to determine responsibility, and potential sanctions.
6. Once the incident/complaint is assigned to a conduct officer, the conduct administrator or her designee assumes the role of monitor, adviser and record keeper. All decision letters are forwarded to the Office of Student Affairs.

C. Processes: Board Hearings

Formal hearings conducted by the Campus Hearing Board or Peer Hearing Board will follow the following guidelines (for specific processes see the Student Affairs Office).

- A. Admission of any person to the hearing will be at the discretion of the hearing board. Every attempt will be made to respect the confidentiality of the parties.
- B. In situations involving more than one responding student, the hearings concerning each student usually will be conducted separately.
- C. The complainant and the respondent have the right to be assisted by any advisor they choose, with the exception of an attorney of law (unless approved in advance), at their own expense. The complainant and or the respondent is responsible for presenting his/her own case and therefore advisors are not permitted to address the hearing board, although they may consult with the individual(s) to whom they are serving as an advisor.

- D. The respondent is required to appear at a hearing. If the respondent fails to appear the hearing board reserves the right to conduct a hearing on the basis of the information submitted, or to postpone the hearing. Except in the case of a complaint against a student for failing to obey the summons of a hearing board or University official acting on behalf of the hearing board, no student may be found to have violated the Code of Student Conduct or other University policy or procedure because a student failed to appear before the hearing board. In all cases all information collected through the investigation will be presented and considered including a summary of past violations of misconduct.
- E. All procedural questions are subject to the final decision of the Chair of the hearing in conjunction with the Conduct Administrator.
- F. After the hearing, the hearing board will determine whether the student is responsible for engaging in any misconduct.
- G. If the hearing board determines that the student is responsible for engaging in misconduct, members will determine sanctions.
- H. Formal rules of evidence are not applicable in hearings.
- I. Any determination of responsibility will be supported by a written finding that is placed in the respondent's disciplinary file and will be made available to the respondent.
- J. There will be a single record, kept in the form of an audio recording, a video recording or a hand transcription of all hearings before a hearing board, not including deliberations. Deliberations will not be recorded. The record is the property of the University.
- K. All students involved in the conduct process are entitled to the following:
 - 1. To be informed of the complaint and the alleged misconduct on which the complaint is based.
 - 2. To receive an expeditious hearing of the case.
 - 3. To participate in the structured hearing process except during finals of each semester and during the summer sessions, during which the senior student life officer or her/his designee will address conduct matters.
 - 4. To have a reasonable time to prepare and present their own case. Respondents are not required to make any statement to the hearing board.
 - 5. To speak on their behalf throughout the hearing. However complainants and respondents are not required to make any statement to the hearing board.
 - 6. To bring persons having pertinent information to the hearing as witnesses, and to question any witness approved by the Conduct Administrator. The hearing board may ask for witnesses to be called in addition to the approved list.
 - 7. To be assisted by an advisor of their choosing. During the hearing the advisor may speak only to the individual being advised and may not speak directly to the hearing board.
 - 8. To be assured of confidentiality in accordance with the terms of the Federal Educational Rights and Privacy Act.
 - 9. To request that any member of the hearing panel be removed from the processes because of personal bias provided, however, that except in extraordinary circumstances, such as the discovery of new information, this request is made prior to the beginning of the hearing.

10. To a presumption that they have not engaged in misconduct, until the hearing board decides that that it is more likely than not that misconduct occurred.

11. To appeal a decision of a Hearing Board.

L. Sexual Misconduct Procedures: In the case of complaints alleging sexual misconduct (including sexual harassment and sexual assault) the Conduct Administrator will implement campus conduct procedures for Sexual Misconduct after consultation with the Title IX Coordinator. When sexual misconduct occurs, an investigation will begin and conduct procedures will be followed although the conduct administrator or the Campus Hearing Board may institute additional privacy procedures. The complainant/victim will be encouraged to seek support and have as his/her advisor a sexual assault advocate attend hearings or interviews. 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. A detailed list of Rights and Responsibilities for Sexual Misconduct will be provided to victim and responding student.

Campus disciplinary proceedings may occur before, during, or after pending criminal or civil proceedings for sexual assault charges.

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. Students who wish to file a non-academic grievance should contact the Provost/Vice President of Academic and Student Affairs for information.

Academic Grievances

For undergraduate students, the Academic Integrity Policy is overseen by the Academic Integrity Board and its Director under the auspices of the Provost's office. For grievance procedures refer to the Academic Integrity policy which follows the Code of Student Conduct.

X. SANCTIONS

The following university sanctions may be assigned in response to students found in violation of the Student Code of Conduct. Sanctions may be imposed independently or in combination with other sanctions. Sanctions can be assigned to an individual student, group of students, and/or student organizations.

- A. Warning:** The official warning is notification to the student(s) that s/he has been found responsible for a violation and that any other violations will result in more serious sanctions. A warning can be time designated.
- B. Probation:** Probation is a sanction permitting a student to remain enrolled under prescribed conditions. The Probation is designated for a specified period of time and includes the probability of more severe disciplinary sanctions if the student is found to have engaged in any additional misconduct during the probationary period. A copy of the document imposing disciplinary probation will be sent to a dependent student's parents or guardian.
- C. Loss of Privileges:** Denial of specific privileges for a designated period of time.
- D. Fines:** Previously established fines may be imposed.
- E. Restitution:** Compensation for loss, damage or injury. This may take the form of service, monetary or property replacement. Payments required may not exceed the cost of repair or replacement of the damaged or stolen item, but a lesser amount may

- be specified.
- F. Discretionary Sanctions:** Work assignments, essays, service to the university, learning outcome specific assignments or other related assignments.
 - G. Residential/Housing Relocation** If a student is living in a residence hall he or she may be required to move to another floor or into another residence hall.
 - H. Residential/Housing Probation:** Residential probation is a sanction permitting a student to remain in residence under prescribed conditions. This probation is designated for a specific time with the conditions outlined.
 - I. Residential/Housing Suspension:** Students who are suspended from university housing will be required to move out of /check out within 24 hours of notification of the disciplinary action for the length of time specified by the a hearing board or officer. Any student who receives a suspension from University Housing will lose eligibility to live in apartment style housing or group and/or organization housing privileges.
 - J. Residential/Housing Expulsion:** Students who are permanently dismissed from housing will be required to vacate their residence halls within 24 hours of notification of the disciplinary action. In the event of suspension, students will be charged the full housing fee for the entire semester. The student may not reapply for residency.
 - K. University Disciplinary Suspension in Abeyance** This sanction is a suspension that is delayed pending a specified behavioral performance. A definite period of observation and review occurs during the deferred suspension period. If a student is again found responsible for violating the Student Code of Conduct, the suspension will take place immediately without appeal for any subsequent violation.
 - L. University Disciplinary Suspension:** Separation of the student from the University for a defined period of time, exclusion from university premises, privileges and activities. Students will be removed from the university within 24 hours of notification of the disciplinary action. No refunds of tuition, fees, room and board will be made if a student is suspended. Notice of this action will appear on the student's transcript until such time that the student is readmitted to the University. The student will be required to apply for readmission at the end of the specified period of suspension. If a dependent student is suspended from the university, a letter will be sent to his/her parent(s) or legal guardians with notification of the suspension.
 - M. University Disciplinary Expulsion:** Permanent separation of the student from the University and permanent exclusion from university premises, privileges, and activities. No refunds of tuition, fees, room and board will be made if a student is expelled. Notice of this action will appear permanently on the student's transcript. A copy of the letter imposing disciplinary expulsion will be sent to a dependent student's parents or legal guardians.
 - N. More than one sanction listed above may be imposed for any single instance of misconduct.**
 - O. No Contact Order** a *No Contact Order* may be imposed in instances where it is determined that a student poses a potential threat or the escalation of disruption to another person. It may be used as an immediate sanction in some cases. This means no contact in person, via phone, cell phone, text message, instant message, communication via friends or other third parties, etc. In the event that the individual meets by chance/other reasons with the student in question, they are instructed to refrain from making any contact. A violation of the *No Contact Order* could result in either a Housing or University Suspension.
 - P. Revocation of Admission:** Admission to Capital University may be revoked for fraud, misrepresentation, or other violation of Capital University standards in obtain-

ing the degree, or for other serious violations committed by a student prior to graduation.

Q. The following sanctions may be imposed upon student organizations or groups:

- a. Those sanctions listed above in Section A-F
- b. Student Organization Suspension: loss of privileges, including University recognition, for a specified period of time. At the end of the period of suspension, the student organization or group is eligible to seek University recognition and privileges, subject to conditions for re-instatement that may be specified.
- c. Student Organization Expulsion: permanent loss of University recognition
- d. Accountability: Any group or organization may be held accountable for the actions of any of its members if the misconduct is described in this Code of Student conduct in any way related to the group or organization. Group misconduct need not have been officially approved by the entire membership in order to be considered grounds for possible disciplinary action against the group. There is no minimum number of group members who must be involved in an incident before disciplinary action may be taken against the entire group. In some instances the conduct of a single member may provide sufficient grounds for action against the entire group. An appropriate test to determine whether a group may be held accountable for the conduct of individuals is to ask whether it is likely that the individuals who have been involved in the incident if they were not members of the group or, if , by group action, the incident was encouraged, fostered, or might have been prevented.
- e. In cases where a group or organization faces judicial action, a complaint may also be filed on an individual basis against each person participating in the misconduct. Such action will not constitute double jeopardy.

Other Sanctions

In certain circumstances following an incident of serious misconduct by an individual or group, the University's Provost/Vice President of Academic and Student Affairs or his/her designee, may impose a suspension, dismissal, or other sanctions without a formal hearing process. The Provost/Vice President of Academic and Student Affairs or his/her designee may also take the following actions:

Interim Suspension: When imposed, the student may be temporarily separated from the University until such time as the incident is resolved before a Conduct Officer or Campus Hearing Board and until a final decision including any appeal is issued. This interim action may be imposed if there is any reason to believe that it is necessary

- a. to ensure the safety and well-being of members of the Capital University community;
- b. to ensure the student's own physical or emotional safety and well-being;
- c. If the student poses a threat of disruption of or interference with the normal operations of the college; or when a felonious act has been committed. Interim suspension may also include other losses of privilege determined to be appropriate by the Provost/Vice President of Academic and Student Affairs or his/her designee.

XI. RECORDS

There shall a single record, kept in the form of an audio recording, a video recording or a hand transcription of all hearings. All individual records or notes taken during a hearing will be collected and destroyed after the hearing. The record is the property of Capital University. All student records pertaining to violations of the Student Code of Conduct, except those that resulted in the student receiving a sanction of Disciplinary Suspension or Disciplinary Dismissal from the University shall be destroyed seven years after gradu-

ation or withdrawal from the University. It is the policy of Capital University not to release any information related to a student's involvement in the student conduct process without the express written consent of the student, unless the misconduct resulted in Disciplinary Suspension or Disciplinary Dismissal.

Campus Notification

As soon as feasible after an incident which represents a serious breach of community standards, a brief description of the incident will be posted at designated locations around campus. In addition, statistics are compiled by the Office of Public Safety and published annually in compliance with the Cleary Act.

XII. APPEALS PROCEDURES

1. An appeal of the case outcome must be based on the following:
 - a. New information or evidence, unavailable during the original hearing that could determine a different outcome
 - b. Hearing procedures deviated from the written procedures in the Student Handbook which has significantly impacted the fairness of the hearing process
 - c. Sanction(s) are perceived to be grossly disproportionate to alleged violation
 - d. The findings are not aligned with the evidence.
 - e. Bias on the part of a hearing board member that deprived the process of impartiality.
2. The appeal must be made in writing using the Appeal form.
3. The Student Affairs office must receive the appeal within three (3) business days of the receipt of the written hearing board case outcome.
4. If an appeal is not filed with the Student Affairs office within three business days of the date the parties received the initial case outcome/resolution, the right to appeal is waived and the original hearing outcome/resolution becomes final.
5. An appeal will be reviewed by the convened Appellate Board or appeals officer. The board will notify the appellant within 5-7 business days of the outcome of the appeal. The Appellate Board will take one of the following actions:
 - a. Uphold the decision of the hearing board or conduct officer
 - b. Grant the appeal with special provisions or with the removal of all or some sanctions
 - c. Return the case to original hearing board with specifications.
6. The appeal outcome/resolution by the Appellate Board or appeals officer will be shared with all parties in the case, with the expectation for compliance with the case outcome/resolution.
7. All sanctions remain in place while the appeal is under consideration.

XIII. SPECIAL PROVISIONS FOR THE CODE OF STUDENT CONDUCT

- a. As necessary, the University reserves the right to initiate a complaint, to serve as complainant, and to initiate conduct proceedings without a formal complaint by the victim of misconduct.
- b. Capital University will not tolerate intentional false reporting of incidents. It is a violation of the *Student Code of Conduct* to make an intentionally false report of any policy violation, and it may also violate state criminal statutes and civil defamation laws.

- c. The Capital University community encourages the reporting of crimes by victims to university officials and, if appropriate, law enforcement authorities. Sometimes, victims are hesitant to report to university officials because they fear that they themselves may be accused of policy violations, such as underage drinking at the time of the incident. It is in the best interests of this community that as many victims as possible choose to report to university officials.
- d. **Amnesty.** The welfare of members of our community is of paramount importance. At times, community members on and off-campus may need assistance. Capital University encourages students to offer help and assistance to others in need. Sometimes, students may be hesitant to offer assistance to others out of fear that you may get into trouble. For example, a student who has been drinking underage might hesitate to help take a sexual misconduct victim to a residence life staff member or Public Safety. While policy violations cannot be overlooked, the University may provide educational options, rather than sanctions or to impose *amnesty* to those who offer their assistance to others in need.

XIV. INTERPRETATION AND REVISION

Any question of interpretation of the Student Code of Conduct or other University policy shall be referred to the Provost/Vice President of Academic and Student Affairs or his/her designee for a final determination. The Student Code of Conduct shall be reviewed periodically under the direction of the Provost/Vice President of Academic and Student Affairs. A review will take place in 2013-2014. When changes are made to the Code of Student Conduct all students will be notified of such changes, such as through email notification and posting of changes to the university website.

INVOLUNTARY LEAVE OF ABSENCE POLICY

Involuntary Leave of Absence: Capital University maintains a health center and provides counseling services to assist students with managing emotional and other needs of students. Students whose needs are beyond the resources of these offices will be referred to off-campus facilities and service providers when possible. However, students who cannot adequately be helped by the available facilities and/or refuse to accept recommended emotional and/or medical treatment and whose resulting behavior renders them unable to effectively function in the residential or University community; that is, without harming others, or disrupting the University community may be required to leave the University following the described procedure:

- The Associate Provost of Academic and Student Affairs and/or his/her designee may require a mandatory assessment if a student's condition renders him/her unable to function in the University community, threatens to harm themselves or others, and/or disruptive to the educational mission of the institution.
- When in the opinion of a professional member of the Center for Health and Wellness staff a student is unable to be adequately helped by the Center or by other available facilities, and that the student's condition renders them unable to function in the University community without harming others and/or disrupting the educational mission of the institution, the staff member shall notify the Associate Provost/VP of Academic and Student Affairs or designee of the situation as soon as possible.
- When the Associate Provost/VP of Academic and Student Affairs receives notification of either of the above, the Associate Provost/VP or his/her designee will seek other such professional opinion as is appropriate, and will confer with the student if possible. The student may submit other medical documentation secured independently for consideration and may be accompanied by a support person (friend, relative, faculty member etc.) to scheduled appointments with college personnel.

Failure to appear for a mandatory assessment may result in an Involuntary Medical Leave of Absence without further process. If the Associate Provost/VP of Academic and Student Affairs concurs with the opinion that the student should leave the University, the Associate Provost/VP of Academic and to Student Affairs or his/her designee may consult in emergencies with the student's parent, spouse, or other close relative designated as such. If the student declines to withdraw from the University, the Associate Provost/VP of Academic and Student Affairs may authorize the withdrawal on consultation with the Provost.

An Involuntary Leave of Absence is normally for a minimum of one semester. A student may re-enroll with the appropriate documentation to be provided following the *Leave of Absence* period.

ACADEMIC INTEGRITY POLICY

All members of the Capital community – students, faculty, and staff – have a role in upholding academic integrity. For undergraduate students, the Academic Integrity Policy is overseen by the Academic Integrity Board and its Director under the auspices of the Provost's office. The framework for Capital's academic integrity policy and the Academic Integrity Board were created by the Undergraduate Faculty.¹ This policy balances the autonomy of the faculty and the consistency and fairness necessary for the student body.

The policy is academic in nature and thus encourages education on issues of academic integrity in addition to insuring that the policy is followed throughout the community. The Board's responsibilities include education, assistance, deterrence, and imposition of sanctions; however, the Board's ultimate goal is compliance, not punishment.

The sources of this policy and its procedures include: the Academic Integrity proposal passed by UGF on March 8, 2006; Capital's old academic integrity policy and judicial hearing process; information and examples provided by the Center for Academic Integrity; and the academic integrity policy of Quinnipiac University.

The Academic Integrity Board membership includes students and faculty representing all of the schools and colleges at Capital. Students make up the majority of the board membership, and there is a minimum of one faculty member from each school/division of the College. The director of the Board and the faculty will be appointed by the Provost in consultation with the Dean. Students will be appointed by the director in consultation with faculty and student representatives. A subset of the academic integrity board, the Academic Judiciary Panel, will hear cases of academic integrity violations (see Academic Judiciary Process below).

What is Academic Integrity?

"The National Center for Academic Integrity (CAI) defines academic integrity as a commitment, even in the face of adversity, to five fundamental values: honesty, trust, fairness, respect, and responsibility. From these values flow principles of behavior that enable academic communities to translate ideals into action."² These values are en-

¹ The sources of this policy and its procedures include: the Academic Integrity proposal passed by UGF on March 8, 2006; Capital's old academic integrity policy and judicial hearing process; information and examples provided by the Center for Academic Integrity; and the academic integrity policy of Quinnipiac University.

compassed in the mission of Capital University which works for “transforming lives through higher education, provides for personal growth by encouraging, enabling, and celebrating learning, (and) inspires individuals to be morally reflective, spiritually alive, and civically engaged through our Lutheran heritage of free inquiry.”³ As the Center for Academic Integrity notes, “academic integrity policies and procedures, with faculty and student support, promote the learning process and the pursuit of truth. This also helps create a stronger civic culture for society as a whole.”⁴

Academic integrity engenders trust that the work that students submit to faculty or university personnel 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 interactions with university personnel and 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, in instructions for course assignments, or during introductions at the beginning of any course.** A **non-exhaustive** list of behaviors that constitute academic misconduct and subject one to sanctions includes:

ACADEMIC MISCONDUCT

- A. Cheating:** Using or attempting to use unauthorized assistance in any academic exercise, including:
- 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, or impeding the fair process of examination
 - Substitution of one student for another during an examination
- B. Collusion:** Unauthorized collaboration with another person in preparing any academic work offered for credit.
- C. Fabrication/Falsification:** Using “invented” information or falsifying research, data, or 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

“Fundamental Values Project, A report from the Center for Academic Integrity,” October 1999, published by the Center for Academic Integrity. It is available at: <http://www.academicintegrity.org>

Capital University’s Mission statement available in the Undergraduate Bulletin.

³ Capital University’s Mission statement available in the Undergraduate Bulletin.

⁴ CAI’s “Fundamental Values Project” (see note 2)

⁴ CAI’s “Fundamental Values Project” (see note 2)

D. Misrepresentation. Misrepresenting or misusing one’s relationship with the university, including:

- Falsifying, misusing, omitting, or tampering with information such as test scores, transcripts, or letters of recommendation
- Altering, changing, forging, or misusing academic records regarding oneself or others
- Failing to be fully cooperative and truthful if one has direct knowledge of an alleged violation of academic integrity
- Reporting an academic integrity violation known to be false

E. 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.

F. 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:

Honesty: Acknowledging that the words or ideas are not originally yours, as well as giving credit to the originator;

Critical Thinking: To encourage students to clearly represent their thoughts, ideas, and opinions with supporting evidence from the recognized work of others.

Evidence: To provide support from other sources for your thoughts; and

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

Paranetical format: Modern Language Association and American Psychological Association styles.

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

II. ACADEMIC INTEGRITY CONSEQUENCES

All members of the Capital community – students, faculty, and staff – have a role in upholding academic integrity, and may report a violation to the Director of the Academic Integrity Board. Faculty members are responsible for awarding grades for academic performance (up to a grade of F for the course) and shall report all cases of academic integrity violations to the Academic Integrity Board. The AI Board is responsible for imposing penalties for integrity violations.

A. Minor Unintentional Violations

A faculty member may choose to work directly with a student to resolve what the faculty member believes is a minor unintentional integrity violation. However, the faculty member must still report such a violation to the Director of the Academic Integrity Board, using the AI Report Form. The report should provide: the name(s) of the student(s), the date and a description of the alleged violation, facts surrounding the alleged violation(s), and any documentation of the violation. The Director will review the records within 24 hours to insure that this is a first time offense.

If this is a first time offense, the faculty member will resolve the academic issue with the student and the Director will issue the student a warning for violation of the academic integrity policy. Such warning will provide written notice to the student that continuation or repetition of a violation of the academic integrity policy will result in more severe disciplinary action, and the student will be required to review the AI policy with the Director or attend an Academic Integrity seminar.

If this is not a first time offense, the faculty member may resolve the academic issue with the student and the Director will initiate the Academic Judiciary Process of the Board.

B. Substantial or Intentional Violations

All substantial and all intentional violations of the integrity policy must be reported to the Director of the Academic Integrity Board, using the AI Report Form.

The report should provide: the name(s) of the student(s), the date and a description of the alleged violation, detailed facts surrounding the alleged violation(s), the names of any witnesses (if available), and detailed factual information or documentation useful in determining the truth of the charge(s).

The Director will initiate the Academic Judiciary Process when a report of a substantial or intentional integrity violation is received.

ACADEMIC GRIEVANCE PROCEDURES

The Academic Grievance Procedure must be initiated, by the student, within eight (8) weeks following the posting of the grade in Web Advisor. This time frame is the same for each spring, summer, and fall term.

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.

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 College Dean informing her/him of the nature of the grievance within three (3) academic days after the completion of the discussion at the student/faculty level (Level I) and the student's intention to proceed to Level II. A copy of this letter is to be forwarded to the Provost. The College 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 College Dean to discuss whether to proceed to Level III. If the faculty member is unable to participate, the appropriate Department Chair will serve or appoint a faculty member to serve in their place.

Level III:

Committee Level- A letter must be submitted by the student to the Provost within five (5) academic days requesting the formation of a grievance committee. This letter should state the grievance and inform the Provost that no resolution has been reached prior to this point and a grievance committee is requested. The Provost may reject the appeal, or if the Provost believes that there is potential merit to the student's case, a committee will be appointed to hear the case.

The Provost will appoint a committee consisting of three (3) faculty members from the school of the student and two (2) students. The Provost 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 faculty that some other action be taken.

It is the faculty member who makes the final decision as to the grade awarded.

The decision of the committee will be reported in writing to the student, the faculty member, the faculty's Assistant Dean, the College Dean, and the Provost.

Appeal Process

The committee's decision may be appealed to the Provost by either the student or the faculty member. The request for a new hearing must be made in writing by the student or faculty member to the Provost within five (5) academic days of the receipt of the original committee's decision. The Provost 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 Provost may, after hearing the student's or faculty member's allegations and reviewing all factors involved, determine that the hearing at Level III involved unfair or capricious proceedings and request the Chair of the College 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 faculty member, the College Dean, and the Provost.

EQUAL OPPORTUNITY POLICY

It is the policy of the university to admit qualified students regardless of race, color, national and ethnic origin, sexual orientation, class, religion, gender, age, disability, veteran status, or any other characteristic protected by law, to all the rights, privileges, programs and activities generally accorded or made available to students at the university. It does not discriminate on the basis of race, color, national and ethnic origin, sexual orientation, class, religion, gender, age, disability, or veteran status, or any other characteristic protected by law, in administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other university-administered programs.

The university, in compliance with applicable federal, state, and local law, provides equal employment opportunity for qualified persons and does not discriminate in employment on the basis of race, color, national and ethnic origin, sexual orientation, class, religion, gender, age, disability, veteran status, or other characteristic protected by law.

Detailed and Additional Institutional Policies

CAMPUS CENTER GENERAL 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
- Mezzanine
- Schuh Conference Room
- Weiler Conference Suites
- Recreation Center
- Schneider Multipurpose Room

All reservations for space in the Campus Center must be coordinated through Conference 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.

ALCOHOL USAGE POLICY IN THE CAMPUS CENTER

Social gatherings of Capital University that include alcohol are permitted when they provide opportunities for socialization. Alcohol use is primarily the respon-

sibility of individuals. However, students, faculty, staff and guests are required to make legal and responsible decisions about the service and consumption of alcohol.

The objectives of the Capital University Harry C. Moores Campus Center Alcohol Usage Policy are as follows:

1. To promote the safety of members of the University community and the public
2. To encourage self-responsibility and respect for others in the use of alcohol
3. To discourage high-risk alcohol related practices that:
 - Endanger individuals
 - Interfere with academic and other University activities, and/or
 - Result in damage to University property
4. To encourage responsible decisions

LIQUOR PERMITS

Parkhurst Dining Services has obtained a liquor permit that allows for the sales and service of certain alcoholic beverages in the Harry C. Moores Campus Center. Parkhurst Dining Services is authorized to purchase various forms of alcohol, and to sell and allow consumption as indicated below. Parkhurst Dining Services will be responsible for ensuring that any alcohol service is in accordance with all governing laws and University policies. Fully trained bartending staff that has completed the appropriate alcohol service training programs will be employed to ensure that alcohol is managed and served in accordance with these policies.

ALCOHOL SERVICE HOURS & RESTRICTIONS

Alcohol may be made available in the Harry C. Moores Campus Center Mezzanine when food is provided, with the exception of Sundays since the alcohol permit prohibits Sunday alcohol sales. Alcohol may be served at other locations within the Harry C. Moores Campus Center as designated by Parkhurst Dining Services and Student Involvement. Only alcohol sold or served in the Campus Center can be consumed on the premises. The owner of the permit, Parkhurst Dining Services, has sole authority to sell and serve alcohol on the premises.

POLICIES & PROCEDURES

1. All patrons must be able to produce a valid State Issued Driver's License or other government issued ID, displaying birth date, to purchase and consume alcohol.
2. It is a Capital University policy that alcohol shall not be provided or sold to any person under the legal drinking age of 21 years.
3. Patrons are not allowed to leave the permitted area with alcohol. Consumption of alcoholic beverages is permitted only within the approved area for the event.

4. Non-alcoholic beverages will be made available and featured as prominently as the alcoholic beverages.
5. Food must be made available in a reasonable quantity and promoted to those attending.
6. Service practices have been established to help detect intoxicated individuals, as it is an offense under state law to serve alcohol to an intoxicated person.
7. Individuals whose behavior becomes disorderly will be refused alcohol service and may be removed from the premises.
8. Under state law, no activity shall be permitted that would promote high-risk consumption of alcohol, including drinking competitions, drinking games etc.
9. Possession and consumption of alcohol in areas not designated for such activities, including parking lots, are prohibited. .

ALCOHOL SERVICE GUIDELINES

The following guidelines are established for Parkhurst Dining Services staff responsible for serving alcoholic beverages:

- Serve only one beverage at a time.
- Serve only patrons who are 21 years or older. Parkhurst Dining Services reserves the right to implement a wristband or other identification policy.
- Alcohol servers have the right to request from patrons, at any time, a valid State issued Driver's License or other government issued ID, displaying birth date.
- Alcohol servers have the right to refuse service to anyone.
- Alcohol servers or ID checkers are not permitted to drink any alcoholic beverages prior to or during their shift.

ADVERTISING UNIVERSITY EVENTS INVOLVING ALCOHOL

Advertising should focus on the purpose or theme of the event and not on the availability of alcohol, and should note the availability of non-alcoholic beverages and food. The University reserves the right to exercise authority over applicable advertising. Public Relations and Marketing are available for guidance.

LEGAL REQUIREMENTS

Parkhurst Dining Services and Capital University will comply with all Federal, State and Local laws pertaining to the use and service of alcohol. For more information, please visit the Ohio Division of Liquor Control at <http://com.ohio.gov/liqr/>. The University reserves the right to make amendments to this policy.

SALES AND SOLICITATION

Soliciting and selling for private or commercial gain is not permitted on the university campus. Concern for the privacy of students, general building security and the protection of property has led to stringent regulations about selling and soliciting on campus and in residential areas.

Solicitation is defined as requesting money, seeking agreement to pay, taking subscriptions, selling merchandise or tickets or offering any other comparable event admission, materials and privileges, in person or by handbills, e-mail and/or internet, posters or similar materials, to promote sales.

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 Involvement at (614) 236-6901 or visit the Student Involvement 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 Conference 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 an organizations purpose, service, events and activities, as well as recruiting new student members. Reservations must be made at least 48 hours in advance through Conference Services at (614) 236-6200 or visit the office in the Campus Center on the second floor. Approved organizations will receive a confirmation from Conference 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 Conference 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 Parkhurst Dining Services at (614) 236-7100.

LOST AND FOUND

The Campus Center maintains a “Lost and 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 Stu-

dent Involvement at (614) 236-6901 or visit the Student Involvement 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 Involvement at (614) 236-6901 or visit the Student Involvement Office in the Campus Center.

ENTREPRENEURSHIP and BUSINESS ACTIVITIES

The university administration recognizes that there may be activities within academic departments and units and educational courses which involve entrepreneurial business and/or operations as part of the educational experience, the private sponsorship of activities and/or the production and sale of a product on a limited basis and for a specified period of time. Capital permits undergraduates to undertake modest levels of entrepreneurship and business activities on campus. Activities are limited to those learning experiences which do not compete and/or interfere with existing university auxiliary operations such as dining service, campus bookstore, etc.

The use of Capital meeting and residential buildings, rooms, spaces, and grounds must be approved and all regulations concerning safety must be observed.

Competition with Existing University Contracts

All business auxiliaries operated on a campus shall be under the direct management, control and supervision of the Vice president of Business and Finance. The sale and distribution of products and services includes any method of marketing by way of direct selling or indirect selling, including the use of posters, flyers, handouts, or other promotional literature. Such activities shall be subject to the provisions of this policy.

Items sold or to be offered for sale may be in violation of existing university contracts, i.e. University Food Service, Campus Bookstore, etc. Please contact the Office of Student Involvement at (614) 236-6811, Parkhurst Dining Services at (614) 236-7100 and/or Campus Bookstore at (614) 236-6116 for more information. Students may be required to move businesses entirely off-campus should they disrupt residential life, compromise the educational environment, or jeopardize the nonprofit status of the university or any exemption of its income or property from federal, state or local taxation.

Bexley Codified Ordinances

No person and/or organization shall sell, barter, offer for sale or expose for sale, at retail or wholesale, any goods, wares, substances for human consumption or any

commodity or other article, upon public streets or alleys, or in entrances to buildings or other premises, or upon vacant lots or other tracts of land within 500 feet of the property line of any *school, between the hours of operation on days when the school is in session, except at events conducted by the or authorized by the school authorities. (Bexley Mayor's Office, Codified Ordinances, 832.03: Sales From or Adjacent to Public Property)

Common Definitions:

Business Activity: A "business activity" is any activity carried on by a student that is intended to or does generate revenue or trade, whether or not for profit, and is not an individual employment or independent contractor relationship.

Fundraising: Fundraising is an important source of income for a student organization and also an opportunity to aid various worthy non-profit organizations or foundations. Fundraising activities must have clear and specific purpose(s). Fundraising activities that provide a service are encouraged over fundraisers that involve the sale of products. Fundraising activities involving product sales must ensure that students involved in product sales are informed of the purpose of the sale and should be able to articulate the reason for the fundraiser to students, faculty, and staff.

Sales and Solicitation: Solicitation is defined as requesting money or goods, seeking agreement to pay, taking subscriptions, selling merchandise or tickets or offering any other comparable event admission, materials and privileges. This includes actions taken to promote sales in person or by handbills, through e-mail and/or internet, or by posters or similar materials.

Soliciting and selling for private or commercial gain is not permitted on Capital University's campus unless approved by the Committee on Business Activities. Concern for the privacy of students, general building security and the protection of property has led to stringent regulations about selling and soliciting on campus in general and in residential areas specifically. Sales or solicitation for the purpose of supporting or contributing to any recognized student organization or non-profit community organization must be sponsored by a recognized student organization, and must be approved in accordance with the Student Organization Sales and Solicitation section listed below.

Business Communications: Care must be taken to avoid excessive use of university resources, misuse of university facilities and information provided primarily for Capital's teaching and research missions, and activities that might jeopardize the tax-exempt status of the university or its property. Students must establish a means of communication with customers separate from those provided by the university for educational purposes.

No student may list his or her residence hall address, campus mailing address or telephone number, Capital email or Internet address, or Capital Web site in conjunction with any business enterprise, or in any way suggest that Capital en-

dorsers or sponsors the business. Student organizations must follow the listed student organization room policies found in the Student

Organization Policies and Guidelines:

Capital reserves the right to restrict or control student business use of its resources, facilities, academic product, copyrighted materials, and institutional data.

Approval for Campus Postings

Campus posting in the Campus Center is provided as a service to university community. Students or student organizations must contact the Office of Student Involvement at least one week in advance to obtain approval for a campus posting.

Mass and Bulk Mail

University Mail Services was established to provide general post office services, information on postal regulations and cost effective mail processing for university offices. Mass mailing to students is provided as a service to university offices only. Exceptions to this policy are granted by the Director of Student Involvement. Students or student organizations must submit a formal request in writing with a detailed outline of the rationale for the exception to the mass mailing policy to the Director of Student Involvement at least one week in advance of the planned mailing. All student or student organization mass mailings must have written approval by the Director of Student Involvement prior to the planned mailing.

INFORMATION TECHNOLOGY

Use of university computing and electronic communication resources requires each user to adhere to standards of acceptable use. Use of the university's computer resources is only for university-related purposes for which they were authorized. As with all university equipment, the use of computer resources, including the University Network, for private or commercial purposes is prohibited, except as expressly authorized. Reasonable minimal personal use is permissible within the guidelines of this policy 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. 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.

Residence Halls Solicitation and Posting

For safety reasons and to protect residents from unwanted disturbances, *soliciting in the residence halls is prohibited*. The residence halls may not be used as a place of business. Concern for the privacy of students, general building security and the protection of property has led to stringent regulations about selling

and soliciting on campus and in residential areas. Thus, solicitation/sales or promotion is not permitted in a student's and/or student organization's room.

Students and campus organizations desiring to sponsor information tables in the halls may contact their residence hall coordinator **3-7 days prior to the event** for permission. Due to the fact that 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.

General Compliance

Student business enterprises must comply with the following general restrictions:

1. The use of university resources for personal gain is prohibited.
2. Use of the Capital name or logo in conjunction with a business enterprise is prohibited.
3. The use of Capital meeting and residential buildings, rooms, spaces, and grounds must be approved and all regulations concerning safety must be observed.
4. The printed or electronic compilation or redistribution of information from university directories is prohibited.
5. Use of library resources for commercial purposes is prohibited.
6. General regulations concerning the use of computers and networks for personal financial gain must also be observed by students with personal business enterprise(s). 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.

Other Things to Consider

Other areas of concern, which could cause the College to prohibit the student business, include:

- Excessive use of Capital's mail system.
- Activity by a student as a corporate agent or commercial solicitor for a business.
- Other activities that compromise the educational collegiality of the Capital community by coloring with a profit motive the day-to-day interactions among students, faculty, and other College officers.

- Excessive foot traffic, movement of goods into or out of, and/or storage in university buildings, including residence halls and student organization rooms.
- Commitment of time and effort to a commercial activity to an extent that compromises a student's academic or personal well-being.

Approval Process for Business Activities

Student Business Enterprises must submit a written Student Business Activity Proposal to the Student Business Activity Review Committee for approval prior to beginning operations on campus. The committee is responsible for reviewing the proposal to determine the impact on University offices, operations, facilities, and/or resources.

Committee on Student Business Activities

Students and student organizations must undergo a periodic review of all business activities to ensure that those activities continue to meet the educational Mission of Capital University. The following represents the composition of the committee responsible for review of all student and student organization business activities:

1. Representative, Academic Affairs/Student Affairs
2. Director of Student and Community Engagement
3. Representative, Vice President of Business and Finance
4. Representative, Information Technology
5. Student Representative appointed by Student Government

Approval Process for Fundraising

If a student or student organization wishes to conduct a fundraiser or seeks to raise funds or goods of any kind, the individual or group must complete the online reservation form and provide a detailed outline of the plans for the fundraiser. The form must be submitted online for approval by the Director of Student Involvement at least one week in advance of the planned fundraising event. All fundraising events must have written approval by the Director of Student Involvement prior to the planned event or activities.

Some information adapted from the Harvard University Policy on Student Business Activities.

INFORMATION TECHNOLOGY ACCEPTABLE USE POLICY

System Administrators and IT Support Staff must also comply with the IT Privileged Access Policy and sign the university Confidentiality Statement. The university reserves the right to amend this Policy at any time without prior no-

tice and to take such further actions as may be necessary or appropriate to comply with applicable federal, state, and local laws.

Standards of Acceptable Use

Use of university computing and electronic communication resources requires each user to adhere to the following standards of acceptable use:

- Observe all federal and state laws, as well as policies of Capital University in the use of university computing and electronic communication resources. Do not use the university's computer resources for any unlawful purpose, such as the installation or distribution of fraudulently or illegally obtained software. The university may take any immediate steps necessary to deal with alleged violations of law or policy, including removing illegal material from the university server or other university computing or electronic communication resources.
- Respect the privacy and personal rights of others by ensuring that use of university computing and electronic communication resources does not constitute invasion of privacy, harassment, defamation, threats, intimidation, unwarranted annoyance or embarrassment, or discrimination based on race, sex, national origin, disability, age, religion, or sexual orientation.
- Respect and preserve the performance, capacity, integrity, and security of university computing and electronic communication resources. Ensure that use of those resources does not circumvent system security and does not achieve or aid others to achieve unauthorized access. The university may take any immediate steps necessary to deal with threats to performance or degradation of its computing and electronic communication resources.
- Protect the purpose of university computing and electronic communication resources to carry out the university's primary mission. Use the university's computer resources only for the university-related purposes for which they were authorized. As with all university equipment, use of the computer resources, including the university network, for private or commercial purposes is prohibited, except as expressly authorized. Reasonable minimal personal use is permissible within the guidelines of this policy 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.
- Respect the intellectual property rights of others by ensuring that use of university computing and electronic communication resources does not violate any copyright or trademark laws, or university licensing agreements (including licensed software).

Authorization The University provides authorization to use university computing resources with the creation of a user account and password per the guidelines of the user Account Policy. Students, faculty, and staff obtain a user account when they register for classes or begin employment at the university. The user account will provide access to basic computing services such as use of email, access to office automation software, the Internet, and access to systems and information that are provided based on the group the person belongs to or the position he or she holds at the university.

Appropriate Uses Examples of computer and network uses that are encouraged, with the appropriate authorization if necessary, include, but are not limited to:

- Use of microcomputers in student labs for class assignments;
- Instructor preparation;
- Thesis research support;
- Personal computing to improve computing literacy, or to learn new computer hardware and software;
- Use of public computers for review of generally available individual or campus information;
- Use of computers provided by the university to faculty and staff in support of their work;
- Approved use of the university's information and administrative systems; and Use of Internet resources

Violation of Policy

Violations of acceptable use of university computing and electronic communication resources include, but are not limited to:

- Use of another person's user account
- Providing one's user account and password to someone else to use;
- Accessing or transmitting information that belongs to another user or for which no authorization has been granted;
- Any attempt to make unauthorized changes to information stored on the university's computer systems;
- Viewing data that one does not have security rights to, or should not have rights to view;
- Unauthorized copying of information stored on the university's computer systems;
- Any action that jeopardizes the availability or integrity of any university computing, communication, or information resource;
- Use of IT resources that interferes with work of other students, faculty, or staff or the normal operation of the university computing systems.

EDUCATIONAL PERSPECTIVE ON STUDENT USE OF ONLINE COMMUNITIES

Online communities like Facebook.com, Xanga.com, Myspace.com, etc., are great innovations that offer opportunities to interact with an extraordinarily expansive universe of new people. You can share your online identity and learn more about how the Internet and its various programs work to create new relationships and communities. Individuals with particular social identities or hobbies can use it to find friends with common interests.

Our basic humanity is, for better or for worse, vulnerable to context, circumstance and interpretation. It is important to remember that online communities create as many obligations as it does opportunities for expression. Therefore, we have provided you with an educational perspective on student use of online communities on the Internet.

Summary Statements

1. There are various safety and security risks to consider when using online communities. Students often display their full names, e-mail address, profiles, instant-message screen names, cell phone/other numbers and class schedules online for public viewing. Online communities can be used as a device to stalk another person. A potential stalker may have little hesitation sending harassing or threatening electronic communications to a victim. Cyber stalking generally involves harassing or threatening behavior that an individual engages in repeatedly.

2. Online communities are perceived as a private environment that is closed to the public because its members must be invited and log-in with a username and

password. Online communities are open to students, faculty, staff, alumni and employers. Students must remember that the web and the internet is an open, unlimited international community. Therefore, students are encouraged to consider the fact that others may be reviewing information in online communities to make decisions about employment or other opportunities.

3. Online community engagement requires proper management of your time and academic and social responsibilities. The 2004 American College Health Association National Health Assessment Survey revealed that 12% of students listed Internet use and gaming as the top impediment to academic performance.

4. In cases where evidence of a violation of the Student Code of Conduct and/or other illegal activity is posted online, the information is provided to the Office of Public Safety and/or the Dean of Students and may be addressed as a conduct violation.

THINGS TO PONDER WHEN USING ONLINE COMMUNITIES

Vulnerability

Students are not the only users of online communities. Potential employers are also using it as a tool in their hiring processes. Some employers make decisions about whether they will interview or continue to interview a candidate for a position based on what they have seen in online communities.

While you may enjoy the benefits and ease of communication in your online community social circle today, you also need to think about where you want to be in five or ten years. Remember, you are responsible for using this new technology in legal and appropriate ways.

Caching

Caching, in effect, means that if you post something on an online community, let's say for a day or two, just to be funny or to make a point, even if you take it down or change it, it remains accessible to the rest of the world on the Internet anyway.

Take a moment to think about how you want to "brand" yourself on the Internet. Almost everyone is more complex of a person than a single label can explain, but for most people it takes time and effort, if not real friendship, to get to know people's complexities. Don't give people an excuse to think of you in a single dimensional way. Instead of trying just to fit into a single group, think about yourself as an interesting person with depth of personality and character. What you put out on a site like Facebook.com or Myspace.com about yourself should be an invitation to the rest of the world to get to know you better.

Liberty of Online Communities

Capital University does not monitor the network for content as a practice. However, Capital is a private not-for-profit entity; we are not held to the same standards as state institutions regarding First Amendment laws on free speech. Capital University values free speech as an essential component of open dialogue,

the exchange of ideas, and critical thinking, all of which support student learning.

With freedom comes responsibility. Online communities are an excellent example of that adage. No official at Capital will actively monitor your posting. Most entering first-year students are young adults and are treated as such. University officials care deeply about you and your development. We all believe that at your age and maturity it is time you learned about freedom and responsibility for yourself. This also means, however, that it is up to you to set your own limits, create your own identity, and to be responsible for the consequences, given that you live in the real world of rules with potential legal consequences, as well as other people who, like it or not, will make judgments about what they see.

Responsibility and Safety

Capital University will not limit those people who are authorized to use the Internet or view online community postings from seeing what you post online. The Internet is an open, unlimited international community. Online communities are open to students, faculty, and staff — as well as alumni. Such people might be your professor, your adviser, a family member, or a potential employer. For example, if you are applying for a leadership position or job on campus, there's nothing prohibiting any person involved with the selection/hiring process from looking you up on the internet. In other words, online communities have absolutely no expectation of privacy.

While university officials will not actively monitor online communities, if a concern or a potential Student Code of Conduct/university policy violation is brought to the attention of the university, then the university has a duty and a responsibility to address the concern(s) and/or specific conduct violations.

Take a moment and reflect on your physical safety when posting information about yourself online. You may be exposing yourself to someone who may not have the same values, assumptions about appropriate behavior or may even have a mental defect or disease which could put you at risk as a victim of criminal behavior. Very likely you would not place a sign in the front of your house or residence hall describing intimate details of your personal life, detailed comings and goings, or anything else that someone less careful and competent than you might construe as an invitation for communication or even harassment and stalking that could prove dangerous.

With the freedom to post what you want comes the responsibility to do so in your interests not only for today, but also for whom and what you want to be tomorrow. This includes the realities of physical safety, judicial consequences through Capital University and/or legal consequences outside the university system. Cyberspace can have the effect of creating an illusion of privacy that could prove dangerous for you in reality. Please use caution when using online communities.

Peer-to-peer file sharing

Students are encouraged to remember that it is illegal to download music or movie files, or allow others to download them from your computer even if you are not making any money **from the transactions**. You should also know that most peer to peer programs set themselves up as servers when they are installed and run for the first time. Every time that you run the program (typically to look for files to download), it acts as a server, sharing the files in the Shared folder that it downloads into.

The Law

Most of the time when we talk about online communities it is a very individual matter. There is yet another angle to consider: the privacy of others. If you post an alleged fact about someone that proves incorrect, you may be liable for damages under either defamation or libel. Moreover, if you post photographs or information about someone that can be construed to be an "invasion of their privacy" (while they were sleeping in their own bed), or "false light" (suggesting that they are of one sexual persuasion when they are of another), or "misappropriation of likeness" (misusing a photo of another person) then you may be liable for a tort under the broad rubric of "privacy." Think not only about what identity you create for yourself online, but also how you represent others. You would not want to find yourself as a defendant in a tort case that alleged you invaded their privacy.

Conclusion

Facebook.com, Xanga.com, Myspace.com and other online communities allow users to express their humanity and provide an opportunity to create new communities. As such it represents a forum in which you can make choices about how you choose to represent yourself publicly. However, that freedom does not suggest that you can do so without impunity. Because we live in a society in which expression is judged in legal, policy and even personal ways, it is important to remember the consequences of that expression no matter how fun it might seem in the moment. When using online communities, remember that what might seem fun or spontaneous during college, given caching technologies, might prove to be a liability to an on-going sense of your identity over the longer course of history. Have fun and make productive use of these new, exciting technologies, but remember that technology does not absolve you of the responsibility to make good choices as a student of Capital University and a citizen of your local and global communities.

ELECTRONIC COPYRIGHT INFRINGEMENT POLICY and PROCEDURES

Peer-to-Peer (P2P) file sharing has become an issue for campus communities. Peer to peer programs are generally used to find and download various media files such as music MP3s, movies, and images. What many users do not know is that most of these programs also set themselves up as servers when they are installed and run. The programs download into a "Shared" folder (the user can

define a different folder to download into). Anything in this folder, is subsequently shared to others using similar programs on the Internet.

Representatives of copyrighted materials often use available peer-to-peer programs such as Kazaa, Morpheus, LimeWire, Bit torrent, Bear share, and others, to find illegal peer-to-peer files. These programs provide the IP address of the machine from student computers with the illegally downloaded files. These companies have no special access and they are not violating student's rights to privacy as they own the copyright. Thus, it is the student's responsibility to know what programs are being install on personal computers at all times.

Intellectual Property

Intellectual property rights protect the interests of creators. Intellectual property is usually divided into two categories:

- Industrial property such as inventions, trademarks and commercial names; and
- Copyright such as books, musical compositions, movies and artistic works

The Recording Industry Association of America (RIAA) and the Motion Picture of America Association (MPAA) are using the legal tools provided by the U. S. Digital Millennium Copyright Act (DMCA) of 1998 to track down and legally confront those who commit copyright infringement.

Copyright Infringement

Copyright infringement occurs when intellectual property is used without authorization from the owner. Downloading, uploading or sharing copyrighted material without permission is illegal. The most common offenses include downloading movies from an unauthorized source and sharing music peer-to-peer (P2P). These actions are considered a form of theft of the copyrighted work of a director, producer or artist.

Capital University is legally required by the Higher Education Opportunity Act to take action against such activities when we receive a notice of violation for electronic copyright infringement.

Notification Process for Copyright Infringement

Capital University will receive a formal notice of copyright infringement from a copyright owner or person representing the owner. The notice will state the specific claim and/or identify the information residing on the Capital University computer systems or network.

The Department of Information Technology will retrieve the illegally downloaded information, and send a formal written "*Notice of Alleged Copyright Infringement*" with detailed evidentiary information to the account holder. The account holder's network access will be temporarily suspended pending the outcome of the student administration conduct process.

Removal of Copyright Information

The university reserves the right to remove or block access to any copyrighted materials, and/or temporarily disable access to the campus network pending the outcome of an investigation of an alleged copyright infringement violation. Capital University will inform the account holder of any action taken to maintain compliance with federal and state copyright infringement laws.

Notification to Copyright Owner

The university designated agent will draft a summary response to the copyright owner indicating the outcome of the investigation as appropriate. All removed materials and/or disabled network access will be restored to the account holder within 10 business days of the case outcome.

Legal Consequences for Continued Violations

Violations of the copyright infringement laws may result in a formal criminal charge for a violation of law, formal court case proceedings, and fines up to \$150,000 per work/property misappropriated.

Report Copyright Infringement

All members of our community are expected to exemplify honesty, respect for truth, and congruence with university values and behavior expectations in all exchanges and interactions. Students may confidentially report an electronic copyright infringement violation via copyright@capital.edu or via Ethics Point located on the Capital University Web site via ONLINE SERVICES on the CURRENT STUDENTS link. Ethics Point provides a simple, anonymous way for employees and students to report improper and illegal conduct.

VIDEO SURVEILLANCE POLICY

Capital University reserves the right to place video surveillance cameras (VSC) and digital video recorders (DVR) on University property for the purpose of surveillance; criminal investigation assistance; deterring crime, and protecting the property and safety of the campus community. This policy does not apply to legitimate use of video cameras for educational purposes, to cameras used for journalism, or to private video cameras owned and operated by members of the campus community. This policy does not apply to covert cameras used by the Department of Public Safety or another law enforcement agency for criminal surveillance.

Definition of Terms

1. *Digital Video Recorder*: a device that is used to record, store and play video for video camera(s).
2. *Video Surveillance Camera*: a camera device that is capable of capturing images, (not audio) viewable by the naked eye and transferring such images to a data storage system. Video surveillance cameras are established as part of the campus infrastructure.
3. *Temporary Video Surveillance Cameras*: are defined as cameras that are established by university legal counsel to aid in an investigation, to provide addi-

tional security for a campus event or situation, and are not in place for more than 30 days. Legal Counsel will notify the President's Cabinet within 24 hours of the locating of temporary video surveillance cameras.

4. *Public Area*: an area open for public use where the expectation of privacy is not violated by what could normally be openly observed, such as building entryways, academic and student center hallways, laboratories, and outdoor areas.

5. *Private Areas*: areas such as bathrooms, shower areas, locker and changing rooms, or residence hall rooms and hallways.

6. *Data Storage System*: a dedicated computer resident in the computer data center.

Video Surveillance Camera Placement and Use

Video surveillance cameras shall be used for campus safety purposes. Placement and use of permanent video surveillance cameras shall be approved by the President's Cabinet. Placement and use of all video surveillance cameras shall conform to applicable federal and state laws. Video surveillance cameras may not be established in private areas of the campus. The use and placement of video surveillance equipment will be accompanied by signage in appropriate accessible campus locations. Signage will state: "*THESE PREMISES MAY BE UNDER VIDEO SURVEILLANCE.*" If necessary, temporary video surveillance cameras may be installed as a part of a criminal investigation. This policy prohibits the use of empty dummy or placebo cameras.

Video Surveillance Camera Monitoring

Only the Department of Public Safety staff or other personnel authorized by the University Legal Counsel may monitor video. No unapproved employees may monitor or view video for any reason except as necessary in the course of an investigation or adjudication. If University Legal Counsel feels it is necessary to aid in an investigation, small video clips or image stills may be released to other law enforcement agencies, the media or the public. Prior to releasing the video clip or image still, the face and identifying features of all those on video but not of interest to the investigation will be blurred. All personnel approved to monitor video shall receive a copy of this policy and provide written acknowledgment that they have read and understand this policy, and will receive any and all updates or amendments to this policy.

Video or Other Storage Media

Recordings shall be kept confidential and will be stored for 28 days. After that time, the images will be deleted. Recordings shall be kept locked and secured in a data storage system located in the Battelle Hall computer center.

All recordings used for an investigation or prosecution of a crime shall be retained until the end of the proceeding and appeal period unless directed otherwise by a court of law. No recording shall be altered in any manner. The only narrow exception allows for faces of nonparticipants in an incident to be blurred for privacy reasons in the event a video or still image is provided to the media.

Destruction or Tampering with Video Surveillance Equipment

Any person who tampers with or destroys a video surveillance camera or any part of the video surveillance system may be prosecuted in the criminal justice system as well as the campus student conduct system.