

WALSH UNIVERSITY

# Student Handbook



2023 – 2024



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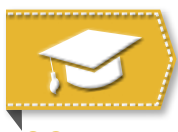
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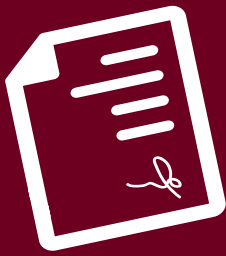
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## OVERVIEW

### HANDBOOK INTRODUCTION

College years offer the student the opportunity for intellectual and personal growth. To foster this growth, this handbook presents important policies describing the behaviors expected of Walsh students and the services students can expect from the University.

The Student Handbook is a guide for the academic year. This handbook states general policies designed to serve the best interests of the University community and describes nonacademic life with its campus services and activities. It supplements the University Catalog, which provides information concerning academic programs, course descriptions, degree requirements, and financial commitments.

### RIGHTS AND RESPONSIBILITIES

Unless otherwise specified, the policies and procedures outlined in this handbook pertain to all students. By becoming members of the Walsh student body, persons bind themselves to comply with the policies explained in this handbook. It is the responsibility of the students to know the requirements and the policies of the University, especially those stated in the Catalog and the Student Handbook.



## **WELCOME FROM THE VICE PRESIDENT FOR STUDENT AFFAIRS**



Dear Students,

I would like to extend a warm welcome to all of you as you embark on a new academic year at your Catholic University. It is my privilege to provide you with this student handbook, which serves as a guide to help you navigate your journey of learning, personal growth, and faith exploration during your time at the University.

As a Catholic institution of higher education, we are committed to fostering an environment that values the pursuit of knowledge, intellectual curiosity, and the development of the whole person. Our mission is rooted in the Judeo-Christian tradition, which call us to embrace the values of love, compassion, justice, and respect for human dignity.

In line with our mission, this handbook outlines the policies, procedures, and expectations that govern your experience as a student within our community. We ask that you familiarize yourself with its contents, as it serves as a valuable resource to help you understand your rights and responsibilities as a member of our community.

As members of a Catholic university, we uphold certain principles and values that guide our conduct. We ask that you adhere to our student conduct policies, which promote integrity, honesty, mutual respect, and responsible citizenship. These values extend beyond the classroom and into our daily lives as we interact with one another and the wider community.

We are committed to your success and well-being during your time here. Should you encounter challenges or need assistance, please do not hesitate to reach out to our dedicated faculty, staff, or support services. We are here to guide and support you, ensuring that your university experience is one of growth, fulfillment, and transformation.

We are excited to have you as part of our community and look forward to witnessing your achievements, both academically and personally. We believe that your time here will be marked by intellectual discovery, personal development, and a deepening of your faith.

May this student handbook serve as a roadmap for your journey and may your time at your Catholic University be filled with abundant blessings.

Sincerely,

A handwritten signature in black ink that reads "Rachel Hosler". The signature is written in a cursive, flowing style.

Dr. Rachel Hosler

*Interim Vice President for Student Affairs*



*The Founding Brothers, 1960: (seated from left) Dacian J. Barrette (Business Manager), Thomas S. Farrell (President), and Henry J. Vannase, (standing from left) Edmond Druin (Librarian), Paul E. Masse, Robert A. Francoeur (Academic Dean), and Alexis Gunlbault*

## **FOUNDERS OF WALSH UNIVERSITY**

Originally founded in 1819 by two Breton priests, Jean Marie de la Mennais and Gabriel Deshayes, the Brothers of Christian Instruction strove to carry religious education all over the world, including North and South America, Africa and Asia. Their home in North Canton, Ohio, is a shining testament to the Brothers' mission of bringing values-based education to all who seek it, regardless of means or circumstances.

When the Brothers of Christian Instruction stood in a farmer's field at the corner of North Market and Easton, they formed a vision. A vision to turn fifty acres of alfalfa into a college campus. This vision lay on a foundation of faith, courage and selfless hard work. That vision was realized on November 17, 1960, when seven Brothers, comprising the entire faculty, welcomed the incoming class of sixty-seven "gentlemen." Br. Farrell (Walsh's first president) stood on the steps and gave the group a pep talk. Apparently, construction delays and final charter approval by the Ohio Board of Regents had forced a late start for classes, and students would be required to double up on their credit hours to complete the fall semester on time.

Staff support at the time came from a full-time custodian and a part-time secretary. Two structures, a residence for the Brothers and an academic building, stood on the bare campus. The parking lot flooded whenever it rained, and boards were used to cover muddy walkways.

At first, Walsh offered a liberal arts curriculum with majors in secondary education and business administration, as well as pre-professional programs in dentistry, medicine and law. Today, nearly 2,700 students can select from more than 70 undergraduate majors and graduate degrees.

This wonderful Catholic higher-education resource has continued to grow and prosper because the Brothers of Christian Instruction, and those who have built on their efforts, had a vision - a vision that built Walsh University.

## WALSH UNIVERSITY VISION

The Walsh University vision statement was developed as a collective University effort to serve as the University's North Star and emphasize our commitment to develop leaders with a moral foundation and an awareness of the common good.

Become a leading Catholic university known globally for inspiring others to pursue ingenious practices that serve the common good.

## WALSH UNIVERSITY MISSION

Walsh University is an independent, coeducational Catholic, liberal arts and sciences institution. Founded by the Brothers of Christian Instruction, Walsh University is dedicated to educating its students to become leaders in service to others through a values-based education with an international perspective in the Judeo-Christian tradition.

Walsh University believes in the desirability of a small university that promotes academic excellence, a diverse community and close student-teacher interactions. The University provides its students a higher education that fosters critical thinking, effective communication, spiritual growth, and personal, professional and cultural development. Walsh University encourages individuals to act in accordance with reason guided by the example and teachings of Jesus Christ.

## CORE VALUES

We commit ourselves to these values in all that we do as a framework for helping each other take our place as we discover our life's purpose.

**FAITH:** We recognize that individual spiritual journeys and prayer are foundational in all of our efforts to fulfill the mission

**EXCELLENCE:** We embrace the notion that our best efforts and selves are critical components to reaching our goals and ultimate purpose

**INTEGRITY:** There is harmony and truth in our thoughts, words and deeds

**SERVICE:** We selflessly place the needs and interests of others ahead of our own

**COMMUNITY:** We share a passion for the mission of the University and the values espoused therein as we care for and support one another to achieve the common good

## STUDENT AFFAIRS MISSION

The Office of Student Affairs advances the university's mission and core values by cultivating programs, services and learning opportunities to create a supportive and transformative educational experience for our students. Our approach to student development is rooted in hospitality and presence to promote a community of belonging where all students can thrive. We seek to invite our students to take an active role as life-long learners both inside and outside of the classroom. We believe that investing in the holistic development of our students through teaching, mentoring and role modeling is central to the formation of the whole person in Christ. As professional educators, we aim to inspire our students to find their place, grow in their faith, serve our community and lead with purpose.



## COMMITMENT TO DIVERSITY

The Walsh University Mission compels us to be a beacon of light and hope to all who become part of the university family. One of our core values is respect for everyone, and we are committed to creating, advocating for, and maintaining in all areas of campus life an inclusive environment that respects, supports, and values the uniqueness of all individuals as children of God. We seek student and workforce diversity, and diversity in our service providers and suppliers.

We strive to create an environment where people believe they are valued and appreciated because they are.







## THE WALSH UNIVERSITY CREST

The Roman lamp at the top of the design features a gold Chi-Rho to indicate that each graduate of Walsh University is charged by Christ to be a “light of the world.” In the Sermon on the Mount, the first thing Christ did after preaching the eight Beatitudes was to compare his disciples to the salt of the earth and a light in the world (Matthew 5:13-14).

Underneath the large “W” is a golden cross and the motto of the Brothers of Christian Instruction, “DS.” These letters stand for Deo Soli, which, translated from the Latin means “For God Alone.”

And the banner under the shield are the word sed deus dat incrementum. The phrase is taken from 1 Corinthians 3:7 and means “God gives the increase.” The words express the thought that, although members of the Walsh faculty give all they humanly can, it is known that the flowering of their seed comes from Almighty God.

## WALSH UNIVERSITY ALMA MATER

Alma Mater we give all our love and our favor;  
May our lives ever be a reflection of Thee.  
Through the days, through the years, the memories we'll savor,  
And forever will be, true to Walsh, true to Thee.

From fields of green you grew, with the love of Brothers' tending,  
From our God you find anew the increase that sustains,  
And our God has charged anew the mission that remains.

Alma Mater we give all our love and our favor;  
May our lives ever be a reflection of Thee.  
Through the days, through the years, the memories we'll savor,  
And forever will be true to Walsh, true to Thee.

*Words and arrangement by Dr. Britt Cooper,  
Professor of Music, Chair, Division of Fine & Performing Arts*



**WALSH UNIVERSITY**

## WALSH UNIVERSITY CAVALIERS' FIGHT SONG

Fight on, you Cavaliers  
We will defend our might and honor  
Drive on to victory  
And we will proudly stand and shout:  
Go Walsh!

And when the game is through,  
And the contest has been won,  
We'll sing a song for Walsh  
And cheer you on, our Cavaliers!

## CAMPUS MAP

**A Parking Lots (Letters)**

**CLASSROOM CODES**

AHSC – Aultman Health Sciences  
 BBCC – Barrette Business Center  
 BCA – Birk Center for the Arts  
 BETZLE – Betzler  
 CSI – St. John Paul II Center for Science Innovation  
 DC – David Campus Center  
 FH – Farrell Hall  
 GLC – Tort Global Learning Center  
 HC – Hancock Center  
 LH – Lemmon Hall  
 OT – Olivier Towers  
 PE – Physical Education Building  
 REC – Religious Education Center (Chapel)  
 TNSC – Timken Natural Science Center

**STREET NAMES**

1 Grove Street  
 2 Founders' Drive  
 3 Brothers' Drive  
 4 South Cavalier Drive  
 5 North Cavalier Drive

**1. FH FARRELL HALL**  
 Academic Affairs  
 Academic Support Center  
 Advancement/Alumni  
 Br. Edmond Drouin Library  
 Business Office  
 Classrooms  
 Human Resources  
 Information Technology Services  
 Office of the President  
 Student Service Center  
 Financial Aid/Registrar/Student Billing

**2. REC OUR LADY OF PERPETUAL HELP CHAPEL**  
 Classrooms  
 Religious Education Center  
 Faculty Offices

**3. BIERY BASEBALL COMPLEX**

**4. CSI SAINT JOHN PAUL II CENTER FOR SCIENCE INNOVATION**  
 Classrooms  
 Faculty Offices  
 Research Labs

**5. TNSC TIMKEN NATURAL SCIENCES CENTER**  
 Classrooms  
 Faculty Offices  
 Research Labs

**6. AHSC AULTMAN HEALTH FOUNDATION HEALTH SCIENCES CENTER/THE DON & IDA BETZLER SOCIAL AND BEHAVIORAL SCIENCES CENTER**  
 Betzler Auditorium  
 Byers School of Nursing  
 Classrooms/Labs  
 Faculty Offices

**7. BBCC THE BARRETTE BUSINESS AND COMMUNITY CENTER**  
 Auxiliary/Special Services  
 Betzler Grille  
 Br. Robert Francoeur Conference Center  
 Classrooms  
 DeVille School of Business  
 Professional Advising

**8. ST. KATHARINE DREXEL HOUSE**  
 Campus Ministry  
 The Garage

**9. MEIER HALL**

**10. STEIN HALL**

**11. BRAUCHLER HALL**

**12. LEMMON HALL**

**13. SEANOR HALL**

**14. MENARD HALL/BETZLER TOWERS**  
 Campus Police

**15. OT OLIVIER FAMILY TOWERS**

**16. MARIE & ERVIN WILKOF TOWERS**

**17. BCA THE BIRK CENTER FOR THE ARTS**  
 Artium Gallery  
 Fine and Performing Arts Offices  
 Walsh Chorale/Chamber Singers  
 Walsh Marching Band

**18. PE GAETANO M. CECCHINI FAMILY HEALTH AND WELLNESS COMPLEX**  
 Athletic Offices  
 Alumni Arena  
 Gymnasium  
 Classrooms  
 Cecchini Center

**19. HC HANNON CHILD DEVELOPMENT CENTER**  
 Classrooms/Labs  
 Faculty Offices

**20. DC THE PAUL & CAROL DAVID FAMILY CAMPUS CENTER**  
 Admissions  
 Barnes & Noble Bookstore  
 Founders Rooms  
 Health Counseling Center  
 Post Office  
 Schervish Dining Center  
 Sodexo Food Services  
 Student Affairs

**21. LA MENNAIS HALL**  
 University Marketing & Communications

**22. GLC THE MARLENE AND JOE TOOT GLOBAL LEARNING CENTER**  
 Camelot Music Career Readiness & Development Center  
 Cavalier Café  
 Digital Classrooms/Labs  
 James B. Renacci Forum & Center for Civic Engagement  
 Mother Angelica Studio  
 Research Institutes  
 Saint Teresa of Calcutta Chapel

**23. TUNNEL TO ATHLETIC FIELDS**

**24. HOVER HISTORICAL CENTER AND HOVER PARK**  
 Walsh University Athletic Stadium  
 Larry Staudt Field

**25. WALSH UNIVERSITY ATHLETIC STADIUM**  
 Larry Staudt Field

**CLASSROOM CODES**

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 PE – Physical Education Building  
 REC – Religious Education Center (Chapel)  
 TNSC – Timken Natural Science Center

**STREET NAMES**

1 Grove Street  
 2 Founders' Drive  
 3 Brothers' Drive  
 4 South Cavalier Drive  
 5 North Cavalier Drive

**WALSH UNIVERSITY**  
**EDUCATION FOR LIFE**

2020 East Maple Street • North Canton, Ohio 44720-3336  
 Main Line: 330-490-7090 • Toll Free: 1-800-362-9846  
 Fax: 330-490-7165 • Email: admissions@walsh.edu  
 www.walsh.edu

Updated 6.6.22

## UNIVERSITY OFFICES DIRECTORY

Academic Affairs .....	Farrell Hall.....	330.490.7123
Academic Support Center .....	Farrell Hall.....	330.490.7235
Accessibility Services.....	Farrell Hall.....	330.490.7529
Admissions.....	David Campus Center.....	330.490.7172
Advancement .....	Farrell Hall.....	330.490.7111
Alumni & Career Connections.....	Global Learning Center.....	330.244.4943
Athletics .....	Cecchini Health & Wellness Complex.....	330.490.7035
Bookstore.....	David Campus Center.....	330.490.7361
Campus Ministry .....	St. Katharine Drexel House.....	330.490.7344
Campus Police.....	Betzler Tower Residence Hall.....	330.490.7474
Class Cancellation.....		330.490.7005
Commuter Services .....	David Campus Center.....	330.490.7173
Counseling Services.....	David Campus Center.....	330.490.7348
Dining Services .....	David Campus Center.....	330.490.7381
Global Learning .....	Global Learning Center.....	330.244.4771
Health Services.....	Cecchini Health & Wellness Complex.....	330.490.7030
Help Desk (Information Technology).....	Farrell Hall.....	330.490.4357
Human Resources .....	Farrell Hall.....	330.490.7210
International Student Services .....	David Campus Center.....	330.490.7105
Library .....	Farrell Hall.....	330.490.7185
Multicultural Affairs.....	David Campus Center.....	330.490.7342
Post Office.....	David Campus Center.....	330.490.7316
President's Office.....	Farrell Hall.....	330.490.7102
Print Room .....	Farrell Hall.....	330.490.7161
Residence Life .....	David Campus Center.....	330.490.7107
University Chaplain .....	Our Lady of Perpetual Help Chapel.....	330.490.7051
School for Professional Studies .....		330.490.7292
Student Affairs .....	David Campus Center.....	330.490.7301
Student Service Center .....	Farrell Hall.....	330.490.7367
Student Activities .....		330.490.7173
Title IX Coordinator .....	David Campus Center.....	330.490.7301
University Relations .....	La Mennais Hall.....	330.490.7296

## CONSTITUENCIES

### TRADITIONAL STUDENTS

For admission purposes, traditional students are classified as those students who are between the ages of 18 and 23.

### NONTRADITIONAL STUDENTS

For admission purposes, nontraditional students are classified as those students who are 24 years of age and above.

### GRADUATE STUDENTS

Those students enrolled part time or full time in graduate classes.

### RESIDENT STUDENTS

Those students who are required or who choose to live in the residence halls.

### COMMUTING STUDENTS

Those students who are not required to live in the residence halls.

### DISTANCE LEARNING STUDENTS

Those students enrolled part time or full time in online degree programs or workshops.





## GENERAL UNIVERSITY POLICIES

### THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Walsh University is covered by, and subscribes to, the Family Educational Rights and Privacy Act (FERPA) informally known as the Buckley Amendment. Passed by the U.S. Congress, Public Law 93-380, as amended became effective November 19, 1974.

This law permits students the right of confidentiality and the right to inspect and review their educational record as maintained by the appropriate offices and agencies of the University. Also, it affords students the right to request that amendments be made to ensure that their records are accurate.

A copy of the Act and the Federal Regulations is available for examination in the University Library, the Office of the Registrar, or by accessing the Department of Education's FERPA website at <https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

FERPA information is published yearly in the university catalog and student handbook.

#### DEFINITIONS

“Student” is any person who attends or has attended Walsh University.

“Educational Record” is any record in handwriting, print, tape, microfilm, electronic file or other medium maintained by Walsh University which directly relates to a student. The following exemptions are not part of the educational record or subject to this Act:

1. Personal records maintained by University staff/faculty if kept in the sole possession of that individual, and the information is not accessible or revealed to any other person. For example a faculty grade book.
2. Employment records not contingent on student's enrollment.
3. Law enforcement records that are created by a law enforcement agency for that purpose.
4. Medical and psychological records used solely for treatment.
5. Alumni records disclosing information about a student who is not considered “enrolled.”

#### RIGHT TO INSPECT AND REVIEW EDUCATIONAL RECORDS

Students have the right to inspect and review their educational records within 45 days of the day the University receives a request for access.

**Procedure.** A student should submit to the University Registrar a written request that identifies the records to be inspected. Arrangements for access will be made by the University Registrar, and notification will be given to the student of the day, time, and location where records will be inspected. Exceptions: Students are granted the right to inspect and review all their educational records except for the following:

1. Information regarding other students;
2. Financial records of parents;
3. Confidential letters of recommendation, confidential letters or statements of recommendation for admission, employment, or honorary recognition put in education files before 1/1/75.

#### DISCLOSURE OF EDUCATIONAL RECORDS

Walsh University accords all rights under the Act to each student. Outside individuals or agencies will not have access to, nor will the University disclose any information from a student's educational record without the written consent of the student. The University may, however, furnish information within the University's community serving in the educational interest of the student (i.e., faculty, administration, support staff, advisors, campus security, campus student service departments such as financial aid and housing).

**Exceptions made to the disclosure policy are:**

1. to University officials listed in the above paragraph;
2. to federal/state educational officials in connection with legislative requirements;
3. in connection with financial aid for which the student has applied;
4. to organizations conducting studies on behalf of the University;
5. to accrediting organizations; to the parents of dependent students (e.g., parent information listed on the FAFSA [Free Application for Federal Student Aid]);
6. to comply with a lawful judicial order or subpoena;
7. to appropriate individuals in health/safety emergencies;
8. limited directory information.

## NON-DISCRIMINATION POLICY

Walsh University opposes unjust discrimination as a matter of human dignity. Walsh University does not discriminate on the basis of race, age, sex, color, disability, national or ethnic origin, or status as a veteran, in the administration of our policies and programs, and vigorously supports these seven protected classes as written in the federal statute. This statement applies to all academic programs, all athletic programs, and to all policies and procedures concerning students and student activities. This statement applies to all personnel and administrative policies. Walsh University is a religious institution of higher education in the Catholic-faith tradition and is protected by the Religious Freedom Restoration Act (RFRA) and the First Amendment; thus, Walsh University may consider religion in hiring, admissions, and other decisions. Walsh University aligns with the Catholic Church teachings that the dignity of the human person is the foundation of a moral vision for society; thus, each person will always be treated with compassion, dignity, kindness, respect, and sensitivity. Nothing in this policy shall require Walsh University to act in a manner contrary to the beliefs and teachings of the Catholic Church and the University's mission. Walsh University does not support individual interpretations that expand the protected classes.



### WALSH UNIVERSITY RESOLUTION BOARD

The purpose of Resolution Board is to provide a way that will allow an employee or student to bring to the attention of the University acts of discrimination or other grievances that do not fall under the jurisdiction of Title IX (all forms of sex discrimination).

The Resolution Board, a committee of University Senate, consists of 10 elected or appointed members, two from each of the following University constituencies: students, faculty, support staff, professional staff, and Vice Presidents. The Board exists to provide education to the University community, to investigate and resolve alleged incidents of discrimination and discriminatory harassment, and to guide members of the community towards the most appropriate channel of appeal in order to resolve a grievance in the most expeditious and judicial manner. The Board acts as an appellate body to members of the community who feel that they were denied due process in the pursuit of a resolution through the normal operating procedures of the University. For information about the Walsh University Resolution Board, call 330-490-7301 or email [resolutionboard@walsh.edu](mailto:resolutionboard@walsh.edu)

### TITLE IX

Title IX is part of the 1972 re-authorization of the Higher Education Act and that stipulates that “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.” Title IX requires all schools receiving federal financial assistance to take reasonable steps to create a safe, nondiscriminatory learning environment.

### DIRECTORY INFORMATION

Walsh University, in accordance with the Act, has designated the following information as “directory information.” The University may release directory information to anyone without the student's consent unless the student requests otherwise in writing to the Office of the Registrar PRIOR to the first day of the academic semester or term in which the request is to become effective. This will remain effective until removed by the student.

Information the University may release (unless the student requests all information to be withheld as described above) includes:

1. Name;
2. Address (local and home);
3. Telephone (local and home);
4. Major field of study;
5. Participation in officially recognized University activities and sports;
6. Weight and height of member of athletic teams;
7. Dates of attendance;
8. Degrees and awards received;
9. Most recent previous educational agency or institution attended.

The student has the right to consent to disclosures of personally identifiable information contained in the educational records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to University officials with legitimate educational interests. Personally identifiable information is information that, if disclosed, would make a student's identity easily traceable, e.g., Social Security number.

## AMENDMENT OF EDUCATIONAL RECORDS

Under the Act, students have the right to request an amendment to educational records they believe are inaccurate, misleading, or in violation of their privacy rights under this Act. Procedures are as follows:

Students must submit a written request to the appropriate University official to amend a record. In doing so, the student should clearly identify the part of the record to be amended, and clearly state why it is inaccurate or misleading.

If the University determines that the information is inaccurate, misleading, or in violation of the student's right of privacy, it will amend the record and notify the student, in writing, that the record has been amended.

If the University determines that it is not appropriate to change the record, the appropriate University official will notify the student of the decision. The student will be advised of his or her right to a hearing regarding the request for amendment. At that time, information regarding the hearing procedures will be provided to the student.

## COMPLIANCE OFFICE

Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by Walsh 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 20202-4605

## FINANCIAL POLICIES

### TERMS OF PAYMENT

Walsh University requires the following payment terms:

1. All charges for tuition, fees, room and board are due no later than the first day of each semester, or
2. Students electing the Walsh University Payment Plan, offered through NELNET, must be enrolled in the program no later than the first day of each semester. An annual enrollment fee of \$40 per semester is charged to participate in the program. (Please contact the Student Service Center for information regarding the payment plan.), or
3. Students participating in the Employer Reimbursement Program must be enrolled in the program no later than the first day of each semester. For details see below.

Student account balances and details are available online within the secure area of the Cavalier Center (Student Account Information). Students are responsible for timely payments and those students that do not follow the required payment terms will be charged late fees on any outstanding balance. Students enrolled in the tuition payment plan or the Employer Reimbursement Program are exempt from interest charges if they adhere to the published payment schedule. Please contact the Student Service Center at 330-490-7367 with questions or if you have difficulty accessing the Cavalier Center.

### TUITION PAYMENT PLAN / EMPLOYEE REIMBURSEMENT PROGRAM

Students enrolled in the Tuition Payment Plan or the Employer Reimbursement Program are exempt from interest charges if they adhere to the published payment schedule. Walsh University reserves the right to deny future participation in either program if there is evidence of abuse or late payments. Students must re-enroll in the program each year to maintain eligibility. Enrollment forms are available at the Student Service Center.

### WITHDRAWAL POLICY

Registration for classes creates a contract for payment of tuition, fees, and charges.

A student choosing to terminate this contract with Walsh University must officially withdraw by noon of the fifth business day of any 8 week session or are obligated to pay all session charges in full. Withdrawal must be made in writing through the Student Service Center and must be signed by the student. Nonattendance to class or notification to a professor does not constitute an official withdrawal.

Withdrawal from a class or from the University on or before the 12:00 noon of the fifth business day of a session will cancel all financial obligations to the University for that session.

If a student withdraws from a class or from the University beyond the withdrawal deadline date and therefore does not receive an adjustment to tuition, the University may still be required to return a portion of the federal and/or state financial aid to the appropriate programs. Any balance created on the student's account as a result of this transaction is the responsibility of the student. Students considering a withdrawal are encouraged to first consult with a financial aid advisor located in the Student Service Center.

If a student withdraws or reduces the number of credit hours after the refund period for reasons beyond his or her control, a detailed letter may be submitted to the Fees and Charges Appeals Committee explaining the extenuating circumstances. Poor academic performance will not be considered as grounds for appeal.

The University will not grant a refund of charges for any withdrawal or reduction in hours beyond the established deadline without an approval from the Fees and Charges Appeals Committee.

Detailed appeal letters documenting the extenuating circumstances can be addressed to: Walsh University, Fees and Charges Appeals Committee, Finance Department, Attn.: Sarah Sowers, 2020 East Maple Street, North Canton, Ohio 44720

## **SUSPENSION OR EXPULSION**

The University will follow the Withdrawal Policy stated above in the event suspension or expulsion occurs. Students suspended or expelled after the refund periods will be obligated to pay all charges in full.

## **EMPLOYER REIMBURSEMENT PROGRAM**

A student whose employer offers educational reimbursement benefits may elect to participate in the Walsh University Employer Reimbursement Program.

Students wishing to enroll in Walsh University's Employer Reimbursement Program must complete the enrollment form available each academic year they wish to participate.

The form must be turned in to the Student Service Center to be enrolled in this program. The form is valid for one academic/financial aid year and should be submitted at the time of initial registration. Students shall be subject to interest charges until the application is complete and submitted to the Student Service Center.

Participants in the program receive the following benefits:

- Exemption from late fee charges for the semester;
- Eligibility to register for classes with an outstanding balance exceeding \$1,000;
- Permission to delay final payment until 30 days after the last day of that semester.

The Student is responsible for notifying the University of any changes in eligibility or employment status. If a student fails to make final payment within thirty (30) days following the completion of the academic semester, the University may elect to remove the student from the program and/or assess finance charges.

As a courtesy, Walsh University will provide an account statement/registration schedule to the student to present to his/her employer. These statements will be sent approximately the 9th week of each semester. Due to the popularity of this program, Walsh is unable to accommodate requests for "customized" statements.

Employer Reimbursement and Tuition Discounts: The Alumni and Post Baccalaureate Discounts are intended to financially assist Walsh Graduates who choose to continue their education at Walsh. As a result, these discounts are not structured to extend to the student's employer. If, however, the student is unable to document that his/her employer does not reimburse based on the pre-discount rate initially assessed, Walsh University may reconsider its policy on a case-by-case basis.

## **WALSH UNIVERSITY SATISFACTORY ACADEMIC PROGRESS POLICY FOR FINANCIAL AID**

The Financial Aid Office at Walsh University is required under Federal regulations to monitor the academic progress of all financial aid recipients. Failure to maintain Satisfactory Academic Progress (SAP) can affect a student's eligibility for federal financial aid. Both qualitative and quantitative standards are applied when determining SAP. Walsh University reviews SAP at the end of each spring semester. Students who fail to meet SAP are sent written notification which includes Walsh University's SAP policy as well as appeal information.

## **ACCEPTABLE PASSING RATE**

Each student must earn a passing grade in at least 67% of all courses attempted at Walsh University. "F" (Failed) and "W" (Withdrawn) grades will be counted as hours attempted but not passed. "I" (Incomplete) coursework cannot be counted as a successful completion. An Incomplete grade that has been changed to a passing grade can be added to the number of hours completed. It is the student's responsibility to notify the Office of Financial Aid once an incomplete grade has been changed to a valid grade. Transfer hours accepted by Walsh University and repeated coursework are considered in this ratio.

## **ACCEPTABLE GRADE POINT AVERAGE (GPA)**

The minimum GPA standards for financial aid eligibility must be equal to or higher than the standard set forth by Walsh University for academic standing purposes. Freshmen must have a cumulative GPA of at least 1.75. Sophomores/juniors/seniors must have a cumulative GPA of at least a 2.0 in order to maintain federal SAP. Determination of GPA requirements (1.75 vs. 2.0) for entering transfer students will be based on the number of transfer credits they carry with them from their prior institution(s), but the approved transfer coursework will have no effect upon the cumulative grade point average. Only one grade for a repeated course will be reflected in the calculation of the student's GPA. (For federal aid purposes, a student is allowed to repeat a course only once if a passing grade is achieved). The minimum cumulative GPA for graduate students is 3.0 and the calculation also follows the transfer and repeated coursework stipulations cited above.



## TIME LIMITS

Students cannot exceed 187 attempted hours (150% of graduation requirements) and continue to receive financial aid toward their undergraduate degree. Transfer hours are included in the 187 attempted hours. (Please note: State Aid is only available for a maximum of five full-time years, regardless of whether or not the student has reached the 187 credit hour limit.) Time limits are applicable even during periods where students did not receive Title IV aid and include courses taken during the summer. Transfer hours and repeated coursework also count when calculating acceptable time frame limits. Graduate students are not held to the same 150% calculation based on their specific graduation requirements. The 150% maximum time frame allowance for completion of the program is intended to be long enough to allow for changes in major, loss of credit due to transfer, withdrawn coursework, minor, double majors, etc.; therefore, an extension of the maximum time frame granted for those reasons is unlikely. Students seeking a second degree are limited to the federal Direct Loan program and will be monitored for time limits as well.

## APPEALS

Students who have lost their eligibility for federal financial aid due to not maintaining SAP will be notified in writing and have a right to appeal. All appeals must include substantive reasons for failure to comply with the SAP Policy, and all extenuating circumstances should be supported by documentation whenever possible. Documentation should not only indicate the mitigating circumstance(s) that caused a student to have academic difficulty, but also indicate that the circumstance which caused the situation has been rectified so that the student will be successful in future terms. Prior to submitting the appeal to the Student Service Center, the student must contact the Director of Academic Achievement for assistance in completing certain sections of the appeal form.

If an appeal is approved, students are granted a probationary period in which to rectify the reason why he/she did not meet SAP. If it is apparent that the student cannot complete this within one term, an extension may be given to the student after review of the academic “Action Plan” included in the original appeal. If the student does not adhere to the criteria outlined in the Action Plan, the probationary period will not be extended.

## REGAINING FINANCIAL AID ELIGIBILITY

Students can regain full eligibility for federal financial aid by successfully completing coursework while in Suspension status that will raise their cumulative GPA to meet or exceed the minimum required for their total attempted hours, and raise their overall Cumulative Completion Rate for all coursework attempted to the 67% undergraduate or graduate level. Students who are ineligible to receive federal financial aid may use one or more of the following payment options while attempting to regain eligibility: student’s own resources, Walsh University’s Payment Plan, and/or Alternative/Private Educational Loans. (PLEASE NOTE: Since Walsh University does not offer remedial courses, that category of coursework is not addressed in this SAP Policy.) VA Payment Delay Policy

In accordance with Section 103 of the Veterans Benefits and Transition Act of 2018, students receiving VA education benefits through either Chapter 31 (Veteran Readiness and Employment) or Chapter 33 (Post 9/11 GI Bill) will be exempt from any late fees or penalties incurred due to late tuition payments on behalf of the U.S. Department of Veterans Affairs. This includes calculation of interest, denial of access to classes, the library, or any other institutional facility, or the requirement to obtain additional funds to cover the student’s financial obligations to the institution due to the delayed disbursement of payment by the U.S. Department of Veterans Affairs.

## CAMPUS POLICIES

### ALCOHOL POLICY

The presence, possession or use of any alcoholic beverages on campus is limited to those who are of legal drinking age as per Ohio state law. Any student who possesses, consumes, or is under the influence of alcohol when she/he is not of legal age will be subject to disciplinary action. Students who host, provide or purchase alcohol for any person under the age of 21 will be subject to an immediate Level IV Violation and may face civil consequences (see Student Life Conduct System).

Repeat offenders of the alcohol policy and those involved in a serious alcohol abuse incident will possibly be required to enter a substance abuse program and/ or will have alcohol privileges restricted. Walsh University also reserves the right to notify parents of serious abuse. This right is granted to universities under the FERPA law.

### Designated Areas for Alcohol

Alcoholic beverages, containers and/or packaging are not permitted in any buildings specifically designated for first year students only (ie. Seanor Hall).

In the other residence halls, alcoholic beverages are permitted in a student’s private residence housing assignment, but only if one of the residents of that room is of legal drinking age. Alcoholic beverages, containers and/or packaging should be stored “out of sight” within common areas unless being actively consumed by the resident(s) who are of legal drinking age. Examples of appropriate storage areas are closed cabinets, refrigerators, etc.) Alcoholic beverages, containers and packaging are also not permitted to be used as decorations. If all official residents of an assigned room are under 21 years of age, alcohol beverages, containers and/or packaging is not permitted in that room, regardless of who is in possession of the alcohol.

## Open Containers

The presence of alcoholic beverages is also limited to certain locations on campus. Regardless of the student's legal drinking age, all students are prohibited from possessing or consuming from an open container in common areas (unless it is during a University sponsored, alcohol-approved event). Common areas include, but are not limited to, hallways, breezeways, lounges, study-rooms, courtyards, parking areas, etc. During select special events on the campus grounds and in campus buildings, alcohol will be permitted under strict guidelines. The presence of alcohol in any other area or at any other time is in violation of University policies.

## Public Intoxication

Public intoxication is prohibited on university premises and at university sponsored events. Walsh University defines intoxication by the identifiable and reliable signs, including but not limited to, a strong odor or alcohol on an individual's breath, slurred speech, impaired coordination, glassy eyes, or exaggerated emotions and behaviors.

## Bulk Containers, Paraphernalia and Drinking Games

Bulk containers, which includes kegs and/or centrally located, large supplies of alcoholic beverages purchased with the purpose of making it available for consumption to groups of individuals, will not be allowed in the residence halls at any time. Permission may be granted for bulk containers only during preauthorized campus events in non-residential university buildings. Only possession of small quantities of alcoholic beverages for private or personal use by individuals that are 21 years of age or older is acceptable. Engaging in or coercing others into activities, drinking games, and/or other behaviors designed for the purpose of binge drinking or abusive use of alcohol (e.g., use of paraphernalia such as funnels, keg stands, "around-the-world" parties, flip cup, quarters, beer pong, Beirut, power hour, and other alcohol consumption based on speed and/or volume, etc.), is strictly prohibited and will be considered a conduct violation.

## TAILGATING POLICY

We're excited to welcome you to campus for our Cav Nation Game Day Experience! Our goal is to ensure that spectators of all ages enjoy a safe and enjoyable time while cheering on our Cavaliers. We ask that all our spectators (students, alumni, parents, family members and guests) comply with our campus policies so everyone can enjoy our game day festivities.

Tailgating is defined as parking in a designated location/or area and/or setting up non-permanent facilities (such as tents and tables) to consume food and beverages prior to an officially sanctioned university event to which the public is invited and the event has been pre-approved for tailgating. The designated tailgating areas are reserved for spectators, recognized student organizations and University departments.

In order to ensure a fun and safe game day experience at Walsh University, all spectators are expected to conduct themselves in a manner that is respectful and reflective of the mission of the university. Persons acting in a disruptive, disrespectful, disorderly, or manner inconsistent with the mission will be asked to leave the premises and/or be subject to disciplinary and/or criminal action.

## Registration

- A Tailgate Permit is required for all spectators (students, alumni, parents, family members and guests). A limited number of game day spots will be available on a first come, first serve basis.
- The permit includes a reserved tailgate parking space located close to the game day venue.
- Tailgating cost per game/per parking space (tickets are non-refundable):
  - o Walsh Students: .....Free
  - o Walsh Employees, Alumni, Parents, Families and Guests.....\$5 per car  
\$10 per RV  
\$100 Season Pass (parking and two game tickets)
- Permits may be purchased in advanced on the Walsh University Athletics website and will be available for purchase on game day as spaces are available.
- The Permit holder who registers for the reserved tailgate space is responsible for the behavior of their party.

## General Policies

- Tailgating is only permitted in designated areas as approved by Walsh University.
- Permits will be required and must be displayed for Walsh University specified "Cav Nation Game Day" events as outlined on the athletics calendar.
- Tailgating areas will open two-hours prior to game time and close immediately at the start of game time. Vehicles may remain parked in the tailgating areas, but must be removed immediately following the game.
- Tents or canopies must be secured and not obstruct sidewalks, parking lot drive lanes, handicapped spaces or pedestrian walkways.
- Use of any Walsh University electricity or outlets is strictly prohibited.
- Only portable radios/stereos will be permitted. Walsh University reserves the right to regulate any amplified music/noise. Music with profanity, lewd lyrics, or derogatory language will not be tolerated.

- Only personal propane or gas grills are permitted for cooking. Wood or charcoal burning grills are prohibited.
- Pets are prohibited both inside the designated tailgate area, as well as athletics facilities. Exceptions will only be made for trained K-9 dogs or service animals assisting disabled guests.
- Any person damaging University property will be responsible for the cost of repairs. The University is not responsible or liable for accidents, damage, loss or theft of personal property.
- Those violating any law or applicable university policy are subject to removal from the tailgating area (or campus property), criminal action and/or University disciplinary action. If you see something dangerous or disruptive, immediately notify a University official or contact Campus Police at (330) 490-7474.

### Alcohol

- Consistent with university policy and other applicable county/state/federal laws, it is prohibited for a person under the age of 21 years to purchase, possess, consume, transport, or store alcoholic beverages. Furthermore, it is prohibited for any person or group to purchase and/or give alcoholic beverages to a person under 21 years of age.
- Student spectators will be assigned to the student tailgate lot. Student spectators 21 years of age or older will receive a wristband. They are expected to wear the wrist band during the duration of the tailgate.
- Alcohol is not permitted in athletic facilities or outside of designated tailgating and Game Day Event areas.
- Glassware of any kind (cups, bottles, beverage dispensers, etc.) are not permitted in the tailgate area.
- Drinking games are strictly prohibited. Bulk containers, such as beer kegs and party balls, are prohibited in tailgate areas and throughout Walsh University property.
- Driving or attempting to drive a motor vehicle while under the influence of alcohol or impaired by alcohol is prohibited by law.

### Parking

- Tailgating parking spaces are available on a first come first serve basis. Spectators wishing to park together must enter the lot at the same time.
- Setting up, marking off, or holding a tailgate space on game day without a tailgate permit is prohibited. On-campus tailgate spaces are reserved for approved tailgate permit holders only.
- Tailgating set-up may only occupy one parking space.
- Parking in unauthorized spaces or not in designated spaces is not permitted will result in vehicle being towed at the owner's expense.
- Motorhomes and RVs will not be permitted to park in any campus parking lots the night prior to a game.
- All University parking policies must be followed. Removal of any barricades, barrels or other traffic control devices is strictly prohibited.

### Tobacco-Free Campus

To protect and enhance our indoor/outdoor air quality and to contribute to the health and well-being of our entire campus community, Walsh University campus is entirely tobacco-free. Additionally, the use of all tobacco and smoking products, including chewing tobacco, electronic cigarettes (E-cigarettes), and other vaping devices is strictly prohibited within the facilities or on the property of Walsh University at any time.

### Solicitation

Solicitation of any kind is prohibited unless authorized by Walsh University.

### Trash

All individuals and groups participating in tailgating are responsible for proper disposal of their trash and other debris. Dumpsters and/or trash receptacles will be stationed in the designated tailgating areas.

## CAMPUS EVENTS SERVING ALCOHOL

Departments, Clubs, and Organizations may be granted special permission to serve alcoholic beverages providing that they comply with Ohio State Law and University rules and regulations governing the use and distribution of alcohol. A limited number of social events with alcohol will be approved each semester. Only three (3) social events with alcohol will be approved each semester and no student organization may sponsor more than one (1) social events with alcohol per semester. Priority status will be based upon the date of the completed request and the organization's ability to comply with University regulations. Organizations petitioning for the right to sponsor an event with alcohol should familiarize themselves with these guidelines. Organizations who wish to sponsor an event with alcohol must adhere to the "Alcohol Event Guidelines" and complete the following "Alcohol Event Application." The completed application must be submitted to the Dean of Students one month prior to the event for the event to be considered. Organizations that fail to comply with the stipulations set forth by the University will not be permitted to sponsor future alcohol events and may lose their university privileges. Individuals may also be subject to a referral to student conduct.

## CARING CAVALIER AMNESTY POLICY

### What is amnesty, and who can receive it?

The Caring Cavalier Amnesty Policy is focused on empowering students to support the health and well-being of themselves and others. Any student coming forward to report incidents involving sexual assault, dating violence, domestic violence, stalking, and/or a medical emergency will be granted amnesty by the Student Conduct and Community Standards Office and will not be subject to violations of the University's alcohol and/or substance abuse policies that occurred at or near the time of the alleged incident(s).

### Why is amnesty important?

The University recognizes that students who experience or witness a sexual assault, dating violence, domestic violence, stalking, and/or a medical emergency while under the influence of alcohol or illegal substances may be hesitant to report these occurrences due to concerns for the potential consequences of violating the student code of conduct.

### Who can I report to?

Report immediate health and safety emergencies to Walsh University's Campus Police (330-490-7474 or 330-316-1088). Report non-emergencies to the University's Title IX Office (330-490-7105) or Student Conduct and Community Standards Office (330-490-7301).

### Are there limitations to amnesty?

The Caring Cavalier Amnesty Policy provides amnesty for violations of the student code of conduct as it relates to alcohol and/or substance abuse policies only. Students will be required to meet with a representative from the Student Conduct and Community Standards Office to provide further information about the incident(s). Students may be required to participate in online education, reflection assignments, and/or assessment and treatment referrals.

Students who repeatedly use the amnesty policy may be required to participate in additional supportive measures. Failure to complete assignments required by the University will result in ineligibility for amnesty. Additionally, this policy does not grant amnesty from criminal, civil, or legal consequences for violations of federal, state, or local laws.

## BLOODBORNE PATHOGENS EXPOSURE

### Sharps Policy

To ensure the safety of all persons, visitors, Residence Life, and Facilities Staff, all persons who use injected medication or who test their blood are required to dispose of hypodermic syringes and/or lancets in approved red bio-hazard sharps containers. The Ohio EPA defines sharps to include lancets, hypodermic needles, syringes, scalpel blades, and broken glass contaminated with an infectious agent and requires the public to dispose of these items appropriately.

Persons are responsible for safely storing and disposing of their own personal sharps, needles or other objects that pose bio-hazard risks. It is the responsibility of each person to secure unused sharps safely in a locked or hidden space while on campus. Used sharps should be placed in a personal bio-hazard sharps container; once the container is 2/3 full or once the contents rises to the FULL level marker on the container, students who do not have the resources to independently dispose of their sharps containers at home are encouraged to dispose of their hazard sharps container at Health Services. Employees and students who do have the resources to independently dispose of their sharps should take their used sharps home with them in their personal sharps container for appropriate disposal. If an unattended sharp is found, no one is to touch the potential bio-hazard sharp and immediately contact Health Services or Campus Police for proper disposal.

Sharps and sharps containers are NOT to be placed in regular trash receptacles on campus.

Students who require such containers and do not already have their own personal sharp container can obtain a small personal sharp container from Health Services. It is recommended that students contact Health Services for additional information about the disposal of sharps and sharp containers

## CAMPUS FACILITIES

Campus facilities are open to students, faculty/staff and guests of the University according to designated hours. Facilities are locked after certain hours and will require university swipe card access. Building access is subject to change.

For a complete schedule and listing of building access, click here: <https://portal.walsh.edu/resources/campus-building-access/>

Campus police officers make additional rounds in each building after they have been secured. Individuals found in buildings after hours will be asked to show identification, and those who are in the buildings without proper authorization may be referred for disciplinary and/or criminal action. Propping open the doors to any building, especially the residence halls, causes a significant security risk to those inside. Such action will be viewed as a serious violation of school policy.

### Unauthorized Areas

Students are not permitted to access unauthorized areas, including but not limited to, building rooftops, maintenance closets, and Information Technology closets.



## CAMPUS ATTIRE

Appropriate student dress and cleanliness are guiding norms for dress at Walsh University. Students are expected to dress in a manner that reflects the mission and values of Walsh University. A student's appearance should not disrupt, interfere, disturb, or detract from University activities. Faculty and staff reserve the right to institute expectations for student dress code that meet safety standards and promote environments conducive to learning.



## CAMPUS SPEAKERS

The mission of Walsh University is to provide a Catholic, liberal arts education that encompasses an international perspective and promotes critical thinking. Walsh University believes that a free and open forum for the exchange of ideas and opinions is essential in our pluralistic society, and that every member of an educational enterprise bears responsibility for this freedom. The purpose of inviting speakers to campus is to provide students and others with different perspectives and voices in pursuit of truth. A "free and open forum for the exchange of ideas" in this context means that both speaker and audience members participate in a discussion that seeks better understanding of a theme or issue in a manner that is respectful of Catholic truth. Both speakers and listeners are expected to be civil and to practice speech that respects human dignity. Speakers that seek only to provoke or listeners that seek only to disrupt will not be tolerated.

Sponsoring individuals/organizations and the approved speaker are required to respect Catholic beliefs and practices. They are expected to refrain from promoting doctrines opposed to essentials of the Catholic faith or contrary to the upholding of Christian faith and morality. Exceptions may be made if the following format is used: If an approved speaker comes to present non-Catholic opinions, those ideas should be presented in a debate or in a forum where the Catholic perspective will also be presented, defended, and upheld. Walsh University will designate the person who will defend the Catholic position.

Speaker invitations come from a member of the faculty, a member of the administration, or recognized groups on campus. Members of the university community who have special competencies are especially encouraged to contribute to such discussions. Arrangements for the presence of speakers on campus by faculty and by any nonacademic staff are approved and made through the Office of Academic Affairs to ensure open and balanced examination of issues. Approval for speakers sponsored by student organizations routes through the Office of Student Affairs. The president, representing the Board of Directors, has final authority over such arrangements and approvals.

Campus safety, for all members of the campus community and for speakers and community members, is of the utmost concern for Walsh University. If Campus Police and administration are not confident of the ability to protect participants and the audience from physical harm, the University will not permit the event to go forward.

## DISRUPTIVE BEHAVIOR POLICY

Essential to the mission of Walsh University is that all members of our campus community are free to fully engage in the teaching and learning process through their experiences both inside and outside the classroom. Students are expected to conduct themselves in a manner that aligns with the University mission, student code of conduct and academic program expectations. Accordingly, students should not engage in any form of disruptive behavior that interferes with the function of the University and its educational objectives.

Disruption is defined as any behavior, by virtue of its intensity and/or repetitiveness that interferes with academic activities, the delivery of administrative programs or services, the maintenance of public order on campus, or compromises the health, safety or well-being of a member of the campus community. Examples of disruption include, but are not limited to:

- persistently or obstructively talking, yelling, screaming, or making noises;
- speaking in an abusive or derogatory manner;
- maliciously or inappropriately mocking or ridiculing persons who provide or use/seek to use the program/service;
- engaging in acts of verbal or physical aggression (e.g., causing or threatening injury, physical or verbal intimidation, damaging personal/University property, throwing items); or refusing to adhere to the established procedures associated with the delivery of such programs or services.

This policy is intended to provide students with an environment that will effectively facilitate teaching and learning at Walsh University. Civil expression, disagreement or debate as outlined by the Walsh University Freedom of Expression policy does not constitute disruptive behavior. Furthermore, it is important to recognize that behaviors which may cause a person to be uncomfortable do not automatically translate to being "unsafe" or "threatened" and may not constitute disruptive behavior subject to University disciplinary action. Reported instances of disruptive behavior will be examined objectively with respect to its severity, repetitiveness, and impact on the individual and/or the University community in reaching a determination as to whether the act was in violation of university policy.

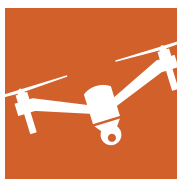
## Classroom Conduct Policy

All students have the right to learn without interference from others. Walsh University students are expected to be courteous while in the classroom, even if, at times, their own beliefs and perspectives differ from their peers and/or the material being presented. Further, faculty have the right and the authority to guide classroom discussion and to set reasonable limits on the manner in which students express opinions.

Although all students are expected to exhibit appropriate conduct, some may not know what exactly constitutes as proper classroom behavior. Classroom misconduct is any behavior, in person or online, which disrupts or interferes with the learning environment. Following are examples of classroom misconduct:

- Continuing to talk after being asked by the instructor to stop;
- Conducting side conversations during instruction;
- Speaking persistently without being recognized or persistently interrupting other speakers;
- Verbally or nonverbally showing disrespect for others;
- Using vulgar, obscene, or other inappropriate classroom language or gestures;
- Making disparaging remarks or making slurs based on age, religion, race, ethnicity, gender, nationality, disability, or sexual orientation;
- Intimidation via verbal or nonverbal language;
- Tardiness and disturbing classroom entrances;
- Getting up during class, leaving, and then returning;
- Packing up books and/or belongings before class is dismissed;
- Using cell phones, allowing them to ring, or text messaging in class;
- Inappropriately using computer or other technology in a disruptive way;
- Verbally indicating dissatisfaction with an activity, assignment, or grade;
- Refusal to comply with faculty direction;
- Sleeping in class and other inattentive behavior.

*NOTE: Students with disabilities are held to the same standards of conduct as other students. If you require academic accommodations (attendance flexibility, assistive technology, etc.) under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, as amended in 2008, please contact Accessibility Services at 330-490-7529.*



## DRONES | UNMANNED AERIAL VEHICLES

Unmanned aircraft systems including drones and model aircrafts are regulated by the Federal Aviation Administration (FAA) and relevant state law. The operation of any drone or UAV (unmanned aerial vehicle) over Walsh University property is prohibited in the absence of approval by the Chief of Campus Police. Any university approved operation must not pose interference with campus property or events as well as any unacceptable threat to safety, privacy, or the environment.

## DRUG POLICY

Walsh University is a community of people who strive to create and maintain an environment that is free from illegal substances and the negative consequences that result from illicit use and abuse. Our goal is to provide on-going education to our students about the physical, psychological and legal consequences of substance abuse, as well as provide referral services to those in need of assistance.

Students must comply with state and federal laws concerning the manufacture, presence, possession, use, sale, and/or distribution of narcotics and dangerous drugs. Violations of these state and federal laws, in the residence halls or elsewhere on campus, will result in serious disciplinary action which could lead to dismissal from the residence hall and from campus. This policy is applicable to nonprescription drugs such as steroids. The sale and distribution of drugs will result in an immediate Level IV disciplinary action and could lead to expulsion from Walsh University. If allowed to remain enrolled, violators will participate in a Substance Abuse Program.

In addition, the possession or use of drug abuse instruments or paraphernalia is a violation of the student conduct code and will result in disciplinary action. Prohibited items include, but are not limited to, bongos, hookahs, water pipes, rolling papers, rigs, scales or any items used for storing, preparing or consuming illicit drugs.

The university community does not encourage any individual to use alcoholic beverages or drugs at any time. Its use is legal only when there is not a violation of Federal, State, and local laws or University regulations. Students should be aware of the penalties for drug violations as students who are criminally convicted of drug offenses may lose federal or state financial aid.

### Marijuana

Under federal law, marijuana is treated like every other controlled substance. Marijuana is classified as a Schedule I drug according to the Controlled Substances Act. The federal government does not recognize the difference between medical and recreational use of marijuana. Thus, the use, possession, manufacture or sale of marijuana violates federal policy.

Although Ohio law permits the use of medical marijuana by those with a medical prescription, under the Drug Free Communities and Schools Act, federal law prohibits the use, possession, or manufacture at educational institutions who receive federal funding. Medical marijuana is not considered a reasonable accommodation for students with disabilities because it violates federal policy. Accordingly, Walsh University does not allow the use of marijuana, in any of its forms, on our campuses and/or at University sponsored events.

### **Substance Abuse Policy**

Walsh University commits itself to assist individuals to accept responsibility for their behavior.

The community acknowledges that an individual has a drug or alcohol problem when the use of either substance causes physical or emotional harm, impairs judgment, infringes upon the rights of others, interferes with one's work, one's relationships, or one's daily life. The Walsh University community encourages all who have a drug or alcohol problem to obtain assistance.

## **EMERGENCIES**

Serious emergencies, such as fire, power failure, or similar dangers, require the cooperation of the entire Walsh University community. Failure to cooperate in such emergencies (e.g. refusal to vacate a residence hall/classroom during a fire alarm) may result in serious judicial action or police action. In case of emergency, contact ext. 7474, (on campus from any house phone) or 330.316.1088 (from any off-campus phone) Walsh University Police; or dial 911. If 911 is called, provide the operator the nature and exact campus location of the emergency, please contact campus police at ext. 7474 or 330.316.1088 after your call to inform them that emergency personnel are in route and to provide directional information as needed to respond to the emergency.

## **EVENT ADVERTISING/POSTING APPROVAL**

### **Identity Standards**

Walsh University policy is that all associates who develop materials representing the university, or work with outside vendors to develop materials, adhere to the Walsh University identity standards set forth in this document. If you have any questions regarding standards, please contact Teresa Fox, in the Office of Integrated Marketing and Communications at 330.490.7503.

**IMPORTANT:** University policy requires that any materials, digital or printed, distributed to the public (non-students) or used in the recruitment of students to Walsh University be reviewed prior to production by the Office of Integrated Marketing and Communications.

These items include:

- All Advertising
- Admissions Materials (Undergraduate, Graduate and Degree Completion)
- Athletic Programs and Media Guides
- Brochures
- Outreach Program Materials
- Commencement Program

Once we receive the final layouts, you can expect approval or revisions within 24–48 hours.

In addition, major materials such as the Student Handbook, Undergraduate Catalog, and Graduate Catalog should also be approved for consistency by the marketing department prior to production, if an alternate source has designed them.

### **Advertising - External Media**

Members of the Walsh community wishing to publicize student organization and other university-related activities through outside media sources (which includes posting materials such as posters and flyers off campus, community press releases, radio/news releases) are required to submit all requests to the marketing department located in La Mennais Hall. The marketing department will ensure the content reflects the mission of the institution and meets University identity standards.

### **Posting Approval – On Campus**

1. Student organizations creating publicity for distribution to current Walsh University students, in which these materials will be posted solely on the Walsh University campus, do not need to seek approval of the marketing department, but must receive approval from the Dean of Students or his/her designee.
2. All items posted on bulletin boards must be approved by the Dean of Students or his/her designee. Any items not approved will be removed and discarded. Responsible students and/or organizations will be held responsible for violations of this policy.
3. The advertising of events/programs which promote alcohol abuse, discrimination of any form, drug use, libel or activities of an illegal nature will not be allowed. This decision will be at the discretion of the Dean of Students or his/her designee (Director of Student Activities and Leadership). Any advertisement of this nature will be taken down immediately and that group/person may be subject to judicial proceedings.

4. Posters, flyers, or banners cannot be placed outside of buildings or on doors, mirrors, floors or windows of any building. Taping signs to drywall is prohibited. Responsible students and/or organizations will be held financially responsible for any damage resulting from improper posting.
5. All approved advertisements (posters/fliers) must have a visible stamp of approval from the Student Affairs Office.
6. Wall posters may be approved in the following circumstances:
  - a. Posters placed in the David Campus Center and the 2nd floor in Farrell Hall
  - b. Posters are aesthetically pleasing, include the name of the sponsoring office or organization and contact phone number.
  - c. Posters may be placed in other areas on campus with approval from the Dean of Students or his/her designee.
7. Student Organizations or departments posting materials must also remove approved materials within 12 hours of the advertised event. Responsible students and/or organizations may lose posting privileges and/or be referred to the judicial system for failure to remove dated materials.
8. Student Organizations are permitted to engage in other methods of advertising including such forms as three dimensional publicity, freestanding publicity, table tents, door hangers, apparel, etc. In utilizing these methods, the following policies apply:
  - a. The Dean of Students or his/her designee must approve all novelty publicity and reserves the right to deny approval of any novelty publicity which may present danger, or which is deemed inappropriate.
  - b. Apparel (T-shirts, hats, etc.) created to promote a specific event or a student group must be created within the general guidelines for campus publicity.
  - c. The Dean of Students or his/her designee reserves the right to designate areas for certain novelty publicity.
9. Student organizations are permitted to utilize chalk to advertise their events. The following policies apply:
  - a. Chalking may not take place 25 ft. or nearer to a building.
  - b. Chalking and/or marking walls, brick, outdoor fixtures/landscaping, or the exterior on any building is strictly prohibited.

## **FIRE ALARMS/EQUIPMENT**

All individuals are required to vacate a building when the fire alarm has been sounded. Failure to vacate will result in disciplinary action or civil fines. Any individual responsible for pulling a false fire alarm or tampering with fire equipment (detectors, fire extinguisher, pull boxes, etc.) will be subject to serious disciplinary action and/or criminal charges.

## **FIRE PIT POLICY**

Primary responsibility for the fire pit fire and the safety of the participants, spectators, and others will remain with the sponsoring organization or group. The review by the University will be to assist the sponsor(s) in carrying out their responsibilities and to coordinate the activities of interested parties. All groups and individuals requesting to use the fire pit must adhere to the following policies and expectations. Student groups must gain approval from OSA, and departments must gain approval from Student Affairs at [saffairs@walsh.edu](mailto:saffairs@walsh.edu) before they host an event.

- Fires must be contained within the fire pit
- Items not permitted to be burned include, but are not limited to, trash, plastics, rubber, painted wood, and plywood. Use of accelerants such as lighter fluid, alcohol, or gasoline is strictly prohibited
- Fire must be monitored at all times
- Any behavior by an individual or group of individuals in attendance that puts the health and safety of themselves, others, or the community at risk may be addressed through the student conduct process as well as state and local law. The individuals or group indicated on the application may also be held accountable for violations through the student conduct process as well
- Campus Police and/or the City of North Canton Fire Department has the right to order the extinguishment of any fire at any time
- The University will provide the fire pit for the purpose of supporting fire pit events. No personal fire pits may be used.
- The fire pit is for the exclusive use of Walsh University and guests of the University
- Summer conferences and other guests of the University are still required to fill out requests for use of the fire pit
- Use of alcohol is prohibited for any group using the fire pit. Only in very limited cases, with appropriate approval, will alcohol be allowed at an event at the fire pit
- Children must be supervised by adults at all times
- Be prepared that your event may need to be cancelled at the last minute due to high winds, dry vegetation, high fire danger conditions, or inclement weather
- The site must be cleaned up immediately following the event
- Fire pit hours are limited to 7:00 a.m.–1a.m.



## FIREWORKS AND EXPLOSIVES

Students are reminded that the sale or use or possession of fireworks or explosives is a violation of University regulations. Firearms are prohibited on campus, except as permitted by law.

## FREEDOM OF EXPRESSION

### Definitions

In order to avoid any misunderstanding on this interpretation of what is permitted (dissent) and what is prohibited (disruption), the following definitions of both terms are provided:

**Dissent** is defined as individual or group activity which expresses grievances held against, or change desired, of society or campus or both. Dissent may be more general than a single grievance or remedy and may have an ideological base. It often includes proposed solutions as well as complaints.

**Disruption** is defined as activity which interferes with the rights of others. Whereas dissent relies on persuasion, disruption is based on harassment, coercion and/or violence.

**More specifically, disruption is construed to include activity which:**

- denies or infringes upon the rights of the students, faculty, or staff of the University community;
- disrupts or interferes with instruction, research, administration and other activities of the community;
- reacts to the expression of the peaceful dissent of others by attempting to deny their rights;
- obstructs or restricts free movement of persons on any part of the University campus;
- denies the use of offices, classrooms, or other facilities to the students, faculty, officers, staff or guests of the Walsh University community;
- endangers or threatens the safety of any person on the University campus; and/or
- results in the destruction or defacing of property.



### Guidelines for Demonstrations

Persons planning a demonstration should meet with the Vice President for Student Affairs or his/her designee to discuss arrangements for the event. Participants in demonstrations are not permitted to:

1. Gather in such a fashion as to physically hinder entrances to, exits from, or passageways within any University building or other structure, or hinder the normal flow of pedestrian or vehicular traffic on or to the campus or any University sponsored event held off campus.
2. Create a volume of noise that prevents members of the University community from carrying on their normal activities.
3. Employ force or violence, or constitute an immediate threat of force or violence against persons or property.
4. Congregate or assemble within a University building or on University property in such a fashion as to disrupt the University's normal function.
5. Fail to observe established closing hours of buildings.

In planning a demonstration, the organizers and participants should keep in mind all regulations pertaining to the use of campus facilities as well as the rights of all members of the University community to move around the campus in a free and unhindered manner.

In addition, the possession or use of firearms, ammunition, fireworks, explosives, dangerous chemicals or weapons by any participant in a demonstration is explicitly prohibited.

### Procedures for Handling Approved Demonstrations

The Vice President for Student Affairs or his/her designee, in consultation with University officials, will determine the point at which the normal operations of a specific building or area are disrupted or is otherwise in violation of University Policy. If it is decided that the demonstration is disruptive, the Vice President for Student Affairs or his/her designee will inform the demonstrators that their actions are disrupting the normal process of the area in question and that they should cease and desist their activities. The demonstrators will also be informed specifically how they may continue their demonstration in a manner which is not disruptive.

If the disruptive demonstration is not discontinued, the demonstrators will be notified that failure to immediately discontinue the disruptive activities will subject the offenders to the full course of University action, which may include immediate suspension or expulsion from the University, pending a formal hearing at a later date.

Additionally, if the demonstration persists in violation, participants may be arrested and suspended pending formal action consistent with the University student conduct system. Person not officially associated with the University who participate in disruptive demonstrations may be arrested and prosecuted.

*The University expects all persons will comply with the directions of any authorized university official.*

## FUND RAISING

The Vice President for Student Affairs or his/her designee must approve all fund-raising activities sponsored by student organizations. The sponsoring organization must keep financial records to submit to the Vice President for Student Affairs for auditing at the end of each semester. Fund raising off campus and in the Stark County community must also be approved by the Vice President of Advancement.

All student organizations and departments wishing to request donations of services, money or prizes for a University sponsored event from any off-campus business, organization or service provider is required to obtain permission from the Vice President of Advancement and or his/her designee. The requesting organization must provide a list of the organizations to be approached and details about the request. External organizations may be approached only after approval is received.

## HARASSMENT AND AGGRESSIVE BEHAVIORS

Walsh strives to maintain an environment where people of different beliefs and values can learn to live harmoniously. Therefore, any type of verbal or nonverbal harassment, intimidation, retaliation, threatening behavior and/or physical assault on the part of students will not be tolerated. Depending on the circumstances, this type of behavior could result in dismissal from campus.

## ANTI-HAZING POLICY

### University Statement on Hazing

Walsh University believes hazing is inherently a violation of human dignity, and as God's children no place in higher education. We encourage all members of our community to report any instances of hazing they witness, have knowledge of, or suspect to law enforcement and to the University's Office of Student Conduct and Community Standards. Walsh University prohibits hazing as part of its Student Code of Conduct and Employee Handbook and will investigate and respond to all reports of hazing it receives. Prevention of hazing is the responsibility of every member of the University community, including students, student organizations, teams, employees, volunteers, and alumni.

### Anti-Hazing Policy Definitions

**Hazing** (O.R.C. 2903.31) - "Hazing" means doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization or any act to continue or reinstate membership in or affiliation with any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person, including coercing another to consume alcohol or a drug of abuse, as defined in section 3719.011 of the Revised Code. Hazing offenses include but are not limited to the following criteria:

- Violate Federal or State criminal law;
- Consume any food, liquid, Alcoholic Liquid, Drug, or other substance which subjects the Student to risk of emotional or physical harm;
- Endure brutality of a physical nature, including whipping, beating, branding, calisthenics, or exposure to the elements;
- Endure brutality of a mental nature, including activity adversely affecting the mental health or dignity of the individual, sleep deprivation, exclusion from social contact, or conduct that could result in extreme embarrassment;
- Endure brutality of a sexual nature; and/or
- Endure any other activity that creates a reasonable likelihood of Bodily Injury to the Student.

**Aggravated Hazing** – A person commits the offense of Aggravated Hazing if a person commits a violation of Hazing that results in Serious Bodily Injury or death to a Student; and

- The person acts with reckless indifference to the health and safety of the Student; or
- The person causes, coerces, or forces the consumption of an Alcoholic Liquid or Drug by the Student.

**Organizational Hazing** – An organization commits the offense of Organizational Hazing if the Organization intentionally, knowingly, or recklessly promotes or facilitates a violation of Hazing or Aggravated Hazing.

**"Organization"** is defined as any of the following:

- An association, club, corporation, corps, fraternity, order, service, society, sorority, social or similar group, whose members are primarily Students or alumni of the University.
- A national or international organization with which an Organization enumerated under paragraph D (1) is affiliated.
- Organization includes sports teams such as athletics, intramural, and recreation teams.

**Alcoholic Liquid** – A substance containing liquor, spirit, wine, beer, malt, or brewed beverage, or any combination thereof.

**Drug** – A controlled substance or drug as defined in the Act of April 14, 1972 (P.L.233, Mo.64), known as The Controlled Substance, Drug, Device, and Cosmetic Act.

**Student** – is any person who is currently enrolled at Walsh University.

**Employees** – staff or faculty of Walsh University.

**Faculty** – individuals with either faculty rank or status.

**Staff** – employees of Walsh University (full-time, part time, or casual) where the majority of their work responsibilities are considered non-teaching activities of various types in support of the educational, research, and service programs of the University.

**University Volunteer** – any uncompensated individual who is authorized by a University department or division to perform service for or on behalf of the University, or to gain personal or professional experience.

**Bodily Injury** – Impairment of physical condition or substantial pain.

**Serious Bodily Injury** – Bodily Injury which creates a substantial risk of death or which causes serious, permanent disfigurement or protracted loss or impairment of the function of any bodily member or organ.

**University** – Walsh University and its, schools, affiliates, divisions, and subsidiaries.

**Safe Harbor** – A provision in the Anti-Hazing Law which, under limited circumstances, gives protection to individuals from criminal liability who seek medical attention for themselves or others. The University's Caring Cavalier Amnesty policy also provides amnesty from violations of the Walsh University Code of Conduct for students who seek immediate medical attention for themselves or individuals in a life-threatening drug/alcohol related condition. The student reporting the incident must state their name and remain with the individual in need of medical assistance until help arrives. The policy does not grant amnesty from criminal, civil, or legal consequences for violations of federal, state, or local law.

**Retaliation** – Retaliating in any manner against any individual who reports Hazing, Aggravated Hazing, or Organizational Hazing, or who participates in an investigation of a report of same is prohibited. Retaliation is taking any adverse action against a person in response to that person's participation in such conduct as, but not limited to, reporting, filing a complaint, or cooperating in an inquiry or investigation. Adverse actions and retaliatory behavior can include, but is not limited to, harassment, bullying, intimidation, threats, or engaging in physical violence; adverse employment action (termination, reduction in pay, etc.); adverse action related to educational opportunities; adverse social actions such as exclusion or removal from an Organization; and encouraging or asking others to engage in retaliatory behavior on one's behalf.

### Reporting Violations of this Policy

Walsh University takes all reports of hazing activities or other associated acts of misconduct seriously to protect the health and well-being of the campus community. All students, employees, and those otherwise affiliated with the University are expected to report behaviors of concern so that the appropriate disciplinary action, support services, and/or resources. Any individual who witnesses an act of Hazing must immediately report such act to either of the following:

Walsh University Campus Police 24 hours/day **330.490.7474**

The Office of Student Conduct and Community Standards **330.490.7538**

**wustudentconduct@walsh.edu**

In the event the hazing act takes place on or near campus and presents an immediate physical danger to anyone, or involves an emergency situation, the witness must immediately contact the Walsh University Campus Police at **330.490-7474**. For emergencies that occur elsewhere, the witness should immediately contact 911 and then promptly follow up with Campus Police. Non-emergency hazing situations may also be reported to the Office of Student Conduct and Community Standards as listed above.

1. In accordance with O.R.C. 2903.311, no staff, faculty, employee, or volunteer of Walsh University, who is acting in an official and professional capacity, shall recklessly fail to immediately report the knowledge of Hazing (as defined by O.R.C. 2903.31) to a law enforcement agency in the county in which the victim of Hazing resides or in which the Hazing is occurring or has occurred. Criminal penalties may be imposed for a violation of this law. Additionally, that reporting individual is also required to contact the Walsh University Campus Police at **330.490.7474** to report the act of Hazing immediately.
2. Any student who cooperates fully as a witness in the investigation and conduct process related to Hazing will have that cooperation considered when determining appropriate Walsh University disciplinary actions.
3. An individual's refusal to identify any student(s), organization(s), member(s) of a group, organization, or team, or any individual who engages in Hazing activities may result in additional disciplinary actions.
4. Any retaliation against cooperating/reporting individuals is strictly prohibited and will be met with increased disciplinary action over and above those outlined in this policy.

### Enforcement of this Policy

Any violation of this policy shall be deemed a violation of the University's Student Code of Conduct and Employee Handbook. All allegations of Hazing, Aggravated Hazing, or Organizational Hazing will be referred to the Office of Community Standards and Student Conduct and/or Campus Police. All hazing allegations will be investigated and managed through the conduct process when appropriate. Situations involving Employees will be addressed by Human Resources.

1. When a violation of this policy is reported to either the Office of Student Conduct and Community Standards or Walsh University Campus Police an investigation into the matter will be immediately commenced. Interim measures to protect the safety and/or well-being of others may be taken, such as removal of a student or organization from activities.
2. For students and student organizations, the Hazing activity will be investigated and resolved in a manner consistent with the Student Code of Conduct.
3. For employees or volunteers, the violation will be investigated and resolved in a manner consistent with all applicable Walsh University policies and procedures.

### Disciplinary Action for Hazing Violations

Students: Any student responsible for violating this policy may face disciplinary action, up to and including expulsion from the University, and may also face criminal charges under applicable federal, state, or local. University disciplinary measures include, but are not limited to:

- Restorative actions that seek to repair harm done to the impacted parties.
- Additional education regarding hazing.
- Imposition of a fine and/or restitution.
- Withholding of a diploma or transcript, pending compliance with the rules and/or payment of a fine.
- Imposition of probation, suspension, or dismissal.

*Student Organization Violations: Sanctions against groups or organizations for violations of this policy that occur by members of student groups or organizations may include the following:*

- Restorative actions that seek to repair harm done to the impacted parties.
  - Additional education regarding hazing.
  - Imposition of a fine and/or restitution.
  - Termination of organizational recognition or denial of application for formal recognition.
  - Loss of the organization's University privileges, such as the ability to formally meet on campus and to use campus facilities or resources, or to represent the University or to hold itself out as a University organization.
  - Revocation of permission for such organization to operate under the recognition or approval of Walsh University.
- Additional penalties that may be imposed for Athletics include:
- Penalties imposed by head coaches or athletics administrators, the NCAA or GMAC
  - Suspension from practice/competition or removal from a team
  - Termination of athletics eligibility
  - Cancellation of games and/or remainder of a season
  - Post-season ban

*Employees: Violations of this policy by employees of Walsh University may result in disciplinary action (up to and including termination) in accordance with applicable University policies and procedures.*

*Other Individual Violations:* Individuals, including alumni, advisors, and volunteers, who act in an official and professional capacity advising, coaching, or volunteering, or otherwise participating or having any involvement in a Walsh University organization who violate this policy will no longer be permitted to have any participation or involvement with any Walsh University organization. Additionally, such individuals may be prohibited from entering onto Walsh University -owned property.

Law enforcement will be contacted for any violation of this policy that is also a violation of the law. Furthermore, Sanctions imposed by Walsh University may be in addition to any criminal penalties imposed pursuant to local, state, or federal laws.

### Training and Education Requirements

Walsh University offers training and education regarding Hazing to all of the following:

- Students enrolled at Walsh University
  - All Walsh University employees
  - Organizations recognized or approved by Walsh University
- Completion of this training program is mandatory for the following and attendance will be verified by Walsh University:
- First time students enrolled at Walsh University
  - Current undergraduate students who have not previously taken this training program
  - All employees and volunteers who advise or coach an organization and/or who have direct contact with students.

- Training may be conducted in-person or online and shall contain the following components:
  - Awareness
  - Prevention
  - Intervention
  - Explanation of this policy

Walsh University shall provide at least one opportunity for students to complete this training during the first term of the first year of enrollment for undergraduate students. Employees must complete this training program at least once at within the first year of employment.

- Student who fails to attend such training will not be permitted to participate in any Walsh University approved or recognized organization, group, or team. Continued failure to complete the training will result in a referral to the student conduct process.
- No Walsh University approved or recognized organization is permitted to accept or initiate any student who has not attended the training program. Walsh University may revoke permission for an organization to operate if the organization accepts a student who has not completed the required training.
- Any employee who advises or coaches an organization and has direct contact with students who fails to attend such training will be referred to Human Resources and appropriate disciplinary action will be taken in accordance with all applicable policies and procedures for failure to comply with the requirements of this policy.
- Any volunteer who advises or coaches an organization and has direct contact with students who fails to attend such training will no longer be permitted to participate in any position that has contact with Walsh University students.

### Intro to Collin’s Law:

Ohio’s Senate Bill 126, also referred to as Collin’s Law in honor of Collin Wiant, an 18-year-old man who died in a hazing incident in 2018. The bill requires public and private institution of higher education in Ohio to adopt an anti-hazing policy and publish it on its website. The policy must include rules prohibiting hazing; a method to enforce the policy; and penalties for such behavior, including fines, the withholding of a diploma or transcript, revocation of permission for an organization to operate on campus, probation, suspension, dismissal, and expulsion

### Bi-annual Report

The University is required by the Anti-Hazing Law to maintain record of all violations of this policy or of federal or state laws related to Hazing that are reported to the University during the five (5) previous consecutive years. The university will compile this information as required and update the public bi-annually on January 1 and August 1 of each year by posting the updated information on its publicly accessible website.

Each report shall contain the following information:

- The name of the subject of the report (e.g. student organization name; or non-personal identifier of an individual);
- The date when the subject of the report was charged with a violation of the policy or other state law regarding Hazing;
- A general description of the violation, any investigation and findings by Walsh University, and any penalties imposed on the subject of the report; and the date on which the matter was resolved.

Each report shall not include the personal identifying information of an individual and shall be subject to the Family Educational Rights and Privacy Act of 1974 (“FERPA”).

A copy of this policy is posted on Walsh University’s website here and shall be electronically distributed to each Walsh University organization.

Academic Year	Number of Violations	Violation Type	Sanctioning
2023	0	N/A	
2022	0	N/A	
2021	0	N/A	
2020	0	N/A	
2019	0	N/A	

### Additional Resources

Anyone struggling with hazing can contact the following to learn about resources to assist them:

**Dean of Students Office – 330.490.7538**

**Counseling Services – 330.490.7348**

**National Hazing Hotline – (888) 688-4293 (or 888-NOT-HAZE); <https://hazingprevention.org/report-hazing>**

## **BULLYING AND CYBERBULLYING**

Bullying is defined as persistent unwanted, aggressive behavior that involves a real or perceived power imbalance. Bullying is verbal, physical, social, or psychological behavior that is harmful and may inflict harm or distress. Bullying is NOT a single instance of social rejection, meanness or unkindness; unplanned actions of intimidation or hostility; or shared arguments, conflicts or fights. Acts of bullying may include, but is not limited to: malicious teasing, threatening statements, insults, taunting, etc.

For the purposes of this policy, bullying shall include cyber-bullying. Cyber-bullying is the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications to bully another person, as defined above. Cyber-bullying shall also include (1) the creation of a web page or blog in which the creator assumes the identity of another person or (2) the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions inclusive of the definition of bullying. Cyber-bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions inclusive of the definition of bullying.

## **HOUSING REQUIREMENT**

Walsh University ascribes to the belief that the university residential experience can significantly contribute to a student's overall collegiate experience. Residence Life strives to provide residential communities that focus on the living and learning experience that best prepares our students to make meaningful contributions that align with the University's mission. In accordance with this belief, Walsh University requires all full-time, undergraduate students to live on campus for sixteen (16) academic terms, unless permission to live off campus has been granted by the Housing Review Board. Permission will be granted according to one or more of the following exemptions:

1. The student is twenty-three (23) years of age or older.
2. The student is living with parent(s) or legal guardian(s) and commuting to school (within 50 driving miles of Walsh University).
3. The student is married or has dependent child(ren) that s/he supports and that lives with him/her.
4. The student has lived in a group residential setting for sixteen (16) academic terms (excluding summer session residency).
5. The student has been discharged from the armed forces.
6. Discretionary exemption – Special Circumstance

Walsh University recognizes that some students may face unforeseen special circumstances (medical, financial, or personal) that require a need to reside off-campus. Such requests must be submitted to and approved by the Walsh University Housing Review Board.

### **Residency Requirement Release Process**

Any request to be released from the University Residency Requirement must meet one of the exemptions (as outlined above) and be approved by the Residence Life office. Students requesting to be released from the residency requirement must submit a Request for Housing Release Form by the following deadline: April 1 to August 1 for the academic terms.

1. The University reserves the right to review special circumstance cases with documented information after these deadlines, provided any special circumstances requests be submitted for review prior to the first day of classes for the upcoming term.
2. Students who are not approved for release from the university housing contract and forego campus residency will be considered delinquent in the contract terms resulting in a \$2000 penalty charged to the student's account.

### **University Withdrawal Policy – Room and Board Charges**

Registration for classes creates a contract for payment of tuition, fees, and charges – including room and board. A student choosing to terminate this contract with Walsh University must officially withdraw during the first five business days of the fall or spring Terms or are obligated to pay all charges in full. Withdrawal must be made in writing through the Student Service Center and must be signed by the student. Nonattendance to class or notification to a professor does not constitute an official withdrawal.

## **IDENTIFICATION CARDS**

All students have the obligation of securing student identification cards which they should have visibly displayed on their person at all times and present upon request to any University Official or Campus Police Officer. Identification Cards are also available to students attending classes at off-campus affiliations.

Individuals who fail or refuse to produce an ID upon request will be subject to disciplinary action and/or immediate removal from the Walsh University campus. Additionally, students who allow others, either students or non-students, to use their cards would be in violation of policy and would be subject to disciplinary action.

Residential students who have lost their card must report this loss immediately to a Residence Life staff member to prevent unauthorized access to the halls.

## MEDICAL LEAVE POLICY

Students experiencing personal/emotional/medical difficulties and unable to complete academic and/or social responsibilities to Walsh University may request a medical leave of absence. The Vice President for Student Affairs grants a Medical Leave of Absence (usually based upon the recommendation from the Executive Director of Counseling & Health Services).

Obtaining a Medical Leave can impact several areas of student life including but not limited to housing, financial aid, scholarships, medical insurance, registration status, and athletic eligibility. While on medical leave a student is not permitted to attend classes or participate in extracurricular or co-curricular events or activities. It is the student's responsibility to research how a Medical Leave of Absence may affect them in order to make an educated decision on whether to pursue a Medical Leave of Absence. A medical leave of absence does not guarantee a refund of tuition and fees. The following procedures apply:

### I. Procedures for Granting a Medical Leave of Absence

- A. Students are referred to Counseling Services for evaluation by a qualified staff member.
  1. Students are to provide documentation from an outside medical/mental health provider verifying academic withdrawal is recommended.
  2. Students must also provide a personal letter stating why academic withdrawal is desired at this time.
  3. Both of these documents are kept confidential in the Director's office.
- B. The Executive Director of Counseling & Health Services may convene an ad hoc assessment team that may formulate appropriate action and/ or conditions of return.
  1. Programmatic concerns shall be handled by the department in which they originate and referred to the Executive Director of Counseling & Health Services with recommendations.
  2. University concerns shall be handled by the Medical Leave Policy.
- C. Counseling Services recommends to the Vice President for Student Affairs /Dean of Students the conditions under which a Medical Leave of Absence may be extended to a student.
- D. The Vice President for Student Affairs authorizes a Medical Leave of Absence. A student will be granted a Medical Leave of Absence from the University to receive assistance as specified by Counseling Services.
- E. After a leave has been granted, the Executive Director of Counseling & Health Services will meet with the student to begin the official withdrawal process.

### II. Procedures for Meeting Academic Obligations

- A. It will be the responsibility of the student to complete the drop/add form for the Registrar. Then the student will be administratively withdrawn from classes due to medical reasons.
- B. In the event a faculty member recommends an incomplete in their course, the student is not permitted to begin completing the work until returning from the Medical Leave of Absence.
- C. Reimbursable fees will be determined by the University's Add/Drop policy. All financial refunds are at the discretion of the business office. It is the responsibility of the student to initiate financial refunds by submitting a letter of appeal to the Finance Department's Fees and Charges Committee.
- D. The Office of the Registrar will notify the student's academic advisor and all professors that the student has been medically withdrawn from their class.



### III. Procedures for Returning from a Medical Leave

- A. Before returning to the University, the student may be required to be evaluated by a psychiatrist or other approved professional. A report of this evaluation is to be forwarded to the Executive Director of Counseling & Health Services. The report should contain a statement indicating whether or not, in the judgment of the psychiatrist or other approved professional, the student is ready to return to the University.
- B. When the report and/or request is received by the Executive Director of Counseling & Health Services, a professional staff member will evaluate the student's readiness to return from Medical Leave.
- C. The Executive Director of Counseling & Health Services may convene an ad hoc assessment team that evaluates the student's request and professional staff member's recommendations. In cases where it is deemed that the student is not ready to return from Medical Leave of Absence, the student will be informed as to the date when they may reapply for Return from Medical Leave.
- D. After receiving the recommendation from the Executive Director of Counseling & Health Services, the Vice President for Student Affairs will inform the student of their status at the University.

### IV. Procedures for Returning to Academic Obligations

- A. When a student has been granted an incomplete in a course and is permitted to return, he or she should notify the appropriate faculty member that they are ready to begin work.
  1. If, in the determination of the faculty member, too much time has elapsed to satisfactorily complete the work, he or she may recommend to the Academic Dean or appropriate graduate director that the student be permitted to withdraw from or retake the course.
- B. The student's academic advisor may also be contacted by the Academic Dean to facilitate the student's reentry.

*Revised 5/2013*

## MISSING PERSON POLICY

This policy, with its accompanying procedures, establishes a framework for cooperation among members of the University community aimed at locating and assisting students who are reported missing. A student may be deemed missing when his/her whereabouts are unknown and unexplainable for a period of time or he or she is absent from the University for more than 24 hours without any known reason.

All reports of missing students shall be directed to Campus Police, which shall investigate each report and make a determination whether the student is missing in accordance with this policy. If a missing student is under 18 years of age, the law mandates that the University notify the parent or guardian of the missing student immediately. Ohio law also requires that all missing persons under the age of 22 will also be reported to the North Canton Police Department at which time the information will be entered into the national on-line registry for missing persons.

All residential students are required to identify an individual to be contacted by the University in case a student is determined to be missing. This form will be kept on file in the Office of Residence Life and used only in the event of a missing person investigation.

Most missing person reports in the university environment are a result of a student changing their normal routine and failing to inform roommates, friends or family of this change. Students are urged to develop a clear communication plan with family and friends to promote personal safety and facilitate the investigation in the event a missing person report is filed. Members of the Walsh community are encouraged to immediately make a report with Campus Police if a person is believed to be missing.

## NEW POLICIES

The Vice President for Student Affairs, Dean of Students, and/or the Student Affairs Committee reserve the right to develop policies which are not stated in this handbook. A proposed policy becomes effective after authorization from the President or the Board of Directors. New policies must be publicized and distributed to all students.

## PARKING REGULATIONS

### Permits

All vehicles that are to be operated or parked on University property by a full-time or part-time student, faculty or staff member must be registered with Campus Police. New students will be issued a parking hanger which is to be kept for the duration of their enrollment at Walsh University. Each year, students will receive an updated permit sticker with the academic year that must be affixed to the parking hanger. Temporary permits may be required when visitors need to park on University property for an extended period of time.

### Use of Permits

The person to whom the permit is issued is responsible for violations incurred against the permit unless notice of theft or loss of the permit



is reported to the Campus Police Office or Office of Student Affairs. The use of a permit without the permission of the person to whom the permit was issued or the use of a fraudulent permit shall be considered unauthorized use, and the person displaying such a permit will be referred to the judicial system. The Office of Student Affairs will confiscate and/or otherwise render such permit null and void.

### **Permit Fees**

The cost of a parking permit is \$50 per semester. Yearly parking permit stickers for both commuter and resident students are sent via U.S. mail prior to the start of the academic year or provided upon check-in during Opening Weekend.

### **Refund of Parking Permit Fees**

In the event a student does not have a vehicle on campus they may apply for a waiver of the parking fee. A signed waiver and the issued permit must be returned to the Campus Police by the 6th business day after the start of each semester. Any other waiver and refund must be processed by appeal to the Parking Review Board. The decision of the Parking Review Board is final.

### **Display of Permits**

Student parking permits shall hang from the rear rearview mirror of the vehicle. The permits must face the windshield with the permit number in plain view and clear of obstructions. Permits shall be displayed when on any University parking facility. Faculty/Staff and Employee parking permits shall be displayed in the same manner as student permits.

### **Expiration of Permits**

Student permits expire immediately at the end of each academic year or after a student is no longer enrolled. Employee permits expire at midnight on the last day of an employee's contract.

### **Lost or Damaged Permits**

Students who have a parking permit that is lost or damaged should contact Campus Police immediately to receive a replacement permit. If the permit is damaged, a student may request a new permit at no charge as long as the damaged permit is returned to Campus Police at the time of the request. If a permit is lost, the student is responsible for paying a \$50 replacement fee.

### **Vehicular Traffic Violations**

1. All personal vehicular traffic is prohibited on sidewalks and grass (exceptions are authorized through the Student Affairs Office). Individuals will be fined \$100 per violation. Additional violations may result in loss of on-campus parking, vehicle privileges, and referral to Judicial Affairs.
2. All roadways and parking areas shall have a maximum speed limit of 10 mph.
  - a. Individuals will be fined \$25 if exceeding 10 m.p.h.
  - b. Individuals will be fined \$50 if exceeding 25 m.p.h.
  - c. Individuals will be fined \$100 if exceeding 50 M.P.H., plus receive a Reckless Operations on private property Ohio Uniform Traffic Ticket. Removal of parking privileges may also be invoked, along with other university judicial action.
3. All stop signs and directional signs posted at the entrances and exits or within a parking area or zone are enforced.

### **Miscellaneous Provisions**

1. Traffic and parking records are continuous throughout a student's enrollment or faculty/staff member's employment; however, parking fine increments may be adjusted each fall.
2. The University, by issuing a parking permit to an individual, permits such individual to park in any lot appropriately designated for that permit; however, the University does not guarantee a legal parking space to the holder of a parking permit. The responsibility for finding a legal parking space rests with the motor vehicle operator. Lack of space is not considered a valid excuse for violation of these regulations.
3. The fact that a person parks in violation of any regulation and does not receive a citation does not mean that the regulation is no longer in effect.
4. The University assumes no responsibility for the care and protection of any vehicle or its contents at any time while it is operated or parked on University property.
5. The operator of a motor vehicle, when involved in an accident on University property resulting in property damage or personal injury, shall report such accidents to Campus Police.
6. Overnight parking is prohibited in commuter parking lots without the written consent of Campus Police or the Vice-President for Student Affairs

### **Parking Lots**

#### **Handicapped Parking**

Handicapped parking spaces are located in close proximity to all campus buildings and are clearly marked. A state issued permit is required to use these spaces.

#### **Lot A - University Apartments**

Parking for apartment residents with "Grove Complex Parking Permit" in addition to resident parking pass.

### **Lot B - Drexel House**

For use by Commuter Students, Guests and Faculty/Staff. and parking for apartment residents with “Grove Complex Parking Permit” in addition to resident parking pass (between the posted signs only). No overnight parking is permitted.

### **Lot C - Barrette Center**

Parking for Commuter Students and reserved Faculty Staff parking.

### **Lot D - Timken Science Center**

Parking for Commuter Student, Guests and Faculty/Staff.

### **Lot F - South Baseball**

Parking for Commuter Student, Guests and Faculty/Staff.

### **Lot G - Timken Science Center East**

Parking for Commuter Students and reserved Faculty/ Staff parking.

### **Lot H - Farrell Hall South**

Parking for Commuter Students, Guests and Faculty/Staff.

### **Lot I - Farrell Hall North**

Parking for Commuter Students, Guests and Faculty/Staff.

### **Lot J - North Baseball**

Parking for Commuter Students, Guests and Faculty/Staff.

### **Lot K - Marlene & Joe Toot Global Learning Center**

Visitors, Chapel, Maintenance and handicap. No Student, Faculty, or Staff parking.

### **Lot L - David Campus Center**

Parking for Commuter Students, Guests and Faculty/Staff.

### **Lot M - Cecchini Family Health and Wellness Complex**

Parking for Commuter Students, Guests and Faculty/Staff.

### **Lot N, Birk Center**

Parking for Residential Students, Guests and Faculty/Staff.

### **Lot O & P Residence Hall Lot**

Lot is reserved for Residential Students and reserved Faculty/Staff parking.

### **Lot Q, North Campus, Athletic Fields**

Auxiliary parking.

### **Lot R, Hoover Lot**

Auxiliary parking.

### **Lot S, Tennis Courts**

Auxiliary parking.

## **PARKING SCALE OF SANCTIONS**

### **Tier 1: Warning**

Four (4) tickets in one (1) academic year

The student will receive a written warning from the Student Conduct and Community Standards office which is entered into the student's student disciplinary file.

### **Tier 2: Parking Restrictions**

Five (5) tickets in one (1) academic year

The student will be referred to the Student Conduct and Community Standards office for formal adjudication of university parking policy violations; any further parking violations will result in a tow of the vehicle.

### **Tier 3: Loss of Parking Privileges**

Six (6) tickets in one (1) academic year, or substantial past violations

The student be referred to the Student Conduct and Community Standards for formal adjudication of university parking and Student Code of Conduct policy violations. The student's vehicle will no longer be permitted on campus pending the outcome of a judicial hearing.

### **Special Circumstances**

If the student has a significant number of past parking violations, he/she may be automatically classified as Tier 1, 2, or 3 as determined by Student Affairs.

Parking violations will be forwarded to the Student Conduct and Community Standards Office and billed to the student's account. Unpaid fines will result in referral to Student Conduct and Community Standards. Excessive violations of parking regulations will result in the loss of student parking privileges on University property.

## **PARKING REVIEW BOARD**

**Parking Review Board** The mission of this board is to review and determine actions in cases concerning violations of parking policies, to review appeals from students, faculty, and staff regarding parking sanctions, and to recommend changes in current parking policies. The membership consists of three people: one resident, one commuter, and the Chief of Campus Police or his/her designee. The Chief or his/her designee will serve as chairperson. The student member may be appointed by the Executive Board of Student Government. The Board will meet periodically during the academic year. Failure to submit a written appeal within fourteen (14) days of the ticket being issued will result in the loss of appeal rights. (In extreme circumstances, exceptions may be made by Chief of Campus Police or his/her designee.

## **TRANSPORTATION DEVICES**

To minimize the risk of personal injury and property damage to university property all self-balancing, personal electronic transportation devices (battery-operated scooters, hands-free Segway-like scooters or hover boards) are prohibited from use, possession, charging and/or storage on campus.



## PETS

Because of sanitation and health concerns, pets are not permitted on campus grounds or in buildings. Violators will be subject to disciplinary action plus any necessary repair, cleaning and/or fumigating charges where applicable. Exceptions for aquarium fish are made in the residence halls (tanks not to exceed 10 gallons). Certain staff members may be exempt from this policy based on their living environment.

Walsh University recognizes the importance of accommodation animals to individuals with documented disabilities as defined by the Americans with Disabilities Act. In order to maintain a safe and healthy living environment for all members of the Walsh University community, students interested in requesting to have a service or emotional support animal on campus are required to contact Accessibility Services to discuss eligibility, policies and guidelines.

## SELLING AND SOLICITING

Selling and soliciting are prohibited on campus without prior consent from the Vice President for Student Affairs or his/her designee. Off-campus soliciting must also be approved by the Vice President of Advancement.

A \$25 fee for this service will be charged to the vendor and will be used for student programming. Walsh University expressly prohibits the distribution and/or collection of credit card and cellular phone applications on University premises. Individuals selling and soliciting on campus without the prior consent of the Vice President for Student Affairs or his/her designee will be asked to leave University premises and/or be arrested.



## TOBACCO-FREE CAMPUS

Smoking is a leading cause of preventable death in the United States. Smoking and secondhand smoke are known causes of lung disease, heart disease, and cancer. Walsh University recognizes the hazards caused by tobacco use and exposure to secondhand tobacco smoke.

To protect and enhance our indoor/outdoor air quality and to contribute to the health and well-being of our entire campus community, Walsh University campus is entirely tobacco-free. Additionally, the use of all tobacco and smoking products, including chewing tobacco, electronic cigarettes (E-cigarettes), and other vaping devices is strictly prohibited within the facilities or on the property of Walsh University at any time.

“Property” means the University’s facilities “curb to curb,” including offices, grounds, adjacent sidewalks, parking lots/ramps, company owned vehicles, and employee vehicles parked on owned and leased property.

This policy is in effect at all times on campus and will apply to:

- All Walsh University employees and students at all times
- Customers, vendors, clients, consultants, contractors, and all other visitors
- Members of committees, including our Board of Directors
- Public visitors who have reserved our banquet facilities affiliated with a signed Walsh University Special Event Rental Agreement through the office of Campus & Community Programs

Any member of the Cav Nation observed using tobacco or electronic cigarettes on owned or leased premises will be asked to discontinue in an appropriate, compliant manner.

Compliance with this policy is mandatory, and policy violations by employees and students will be subject to the standard disciplinary actions of the University.

## THEFTS

Theft is prohibited and is the unauthorized taking, misappropriation, or use or possession without approval of property belonging to another person or entity. Students should report thefts, no matter how small, to University personnel and Campus Police. The act of theft may lead to dismissal from the residence halls and/or campus. It is the student’s responsibility to keep all valuables in a secure location at all times. The University is not responsible for damaged or stolen items.

## UNIVERSITY SPONSORED OR SANCTIONED TRIP POLICY

All student organization trips off campus are to be approved through the Office of Student Activities, with the necessary paperwork provided prior to the trip, including a full itinerary. The form can be found here and must be completed no later than 15-20 business days prior to the trip. Trips must also meet the following requirements:

1. If the student organization is traveling LESS than 60 miles of Walsh University and is not an overnight trip, the following is required:
  - University sponsored or sanctioned trips must have an on-campus representative that will serve as a contact point between the university and the student organization.
  - The organization must appoint a student leader who will serve as the main point of contact during the trip.
2. If the student organization is traveling MORE than 60 miles from Walsh University and/or is staying overnight, the following is required:
  - University sponsored or sanctioned trips must be chaperoned by the organization’s advisor or at least one faculty or staff member. Additional chaperones may be necessary depending on the nature of the trip and size of the group. The number of chaperones



necessary for any trip will be determined by the Dean of Students or designee for all student organizations and non-academic sponsored events. The University Provost will determine the number of necessary chaperones for academic sponsored events.

- A faculty/staff member or an approved assigned driver must drive all rented vehicles, including cars and vans. The approved assigned driver must be 21 years of age or older, have at least three years of licenses driving experience, and be insured. When a qualified student serves as an approved assigned driver for other students during a university-sponsored activity, a faculty or staff member may be required to be in direct supervision if conditions warrant (ex. weather, distance, location, etc.) All drivers for rented vehicles must contact the Finance Office for approval.
3. A complete travel itinerary must be developed for any trip. Prior to departure, separate copies of this itinerary must be given to the immediate supervisor of the advisor/chaperone and to the Office of Student Affairs. Attached to this itinerary will be a complete roster of all participants and address/telephone contact information for each destination. In addition, the cellular phone numbers for the chaperones and student leaders are to be provided when available.
  4. Any changes in travel plans should be related promptly and directly to the advisor/chaperone's supervisor and the Dean of Students or his/her designee.
  5. It is the responsibility of the advisor/chaperone and his/her supervisor to cancel or delay a planned trip because of inclement weather or other situations that would make travel risky. The Office of Student Affairs should be notified of any travel delays or trip cancellations.

All students participating in the trip must sign a waiver and complete a Participant Information Form. Copies of these individual waivers are to be provided to the advisor/chaperone's supervisor and to the Office of Student Affairs. Visit <http://my.walsh.edu/student-activities> to download required forms.

## VANDALISM

Vandalism is defined as any intentional behavior which causes damage in a reckless or negligent manner. Students are expected to refrain from behavior which can damage their residence, belongings of others, and/or Walsh University property. Students found doing the following will be subject to judicial action:

1. Inciting to action or participating in unauthorized activities resulting in destruction of University property;
2. Tampering with telephone, vending machines, laundry facilities, or causing destruction of any form on or off campus;
3. Damaging or destroying property in rooms, residence halls, cafeteria, or other University facilities; and
4. Removing, damaging or destroying posters, advertisements or signs on campus. Members of individual floors may be assessed cleaning fees or damage charges if those who are responsible do not come forward.

## VIOLENT OFFENSES

### Direct Threat Protocol

Walsh University is committed to protecting our campus from the risk of behaviors that threaten the safety and well-being of our community. The Direct Threat Protocol sets forth expectations for reporting such behaviors, connecting students to the appropriate support services, and making a determination regarding a student's continued attendance. Separation of a student from Walsh University may be implemented if there is sufficient evidence that the student is engaging in behaviors that pose a direct threat to themselves or others.

This Walsh University Emergency Removal Protocol is not a student disciplinary policy. The protocol works in conjunction with, not in the place of, the University's student discipline related policies, including but not limited to Social Conduct, Resident Responsibilities, General Policies, Graduate/Undergraduate Catalog, and/or Student Handbook.

### Reporting Structure

Any person's threat to inflict harm to self or others while on the University premises or at University sponsored events must be taken seriously and responded to immediately. University officials will take the following steps:

1. A person hearing such a threat will report it immediately to one of the following University officials:
  - a. Vice President for Student Affairs
  - b. Dean of Students
  - c. Appropriate Residence Life Staff
  - d. Campus Police
  - e. In the absence of any of the above officials, seek the supervising faculty or staff member who is overseeing the program/event.
2. The responding University official will contact the Vice President for Student Affairs (or his/her designee) who will act as Crisis Coordinator.
3. Campus Police will be notified and dispatched to the scene by the responding University official if a violation of University policy, federal, state, or local laws has occurred and/or when assistance is needed to manage the scene.

### **Student Emergency Removal**

Walsh University will utilize the Student Emergency Removal protocol when there is reason to believe a student poses a direct and/or immediate threat to the health or safety of any member of the Walsh University community, including the student himself/herself. These behaviors include, but are not limited to:

1. The student is unable or unwilling to carry out substantial self-care obligations.
2. The student has health needs requiring a level of care that exceeds what the university can appropriately provide.
3. The student presents a substantial risk of seriously affecting the safety and well-being of the campus community.
4. The student creates other conditions that are disruptive to members of the university community.

Compliance with this protocol is critical to maintaining a safe and healthy campus community and to ensure that all students are treated fairly and respectfully. The protocol applies to all students equally in a non-discriminatory manner. Decisions will be based on observations of a student's behaviors, including communications. Decisions will not be based on any knowledge or belief that a student is an individual with a disability.

### **University Actions**

Prior to removing a student from the University and/or from University housing, the following actions will take place. This protocol does not, however, preclude the University from taking temporary interim steps to address immediate health or safety concerns before or during implementation of the protocol.

#### **1. Reporting**

If an individual has reason to believe that a student poses a direct and immediate threat to the health or safety of any member of the University community, that individual must report the matter to University officials according to the Walsh University Direct Threat Protocol.

#### **2. University Support Services**

The university will work with the student to identify appropriate support services such as counseling, family, and/or Crisis Centers. Walsh University is also mindful of the impact such behaviors may have on other members of the campus community. University personnel will work to identify any such community members impacted in order to connect him/her with appropriate support services.

#### **3. Individualized Assessment**

The Vice President for Student Affairs, or his/her designee, will consult with University professionals qualified to interpret evidence regarding the presenting health and/or safety risks. These professionals include, but are not limited to, Counseling Services, Residence Life, Student Conduct, Accessibility Services, Health Services, and Campus Police.

#### **4. Decision**

The Vice President for Student Affairs will make the decision regarding: (a) whether the student will be removed from the University and/or University housing; and (2) whether the student will be permitted to return to the University and/or University housing if certain conditions are met, and if so, what those conditions will be. In the event that the Vice President for Student Affairs determines not to remove the student from the University and/or University housing, the Vice President may nevertheless impose conditions on the student's continued enrollment at the University and/or use of University housing.

#### **5. Notification of Removal**

The Vice President for Student Affairs, or his/her designee, reserves the right to contact the student's parent/guardian at the telephone number on record at the University after a decision is rendered. Any such communication will be consistent with federal and state law regarding disclosure of student information.

The student will be provided with a letter detailing the reason(s) for the student's removal from the University and/or from University housing. In addition, the student will be issued a Conditions of Return Agreement outlining the specific conditions that the student will be required to complete prior to consideration for return to academic and social responsibilities at Walsh

University. The letter will include the name and contact information of the person designated to address the student's questions and, if applicable, to coordinate the student's return.

#### **6. Return, if Applicable**

The student is responsible for demonstrating to the Vice President for Student Affairs that he/she has fulfilled all of the conditions for returning to the University and/or University housing. Once satisfied, the Vice President for Student Affairs, or designee, will notify the student of the approval of their Conditions of Return, then refer them to the Student Conduct process (if applicable). If not applicable, the university will notify the student in writing that he/she can return to the University and/or to University housing, if appropriate housing is available.

#### **Disciplinary Policies**

This Walsh University Emergency Removal Protocol is not a student disciplinary policy. The protocol works in conjunction with, not in the place of, the University's student discipline related policies, including but not limited to Social Conduct, Resident Responsibilities, General Policies, Graduate/Undergraduate Catalog, and/or Student Handbook.

#### **WEAPONS**

Possession of fire arms, knives, swords, arrows, or any other weapons are strictly forbidden in the residence halls, in vehicles on campus or on any other University owned or operated property. The possession or use of weapons in violation of this policy will result in immediate confiscation of the weapons and serious disciplinary action.

#### **Firearms**

Firearms are not permitted to be carried on any university grounds or University owned property. Individuals who have applied for and successfully completed the application process for the Ohio Concealed Carry permit must follow the law as prescribed. When a valid permit owner arrives on campus property, the firearm must be secured in the vehicle upon parking.

### **STUDENT INPUT**

#### **COURSE EVALUATIONS**

Students' views on courses and the ways they are taught are used by the division chairs and deans of the different schools, the Committee on Faculty Retention, Tenure, and Promotion, and the Vice President for Academic Affairs to evaluate teaching effectiveness. Teaching faculty members are required to have all students in their classes complete course evaluations at the conclusion of each term. The purpose of course evaluation at Walsh University is twofold: 1) to provide constructive feedback aimed at improving instruction and 2) to provide input into the faculty evaluation process for tenure and/or promotion. Student evaluation of instruction is a mandatory component of all faculty portfolios. For adjunct faculty, course evaluations aid division chairs and school deans in their decisions about renewal of part-time contracts. Walsh University conducts student evaluations of instruction using the mobile-ready version of the IDEA Student Ratings of Instruction System. The process of course evaluation is coordinated through the Office of Institutional Effectiveness & Assessment. At the end of each term, teaching faculty will schedule time for completion of the course evaluations of their face-to-face or online courses. The student survey link is <https://walsh.campuslabs.com/courseeval/>. Students will need to log into the survey system with their Walsh ID and password. Students will also receive the survey link in automatically generated messages from the IDEA course evaluation system through Anthology during the respective course evaluation periods. Once students have completed the evaluation forms and they are processed by Anthology, the results are forwarded to each faculty member and their division chairs and/or deans.

#### **RESIDENCE HALL EVALUATIONS**

Resident students are provided an opportunity to evaluate the residence halls, paraprofessional staff and services each academic year. Students' feedback is discussed with staff and used for professional development during staff evaluations. Information provided in the evaluations is also used for planning and budgeting purposes.

### **SEXUAL MISCONDUCT AND INTERPERSONAL VIOLENCE POLICY**

Procedures for Students, Employees, and University Volunteers related to Institutional action in Cases of Sexual Misconduct, Sexual Harassment, Sexual Assault, Domestic Violence, Dating Violence, Stalking, and Retaliation.

#### **What is Title IX?**

Title IX is part of the 1972 re-authorization of the Higher Education Act and that stipulates that "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance." Title IX requires all schools receiving federal financial assistance to take reasonable steps to create a safe, nondiscriminatory learning environment.

## A. Policy Statement

Walsh University prohibits all forms of sexual misconduct and interpersonal violence, including, but not limited to sexual harassment, sexual assault, domestic violence, dating violence, stalking, retaliation and other forms of interpersonal violence or sex discrimination, otherwise called Prohibited Conduct. Such conduct violates Walsh University's values and can cause disruption to the living, learning and work environment of students, employees, University volunteers, and other community members.

## B. Policy Jurisdiction

The Walsh University Sexual Misconduct and Interpersonal Violence Policy covers all students (prospective, continuing and transfer), employees, and University volunteers. As such, the University can investigate any reported violations of this policy that occur in the United States during a University-sponsored program, University-sanctioned activity, or otherwise directly affect the University's working or learning environment, regardless of whether the reported conduct occurred on campus, off campus, or through virtual methods.

For every report, the Title IX Office will review the circumstances of the reported conduct to determine whether the University has jurisdiction over the parties involved and take steps within its control to eliminate, prevent, and address the reported conduct. If the Respondent is not a member of the University community or is no longer affiliated with the University at the time of the report or at the time that an Investigation of Institutional Formal Complaints is initiated (including when the Respondent has graduated or left the University), the University typically is unable to investigate, sanction, or take disciplinary action.

Individuals impacted by sexual misconduct and/or interpersonal violence may contact the Title IX Office as detailed in "Section F. Disclosure and/or Reporting Options."

## C. Policy and Procedural Definitions

For the purposes of determining whether a course of conduct constitutes a violation under this policy and its corresponding procedures, the relevant definitions are listed below.

- **"Employees"** are categorized as staff or faculty of Walsh University.
- **"Faculty"** of the University consists of those individuals with either faculty rank or status.
- **"Complainant"** is an individual who reportedly experienced sexual misconduct and/or interpersonal violence, regardless of whether such individual reports such sexual misconduct and/or interpersonal violence to the University or participates in the University's conduct process for responding to reports of sexual misconduct and/or interpersonal violence described herein.
- **"Respondent"** is the individual or entity(s) alleged to have committed acts constituting sexual misconduct and/or interpersonal violence, regardless of whether such individual has entered into the University's conduct process for responding to complaints of sexual misconduct and/or interpersonal violence described herein.
- **"Staff"** are employees of Walsh University (full-time, part time, or casual) where the majority of their work responsibilities are considered non-teaching activities of various types in support of the educational, research, and service programs of the University.
- **"Student"** is any person who is currently enrolled at Walsh University.
- **"Third Party Reporter"** is any individual who reports a violation of this Policy to the University and who is not also the Complainant.
- **"University Volunteer"** is any uncompensated individual who is authorized by a University department or division to perform service for or on behalf of the University, or to gain personal or professional experience.
- **"Formal Complaint"** is a document filed by a complainant or signed by the Title IX Coordinator against a respondent and requesting that the recipient investigate the allegation of Prohibited Conduct. At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in the education program or activity of the recipient with which the formal complaint is filed.
- **"Formal Resolution"** is a grievance process initiated when a formal complaint is signed and filed alleging harassment and/or discrimination based on a protected characteristic against a respondent, and also requests that the complaint be investigated. The Formal Resolution includes an investigation, a decision, and appeal. The decision-making process includes a live hearing when the complaint involves allegations of "Sexual Harassment – Title IX"
- **"Informal Resolution"** is an alternate complaint resolution process available when a formal complaint is signed and filed alleging harassment and/or discrimination based on a protected characteristic against a respondent, and both parties agree to have the complaint resolved informally.
- **"Supportive Measures"** are non-disciplinary, non-punitive individualized services offered to both the complainant and respondent as appropriate, reasonably available, and without fee or charge. This is referred to as protective measures in the Clery Act Compliance Section XV.
- **"Title IX Dismissal"** occurs when the conduct alleged in a formal complaint does not constitute sexual harassment as defined under Title IX, did not occur in a College education program or activity, or did not occur against a person in the United States, the College must dismiss the formal complaint with regard to that conduct for purposes of sexual harassment under

Title IX. When a complaint is dismissed under Title IX, it may be resolved through Non-Title IX Sexual Harassment.

- “**Prohibited Conduct**” includes all forms of Title IX Sexual Harassment and Non-Title IX Sexual Harassment, as defined below.

### Title IX Sexual Harassment

For reported behavior to qualify as prohibited conduct under this section, in addition to meeting the elements of the specific type of sexual harassment below, it must meet all of the following threshold requirements, as determined by the Title IX Coordinator and as mandated by federal regulations:

1. The conduct must have occurred against a person in the United States.
  2. The conduct must have occurred within the College’s education program or activity. For purposes of this provision, this means that the conduct must have occurred either (a) in a location, event, or circumstances over which the College exercised substantial control over both the respondent and the context in which the sexual harassment occurs or (b) in relation to a building owned or controlled by a student organization that is officially recognized by the College.
  3. The complainant must be participating in or attempting to participate in the education program or activity of the College at the time the formal complaint is filed.
- *Title IX Quid Pro Quo Sexual Harassment*: Conduct on the basis of sex by which an employee of the University conditions the provision of an aid, benefit, or service of the University on a student’s or employee’s participation in unwelcome sexual conduct.
  - *Title IX Severe, Pervasive and Objectively Offensive Sexual Harassment*: Conduct on the basis of sex that constitutes unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a student or employee equal access to the University’s education program or activity.
  - *Title IX Sexual Assault*: “Sexual Assault” means any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent.
    - *Rape*: The carnal knowledge of a person, without the consent of the victim, including instances where the victim is unable to give consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity. Carnal knowledge is defined as the slightest penetration of the sexual organ of one person by the sexual organ of the other.
    - *Fondling*: The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
    - *Incest*: Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law. In Ohio, this means that individuals closer in kin than second cousins may not have sexual intercourse.
    - *Statutory Rape*: Sexual intercourse with a person who is under the statutory age of consent. In Ohio, state law prohibits sex with any individual under the age of 13; additionally, individuals over the age of 18 may not have sex with individuals under the age of 16.
  - *Title IX Domestic Violence*: Includes felony or misdemeanor crimes committed by a current or former spouse or intimate partner of the victim under the family or domestic violence laws of the jurisdiction (?), includes the use or attempted use of physical abuse or sexual abuse, or a pattern of any other coercive behavior committed, enabled, or solicited to gain or maintain power and control over a victim, including verbal, psychological, economic, or technological abuse that may or may not constitute criminal behavior; by a person with whom the complainant shares a child in common; by a person who is/was cohabitating with the complainant; by a person similarly situated to a spouse of the complainant under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or by any other person against an adult or youth complainant who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.
  - *Title IX Psychological & Emotional Abuse*: a pattern of behavior undermining an individual’s sense of self-worth or self-esteem, constant criticism, diminishing one’s abilities, name-calling.
  - *Title IX Economic Abuse*: in the context of domestic violence [and] dating violence means behavior that is coercive, deceptive, or unreasonably controls or restrains a person’s ability to acquire, use, or maintain economic resources to which they are entitled, including using coercion, fraud, or manipulation to-
    - Restrict a person’s access to money, assets, credit, or financial information;
    - Unfairly use a person’s personal economic resources, including money, assets, and credit, for one’s own advantage; or
    - Exert undue influence over a person’s financial and economic behavior or decisions, including forcing default on joint or other financial obligations, exploiting powers of attorney, guardianship, or conservatorship, or failing or neglecting to act in the best interests of a person to whom one has a fiduciary duty.
  - *Title IX Technological Abuse*: means an act or pattern of behavior that occurs within domestic violence, sexual assault, dating violence or stalking and is intended to harm, threaten, intimidate, control, stalk, harass, impersonate, exploit, extort,



or monitor, except as otherwise permitted by law, another person, that occurs using any form of technology, including but not limited to: internet enabled devices, online spaces and platforms, computers, mobile devices, cameras and imaging programs, apps, location tracking devices, or communication technologies, or any other emerging technologies.

- Title IX Abuse in Later Life: Means
  - Neglect, abandonment, economic abuse, or willful harm of an adult aged 50 or older by an individual in an ongoing relationship of trust with the victim; or
  - Domestic violence, dating violence, sexual assault, or stalking of an adult aged 50 or older by any individual; and
  - Does not include self-neglect
- Title IX Dating Violence: Conduct that constitutes violence committed by a person who was/is involved in a sexual, dating, spousal, domestic or other intimate relationship with the Complainant.
- Title IX Stalking: Conduct on the basis of sex that constitutes a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others or suffer substantial emotional distress. Stalking includes cyberstalking, which utilizes electronic formats such as the internet, social networks, social media apps, blogs, texts, cell phones and other devices. Stalking may include behavior that occurs outside the context of a relationship. And for the purposes of this definition:
  - Course of conduct means two or more acts, including, but not limited to, acts in which the respondent directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property;
  - Reasonable person means a reasonable person under similar circumstances and with similar identities to the complainant; or,
  - Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

### Non-Title IX Sexual Harassment

“Sexual Harassment—Non-Title IX” is any unwelcome sexual advance, request for sexual favors, or other unwanted verbal or physical conduct of a sexual nature when one or more of the following conditions are present:

1. The conduct must have occurred against a person in the United States.
  2. The conduct must have occurred within the College's education program or activity. For purposes of this provision, this means that the conduct must have occurred either (a) in a location, event, or circumstances over which the College exercised substantial control over both the respondent and the context in which the sexual harassment occurs or (b) in relation to a building owned or controlled by a student organization that is officially recognized by the College.
  3. The complainant must be participating in or attempting to participate in the education program or activity of the College at the time the formal complaint is filed.
- A Single Incident of Sexual Harassment: Non-Title IX alone may create a hostile environment if the incident is sufficiently severe. The more severe the conduct, the less need there is to show a pattern of incidents to create a hostile environment. The determination of whether an environment is “hostile” will be based on the totality of the circumstances, including, but not limited to:
    - The frequency of the speech or conduct;
    - The nature and severity of the speech or conduct;
    - Whether the speech or conduct was physically threatening;
    - The effect of the speech or conduct on the individual's mental and/or emotional state;
    - Whether the speech or conduct was directed at more than one person;
    - Whether the speech or conduct arose in the context of other discriminatory conduct;
    - Whether the speech or conduct unreasonably interfered with the individual's educational opportunities or performance (including off campus study), Kenyon-controlled living environment, work opportunities or performance;
    - Whether a statement is a mere utterance of an epithet that engenders offense in an employee or a student or offends by mere discourtesy or rudeness; and/or
    - Whether the speech or conduct is protected by the First Amendment and/or deserves the protections of academic freedom.

Sexual Harassment — Non-Title IX can take many forms:

- May be blatant and intentional and involve an overt action, a threat or reprisal, or may be subtle and indirect, with a coercive aspect that is unstated;
- Does NOT have to include intent to harm, be directed at a specific target, or involve repeated incidents;
- May be committed by anyone, regardless of gender, age, position, or authority;

- May be committed by a stranger, an acquaintance, or someone with whom the individual has an intimate or sexual relationship;
- May be committed by or against an individual or may be a result of the actions of a group;
- May occur by or against an individual of any sex, gender identity, gender expression, or sexual orientation;
- May occur in the classroom, in the workplace, in residential settings, over electronic media (including the internet, telephone, and text), or in any other setting; an
- May affect the individual and/or others who witness or observe the harassment.

There may be situations where respondent's reported conduct constitutes both "Sexual Harassment — Title IX" and "Sexual Harassment — Non-Title IX."

The respondent will receive notice of both charges and the resolution process will investigate both charges. If the reported conduct is adjudicated and the respondent is found responsible for the charge of "Sexual Harassment — Title IX," the respondent will not be separately sanctioned for the charge of "Sexual Harassment — Non-Title IX."

- Non-Title IX Sexual Assault: As defined in the Title IX Sexual Assault definition above that did not reportedly occur in a program or activity of the University in the United States.
- Non-Title IX Domestic Violence: Domestic violence as defined in the Title IX Domestic Violence definition above that did not reportedly occur in a program or activity of the University in the United States.
- Non-Title IX Dating Violence: Dating violence as defined in the Title IX Dating Violence definition above that did not reportedly occur in a program or activity of the University in the United States.
- Non-Title IX Stalking: Stalking as defined in the Title IX Stalking definition above that did not reportedly occur in a program or activity of the University in the United States, or that otherwise fits within the definition of stalking but does not fall within the Title IX Stalking definition because the reported conduct is not directed at the alleged victim on the basis of sex.
- Sexual Exploitation: Sexual Exploitation is knowingly, intentionally or purposefully taking advantage of the sexuality of another person without consent or in a manner that extends the bounds of consensual sexual activity without the knowledge of the other individual for any purpose, including sexual gratification, financial gain, or personal benefit. Examples of Sexual Exploitation include:
  - Observing another individual's nudity or sexual activity or allowing another to observe consensual sexual activity without the knowledge and consent of all parties involved;
  - Voyeurism;
  - Non-consensual streaming of images, photography, video, or audio recording of sexual activity or nudity, or distribution of such without the knowledge and consent of all parties involved;
  - Non-consensual recording of individuals in locations in which they have a reasonable expectation of privacy, such as restrooms or locker rooms, regardless of whether the images captured reveal sexual activity or nudity;
  - Prostituting another individual;
  - Exposing one's genitals in non-consensual circumstances;
  - Removal of a condom, without consent, during sexual intercourse;
  - Knowingly exposing another individual to a sexually transmitted infection or virus without that individual's knowledge; and
  - Inducing incapacitation for the purpose of making another person vulnerable to non-consensual sexual activity, e.g., by using alcohol or other drugs (such as Rohypnol or GHB).
- Retaliation: No recipient or other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX or this part, or because the individual has made a formal complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this part. Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a formal complaint. The exercise of rights protected under the First Amendment does not constitute retaliation.

For additional information regarding the grievance process for Non-Title IX Sexual Harassment see Section N. Institutional Grievance Process > i. Dismissal of Allegation.

#### D. Walsh University Consent Standard

Consent is an agreement expressed through affirmative, voluntary words and/or actions, and mutually understandable to all parties involved, to engage in a specific sexual act at a specific time.

- Consent must be ongoing and can be withdrawn at any time by involved parties.
- Consent requires a mutual, clear and certain yes through words and/or actions.
- Consent cannot be assumed based on the following:
  - Silence
  - Implied confirmation of interest
  - Initiation of sexual contact
  - The absence of a clear/certain yes
  - The absence of a clear/certain “no” through words and/or actions
  - The existence of a prior or current relationship
  - Prior sexual activity
- Consent cannot be coerced or compelled, including but not limited to the use of force, threat deception or intimidation.
  - Coercion: presenting a mentally and/or emotionally manipulative proposal for the purpose of persuading another person and/or party to act against their own interest and/or best judgment.
  - Force: is the use or threat of physical violence, intimidation, or coercion to overcome an individual’s freedom of will to choose whether or not to participate in sexual activity. Such action would cause a person to fear for their physical or psychological well-being.
  - Deception: knowingly presenting false or misleading information, identity, circumstance, and/or withholding key information.
  - Intimidation: presenting oneself and/or environment in a way that reasonably frightens, threatens, and/or pressures another person and/or party to comply

Consent cannot be given by someone who is not of legal age to provide it (per ORC§2907.04). Consent cannot be given by someone who is incapacitated, as defined below.

- Incapacitation is when a person’s perception and/or judgment is substantially impaired because of a mental or physical condition [including, but not limited to intoxication] causing the person to lack the ability to effectively make or act on conscious decisions.

## E. Disclosure and/or Reporting Options

Walsh University recognizes a distinction between disclosing and formally reporting incidents of sexual harassment, sexual assault, domestic violence, dating violence, stalking, and retaliation otherwise referred to as *Prohibited Conduct*. Disclosing an incident may not result in a formal complaint, depending on to whom the information is communicated, the circumstances under which the incident occurred, and in many situations, the wishes of the Complainant\*.

### 1. Mandatory Reporters

All full- and part-time Walsh University employees, including administration, faculty, staff, University volunteers and student paraprofessionals, such as Resident Assistants and Campus Ministry Peacemakers, are mandated to report any incidents of Prohibited Conduct directly to the Title IX Coordinator or Title IX Deputies, unless they are one of the confidential resources outlined below.

### 2. Confidential Resources

\*If you are unsure if you would like to make a formal complaint regarding an incident of Prohibited Conduct. Walsh University’s Counseling Services (students only), Health Services, University Senior Chaplain, Domestic Violence Project, Inc., and COMPASS are confidential resources available to you for disclosure. Confidential resources will not report the disclosure of these incidents to Title IX or Campus Police without a victim/survivor’s written permission, and to the extent, they are permitted to promise confidentiality under the law.

### 3. On-Campus Confidential Resources – Students

Counseling Services | David Campus Center (Suite 104) | 330.490.7348

- Francie Morrow, LPCC-S | Executive Director
- Lisa Lutz, LPCC-S | College Counselor
- Megan Rhoads, LPC | College Counselor
- University Senior Chaplain | 330.490.7051 | Our Lady of Perpetual Help Chapel

Note: An ordained member of the clergy or a member of an institute of consecrated life (i.e. priest, deacon, minister, and religious sisters and brothers) who is recognized by a religious order or denomination as someone who provides confidential pastoral counseling or spiritual direction may serve as a confidential resource only while operating in their professional capacity of providing religious or spiritual advice (i.e. during a private pastoral counseling meeting etc.).

If the member of the clergy or institute is made aware of crimes or offenses outside of their professional capacities, such as member of clergy with a dual professional role at the university (i.e. instructor, coach, club/org. advisor, etc.), they are considered mandatory reporters in these instances.

This pastoral confidentiality, which is subject to certain limits (see “F. Confidentiality and Support” below), is distinct from the unique secrecy (the “seal”) of the Sacrament of Penance, also known as “Confession” or the “Sacrament of Reconciliation.” In the Catholic Tradition, the Sacrament of Penance provides an absolutely confidential forum, the secrecy of which admits of no exceptions whatsoever or in any circumstance.

- Victim Advocate | 330.490.7416

#### **4. On-Campus Confidential Resources – Employees**

University Senior Chaplain | Our Lady of Perpetual Help Chapel | 330.490.7051

Note: An ordained member of the clergy or a member of an institute of consecrated life (i.e. priest, deacon, minister, and religious sisters and brothers) who is recognized by a religious order or denomination as someone who provides confidential pastoral counseling or spiritual direction may serve as a confidential resource only while operating in their professional capacity of providing religious or spiritual advice (i.e. during a private pastoral counseling meeting etc.).

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- Victim Advocate | 330.490.7416

#### **5. Off-Campus Confidential Resources- Students and Employees**

**Walsh University Health Services Aultman** Now Washington Square

6525 Market Ave. N., North Canton | 330.363.8680

**Domestic Violence Project, Inc.**

720 19th Street NE, Canton OH | 330.453.7233

Available Victim Services:

- 24-hr. Confidential Hotline 330.453.7233
- Emergency Shelter
- Transitional Housing
- Legal Advocacy Services
- Outreach and Aftercare Advocacy
- Medical Advocacy

**COMPASS Sexual Assault Education, Prevention and Support**

408 9th Street SW, Canton OH | 330.452.1111

Available Victim Services:

- 24 Hr. Confidential Hotline 330.453.7233
- Counseling
- Case Management
- Outreach Advocacy
- Legal Advocacy
- Hospital Advocacy

#### **6. On-Campus Formal Complaint – Students, Employees and University Volunteers**

**Title IX Coordinator:**

Kristi Campbell, Director of International Student Services

Student Affairs | David Campus Center (Suite 103) | 330.490.7105

**Title IX Deputy Coordinators:**

Christina Paone, Head Golf Coach, SWA, Sports Information Director | Cecchini Health and Wellness Complex | 330.490.7519

David Gramlich, Athletic Business Coordinator | Cecchini Health and Wellness Complex | 330.490.7515

Jennifer Hoffner, Human Resource Specialist | Farrell Hall | 330.490.7542

## F. Confidentiality and Support

Walsh University will maintain the confidentiality of the Complainant—regardless of whether confidentiality is requested—to the extent it is legally permitted and has the ability to appropriately provide accommodations, Supportive/Interim Measures, and/or protective measures. As such, there may be situations where disclosing some personally identifiable information about a Complainant may be necessary. For allegations of misconduct related to Prohibited Conduct, the Title IX Coordinator will determine what information about the Complainant should be disclosed and to whom this information will be disclosed. Unless extenuating circumstances exist, the Complainant will be informed before sharing personally identifiable information that the University believes is necessary to provide a safe and non-discriminatory environment, to provide an accommodation, and/or to provide any interim or protective measures.

If the Complainant requests the University not reveal the Complainant's name to the Respondent and/or asks the University to not investigate a formal complaint, this may limit the University's ability to respond fully to the incident, including pursuing disciplinary action, and being able to sanction the prohibited conduct against the Respondent. Specific confidentiality requests should be made directly to the Title IX Coordinator, Kristi Campbell, at 330.490.7105.

While Walsh University will strive to honor a Complainant's requests, there are circumstances when personally identifiable information about a Complainant may be shared and/or when an investigation may occur despite a Complainant requests otherwise. The University has a legal duty to act if it determines it is appropriate and necessary in certain cases of Prohibited Conduct where an Imminent Threat to the campus community and/or pattern of behavior may be present. "Pattern of behavior" is defined as two or more reported instances of the same type of prohibited conduct.

1. **Imminent Threat** is classified as an incident of sexual misconduct and/or interpersonal violence that includes the following:

- a weapon,
- physical force or violence,
- when the victim/survivor is a minor,
- pattern by same perpetrator, and/or
- a significant threat to the University

2. **Other Limits to Confidentiality:**

- **Mandatory Reporting of Child Abuse.** All University employees, including confidential resources, are required to immediately report any knowledge or reasonable suspicion that a minor (someone under 18 years old) is experiencing abuse or neglect based on information shared by the minor, any other individual, or one's own observations or knowledge.
- **Ohio Felony Reporting Requirement.** Under Ohio law, all individuals, excluding confidential resources, must report possible felonies, including sexual violence. Under Ohio Revised Code Section 2921.22, medical professionals, mental health professionals and clergy are not required to report felonies.
- **Ohio Medical Professional Reporting Requirements.** In Ohio, medical professionals have distinct legally mandated reporting responsibilities. Where a medical professional knows or has reasonable cause to believe that serious physical harm resulted from an offense of violence, the medical professional is required to make a report to law enforcement. Medical professionals must deem a patient medically stable before reporting and must communicate to the patient that the patient does not have to report and/or speak to the police. If the patient chooses not to speak to police at the time of the medical examination, the medical professional does not need to report the patient's name — only the date, general time, and general location of the incident.
- **Risk of Harm to Self or Others.** Mental health professionals are required to disclose information where there is an imminent threat of harm to self (the client) or others.

3. **Clery Act Reporting**

Pursuant to the Clery Act, anonymous statistical information for certain offenses that have been reported at campus locations must be shared with Campus Security. The information does not include the names or any other identifying information about the persons involved in such incidents.

Additionally, the University has a duty to complete certain publicly available recordkeeping, including reporting and disclosing information about certain crimes pursuant to a federal law known as the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (the "Clery Act"). Reported incidents of these crimes will be included in the University's annual crime statistics per its annual security

Report and daily crime logs, as required. The University is also obligated to issue timely warnings of crimes enumerated in the Clery Act occurring within relevant campus geography that represents a serious or continuing threat to students, employees, and university volunteers, except in those circumstances where issuing such a warning may compromise current law enforcement efforts or when the warning itself could potentially identify the Complainant. The University will not report and/or disclose personally identifiable information about a Complainant in its recordkeeping required by the Clery Act.

The University will make every effort to respect a Complainant's autonomy in determining how to proceed when they disclose and/or formally report an incident of sexual misconduct and/or interpersonal violence. Support and resources are always available to Complainant—regardless of the chosen course of action. Receiving a formal complaint of an incident permits the University to keep records of reported incidents and determine the appropriate response and the potential need to alert the University community to potential danger.

### G. Caring Cavalier Amnesty Policy

The University recognizes that students who experience or witness a sexual assault, dating violence, domestic violence, stalking, and/or a medical emergency while under the influence of alcohol or illegal substances may be hesitant to report these occurrences due to concerns for the potential consequences of violating the student code of conduct.

The Caring Cavalier Amnesty Policy is focused on empowering students to support the health and well-being of themselves and others. Any student coming forward to report incidents involving sexual assault, dating violence, domestic violence, stalking, and/or a medical emergency will be granted amnesty by the Student Conduct and Community Standards Office and will not be subject to violations of the University's alcohol and/or substance abuse policies that occurred at or near the time of the alleged incident(s).

Report immediate health and safety emergencies to Walsh University's Campus Police 330.490.7474 or 330.316.1088. Report non-emergencies to the University's Title IX Office 330.490.7105 or Student Conduct and Community Standards Office 330.490.7301.

The Caring Cavalier Amnesty Policy provides amnesty for violations of the student code of conduct as it relates to alcohol and/or substance abuse policies only. Students will be required to meet with a representative from the Student Conduct and Community Standards Office to provide further information about the incident(s). Students may be required to participate in online education, reflection assignments, and/or assessment and treatment referrals. Students who repeatedly use the amnesty policy may be required to participate in additional educational interventions and support opportunities. Failure to complete assignments required by the University will result in ineligibility for amnesty. Additionally, this policy does not grant amnesty from criminal, civil, or legal consequences for violations of federal, state, or local laws.

### H. Written Statement of Rights, Reporting Options and Resources

Any student, employee or University volunteer that discloses an incident and/or makes a formal complaint to the Title IX Office of sexual harassment, sexual assault, domestic violence, dating violence, stalking, retaliation and/or other forms of interpersonal violence or sex discrimination will receive a written notification of their rights, reporting options, and resources. Please note that the receiving of this information is not dependent on the filing of a formal complaint.

### I. First Contact with the Title IX Office

Upon disclosure of an incident of Prohibited Conduct from a student, employee, or University volunteer to the Title IX Office, the Title IX Office will outreach to the person who may have experienced the Prohibited Conduct. The outreach (from the Title IX Coordinator or a Title IX Deputy) includes ensuring the Complainant receives information regarding:

- medical and confidential counseling and support resources;
- options for pursuing a formal complaint and/or reporting the incident to law enforcement;
- how to request an interim no-contact order;
- how to request other Supportive/Interim Measures from the University;
- how to preserve evidence;
- where to access more information.

The outreach will also include an invitation to meet with or provide additional information to the Title IX Office. The initial meeting may be followed by 1) filing a formal complaint or 2) a request by the Respondent to take no further action.

The University will strive to honor the request of the Complainant as to a course of action. However, the University has a legal duty to act if the University determines it is appropriate and necessary in certain cases of Prohibited Conduct where an Imminent Threat to the campus community and/or pattern of behavior may be present (see Section F "Confidentiality and Support" for additional information).

The University will make every effort to respect a Complainant's autonomy in determining how to proceed. Support and resources are always available to a Complainant regardless of the chosen course of action. Receiving a formal complaint of an incident permits the University to keep records of reported incidents and determine the appropriate response and the potential need to alert the University community to potential danger. Reported incidents will also be included in the University's annual crime statistics as required.

### J. Supportive/Interim Measures

In the case of Prohibited Conduct, the Title IX Coordinator or Title IX Deputies may take immediate action to assist a Complainant in resuming educational activities while deciding the next steps, if any, to pursue against a Respondent or while awaiting the results of a resolution process.

"Supportive/Interim Measures" are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably

available, and without fee or charge to the Complainant or the Respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the recipient's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties. Furthermore, the supportive/interim measures are based on what is not clearly unreasonable in light of the known circumstances and does not second guess a school's disciplinary decisions. Finally, a school is required to offer supportive measures, and provide remedies to Complainant whenever Respondent are found responsible.

Walsh University will provide information, in writing, to Complainant or Respondent about options for, available assistance in, and how to request changes to academic, living, transportation and working situations or protective measures. The institution will make accommodations or provide such protective measures if the victim requests them and if they are reasonably available, regardless of whether the Complainant chooses to report the crime to Campus Police or local law enforcement. Additionally, the University is obligated to comply with a student's reasonable request for a living and/or academic situation change following an alleged sex offense. \*Please note that some Supportive/Interim Measures that impact both the Complainant and Respondent may require a finding of "in-violation" (see italicized measures listed below).

Supportive/Interim Measures can include but are not limited to, the following:

- Providing an escort,
- Changing the Complainant class schedule or room assignment in the residence halls,
- Arranging academic accommodations,
- Waiving the service fee for on-campus health center services,
- *Issuing no contact orders\**,
- Complying with protection orders\*\*,
- *Limiting the Respondent(s)' access to campus,*
- *Limiting the Respondent(s)' access to facilities and activities,*
- Changing the Respondent(s)' course schedule or room assignment, and/or
- Implementing other appropriate educational or prevention strategies to address the environment in which the offense took place.
- Change in University-related work schedules or job assignments
- Voluntary Leave of Absence
- Assistance in contacting community resources
- Transportation related to accessing services/support after an incident of sexual misconduct or interpersonal violence
- When appropriate, Supportive/Interim Measures can include Respondent being placed on interim suspension or interim administrative leave.

*\*A person may contact the Title IX Coordinator (330-490-7105) to inquire and request a No Contact Order. This is a written order issued by the University that generally requires an alleged Respondent to stay away from a victim/survivor and is supported by University consequences for non-compliance with the order.*

*\*\*A person may also seek a protection order from the local court of the state of Ohio. This is a legal process independent of the University. A protection order is a written order that generally requires an alleged perpetrator to stay away from a victim/survivor and is supported by legal consequences for non-compliance with the order. If a court order is issued, the University will, to the extent possible, assist the protected person in benefitting from the restrictions imposed by the court and will also facilitate on-campus compliance with the order.*

*The Title IX Coordinator (330-490-7105) or a Title IX Deputy, an advocate from COMPASS Sexual Assault Education, Prevention & Support (330-452-1111) or Domestic Violence Project, Inc. (330-453- 7233), and Campus Police (330-490-7474 or 330-316-1088) are all able to assist victims/survivors who want to request a protection order. Below are the legal options available in the state of Ohio:*

- *Criminal Protection Order*
- *Domestic Violence Criminal Temporary Protection Order*
- *Domestic Violence Civil Protection Order*
- *Dating Violence Civil Protection Order*
- *Civil Stalking Protection Order*
- *Sexually Oriented Offense Protection Order*

*If a victim/survivor believes there has been a violation of a court-ordered protection order, they should contact the police department in the jurisdiction where the violation has occurred.*

Information will be provided in writing to a Complainant regarding the above support/interim measures, as well as existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid and other services available for victims both on and off campus. Additionally, it is not required for a formal complaint to be filed and/or investigated for supportive/interim measures to be implemented, as deemed necessary by the Title IX office. The Title IX Coordinator and/or a Title IX Deputy will use the following factors to determine appropriate Supportive/Interim Measures to be implemented:

- specific need expressed by the complainant
- the age of the students involved
- the severity or pervasiveness of the allegations
- any continuing effects on the complainant
- whether the complainant and alleged perpetrator share the same residence hall, dining hall, class, transportation or job location; and
- whether other judicial measures have been taken to protect the Complainant (e.g., civil protection orders)

**For more information about Supportive/Interim Measures, please contact the Title IX Coordinator, Kristi Campbell at 330.490.7105, or [titleix@walsh.edu](mailto:titleix@walsh.edu).**

### **K. Filing a Formal Complaint**

Any current Walsh University student, employee, or University volunteer may file a formal complaint of Prohibited Conduct against other current students, employees, or University volunteers connected to the University. These formal complaints may be submitted in person, by mail, electronic mail, or via phone using the University’s contact information for the Title IX Coordinator and must include the Complainant’s physical or digital signature, or otherwise indicates that the Complainant is the person filing the formal complaint. All formal complaints should be submitted directly to the Title IX Coordinator, **Kristi Campbell at 330.490.7105, or [titleix@walsh.edu](mailto:titleix@walsh.edu)** and should include the following information:

- Name of the Alleged Respondent(s)
- Date of the Alleged Incident
- Location of the Alleged Incident
- Details regarding the Alleged Prohibited Conduct being reported

It is strongly encouraged to submit a formal complaint as soon as possible after the incident takes place or becomes known in order to optimize opportunities to secure evidence and witnesses. As there is no time limit on reporting violations of this policy, if a reporting party or Respondent is no longer affiliated with Walsh University (e.g. a formal complaint is made after a student has withdrawn/graduated, or an employee or University volunteer is no longer employed and left their position), the University is often limited in its recourse to dress the concern, and the University may no longer have jurisdiction over the reported incident.

### **L. Law Enforcement Notification**

The University also urges the Complainant to report all instances of Prohibited Conduct or criminal activity to Walsh University Campus Police or other law enforcement agencies. The Complainant may contact Campus Police or local law enforcement directly, whether or not a formal complaint has been filed with the University. If requested, the University can assist the Complainant in notifying law enforcement or legal service organizations to learn about these remedies. The Complainant may also decline to notify law enforcement. Please see the Sexual Misconduct and Interpersonal Violence Prevention Policy (Section C “Definitions – Ohio Revised Code”) for more information on the definitions of these crimes according to the Ohio Revised Code.

A person may formally report an incident to either the police or the University or to both.

#### **1. How to File a Police Report**

A victim/survivor wanting to make a police report can contact Campus Police (available 24/7) using the following information:

- **On-Campus Law Enforcement – Students and Employees**  
Walsh University Campus Police | 330.490.7474 or 330.316.1088  
2020 East Maple Street, North Canton, OH 44720

Filing a formal complaint with Campus Police or local law enforcement allows the department the ability to investigate the alleged crime, gather evidence, and refer a case for prosecution when warranted. A victim/survivor may choose to have an advocate present from COMPASS Sexual Assault Education, Prevention & Support 330.452.1111 or Domestic Violence Project, Inc. 330.453.7233 when filing the report.

#### **2. Effect of Law Enforcement Notification**

The filing of a formal complaint of Prohibited Conduct under this policy is independent of any criminal investigation or proceeding. The University typically does not wait for the conclusion of any criminal investigation or proceedings to commence its own investigation or to take any necessary interim remedies to protect the Complainant and the University community. However, the University may temporarily delay its investigation to enable law enforcement to gather evidence and to engage in a preliminary investigation of Prohibited Conduct that may also violate state or federal law.

### **M. Preservation of Evidence**

As time passes, evidence of Prohibited Conduct may dissipate or become lost or unavailable, thereby making investigation, possible prosecution, disciplinary proceedings, or obtaining orders of protection related to the reported incident more difficult. If a Complainant chooses not to make a formal complaint to the University regarding an incident, they nevertheless are still able to speak with Walsh University Campus Police or other law enforcement agencies and/or a local Sexual Assault Nurse Examiner (SANE) program regarding evidence preservation in the event the Complainant changes their mind at a later date.



Further, completion of a medical forensic evaluation may also allow a Complainant to preserve evidence while deciding whether to later file a police report.

#### 1. Preserving Evidence for Sexual Assaults

Physical evidence is crucial in helping to prosecute assailants in cases of rape or sexual assault and in obtaining a protection order. Physical evidence must be collected in a timely manner by a certified medical facility. Two of these local medical programs include Aultman Hospital's Serenity Program and Mercy Medical Center's Haven Program whose contact information is listed below #4. Prior to a medical/legal exam, victim/survivors of rape or assault should not bathe, change clothes, douche, use the toilet (if possible), smoke or clean the bed/linen/area where they were assaulted if the offense occurred within the past 96 hours so that the evidence may be preserved. If victim/ survivors do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted diseases.

#### 2. Preserving Evidence for Victim/Survivors of Violence

Preserving evidence may be necessary to prove criminal domestic violence or dating violence, and in obtaining a protection order. Victim/survivors of violence should not bathe or change clothes prior to documentation of physical evidence. Two of the local medical programs that can provide a domestic violence forensic examination for victims/survivors include Aultman Hospital's Serenity Program and Mercy Medical Center's Haven Program whose contact information is listed below in (Section M #4. If victim/survivors do not opt for forensic evidence collection, health care providers can still treat injuries.

#### 3. Preserving Evidence for Victim/Survivors of Stalking

Preserving evidence of stalking may be necessary to prove criminal stalking and assisting a victim/survivor in obtaining a protection order. Victim/survivors of stalking should save evidence such as any letters, notes, emails, phone calls, videos, photos, texts, social media postings, computer screenshots, voicemails, or any other form of evidence that would be helpful.

#### 4. Off-Campus Sexual Assault Nurse Examiner (SANE) Programs – Students and Employees

- **Aultman Hospital Serenity Program** | 330.363.6788 | [www.aultman.org](http://www.aultman.org)  
2600 6th St SW,  
Canton, OH 44710  
\*Please go to the Aultman Emergency Department to access Serenity Program services.
- **Mercy Medical Center's Haven Program** | 330.489.1000 x2170 | [www.cantonmercy.org](http://www.cantonmercy.org).  
Healing After Violent Encounter's Network Program  
1320 Mercy Drive NW,  
Canton, OH 44708

### N. Institutional Grievance Processes

#### 1. Criminal Complaints

Ohio state and/or federal law will apply, and the matter will follow criminal processes through a police investigation and/or a referral to the criminal court system for resolution, if applicable.

#### 2. Formal Complaint

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

#### 3. Informal Resolution of Formal Complaints

In appropriate circumstances, and with the approval of both the Complainant and Respondent, the Title IX Coordinator may attempt informal resolution options, such as alternate resolutions or restorative justice to resolve a formal complaint of an alleged policy violation without the need for additional proceedings. When *Informal Resolution of a Formal Complaint* is pursued, the Title IX Coordinator will provide written notice to the Complainant and Respondent regarding:

- the allegations;
- the voluntary nature of the informal resolution process and the availability of a formal investigation at all times; and
- any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared.

Effort will be made to resolve an institutional formal complaint within approximately sixty (60) days of the filing of a formal complaint. The objective of the informal process will be to reasonably resolve the incident to the mutual satisfaction of the parties involved, if possible.

#### a. Alternative Resolutions

In some cases, both the Complainant and Respondent have the opportunity to request a specific type of informal resolution

process. In order to proceed with an informal process, both parties must agree to the Informal Resolution. At any time, either party has the right to pursue a formal process.

**b. Restorative Practice**

Means a practice relating to a specific harm that is community-based and unaffiliated with any civil or criminal legal process; is initiated by a victim of the harm; involves, on a voluntary bases and without any evidence of coercion or intimidation of any victim of the harm by any individual who committed the harm or anyone associated with any such individual; one or more individuals who committed the harm; one or more victims of the harm; and the community affected by the harm through one or more representatives of the community; shall include and has the goal of collectively seeking accountability from one or more individuals who committed the harm; developing a written process whereby one or more individuals who committed the harm will take responsibility for the actions that caused harm to one or more victims of the harm; and developing a written course of action plan that is responsible to the needs of one or more victims of the harmed, and upon which one or more victim, one or more individuals who committed the harmed, and the community can agree; and is conducted in a victim services framework that protects the safety and supports the autonomy of one or more victims of the harm and the community.

Walsh University may not require as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, waiver of the right to a formal investigation and adjudication of formal complaints of sexual harassment. Similarly, Walsh University may not require the parties to participate in an informal resolution process and may not offer an informal resolution process unless a formal complaint is filed. At any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint. Walsh University must not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student. At any time either party has the right to withdraw from the Informal Resolution process and resolve the formal complaint through a Formal Resolution. If the parties are not able to resolve the complaint through the Informal Resolution process, the complaint will be resolved through a Formal Resolution unless the complaint is withdrawn or dismissed.

The Title IX Coordinator retains the discretion to determine the type of Informal Resolution that may be appropriate in a specific case and may refer a complaint to a Formal Resolution at any time. Informal Resolutions will typically be completed within 60 calendar days of the decision to engage in Informal Resolution. Informal Resolution agreements are signed by the parties and the Title IX Coordinator and are enforced by the University

**3. Investigation of Formal complaints**

In instances where informal methods of resolution are inappropriate or declined, a formal investigation will be conducted. While all investigations will vary due to the individual circumstances surrounding the particular report, formal investigations under this policy will typically involve the following:

**a. Initial Review**

Preliminary review by the Title IX Coordinator of any formal complaint filed to determine whether, on its face, an alleged violation of the policy has occurred, and an investigation is needed.

**b. Investigation of Allegations**

Investigations are conducted by the Title IX Office. For the purposes of investigation, the Title IX Coordinator will assign Title IX Team members(s). Title IX Team members include the Title IX Coordinator and Title IX Deputies, and all team members are trained to conduct each stage of the formal investigation process.

**i. Initial Title IX Team Assignment**

Prior to the start of a formal investigation, the Title IX Coordinator will send a written "Initial Title IX Team Assignment" to the Complainant and Respondent, which will include the names of the Title IX Team member(s) assigned to the particular formal complaint.

**ii. Conflict of Interest**

If any Complainant and/or a Respondent believes any Title IX Team member assigned to the particular formal complaint has a conflict of interest, the party must contact the Title IX Coordinator in writing no more than seven (7) days (excluding University holidays) of receiving the Initial Title IX Team Assignment with an explanation of the alleged conflict of interest (a "Conflict of Interest Actual knowledge notice").

In the event that the Title IX Coordinator receives a Conflict of Interest Actual knowledge, the Title IX Coordinator will make any substitutions the Title IX Coordinator deems appropriate. Similarly, if an assigned Title IX Team Member believes the particular formal complaint poses a conflict of interest for the individual, the Title IX Team member will contact the Title IX Coordinator immediately and the Title IX Coordinator will make any substitutions the Title IX Coordinator deems appropriate. After the Conflict of Interest Actual knowledge notice period has passed, the Title IX Coordinator will send a written "Final Title IX Team Assignment" to the Complainant(s) and Respondent(s).

**iii. Title IX Team Member Notification**

The Title IX Team member(s) will send written notification to the Complainant and the Respondent that the formal investigation has started, along with the relevant conduct provision(s) at issue and the potential sanctions and disciplinary actions if a violation of the policy is found.

**iv. Investigative Interviews**

The Title IX Team member(s) will conduct interviews of the Complainant, the Respondent, and any witnesses identified by those parties. The Respondent shall be provided a copy of any written report or otherwise informed of the substance of any Complainant's allegations. Similarly, the Complainant shall be provided with a copy of any written response provided by a Respondent or otherwise informed of the substance of any Respondent's response to the allegations.

**v. Consideration of Evidence by Title IX Team Member(s):**

The Title IX Team member(s) will gather relevant documents or evidence (e.g., law enforcement investigatory records, student and/or personnel files, etc.). Both the Complainant and Respondent will be asked to provide a list of possible witnesses as well as any written or physical evidence (e.g., text messages, social media postings, emails, photos, medical records, etc.) that they wish to be included as part of the investigation.

**vi. Prepare Investigative Report**

The Title IX Team Member(s) will prepare an Investigative Report complete with a summary of interviews, relevant documents, and next steps.

**vii. Distribute Investigative Report**

The Title IX Team member(s) shall provide any Complainant and Respondent with access to the Investigation Report as well as any non-confidential documents or evidence gathered by the Title IX Investigator(s) that were used to prepare the Investigation Report to the parties.

The evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint will be made available to the parties and their advisors, including the evidence upon which the University may not rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence. The parties will have 10 calendar days to review the evidence. The parties will be offered the opportunity to review the evidence and provide a written response that will be submitted to the investigators for the completion of the Investigation Report.

The investigator shall then prepare a written Investigation Report fairly summarizing the relevant evidence, and provide a copy to both parties. The investigator shall submit this Investigation Report to the parties no less than ten days before any scheduled hearing. Each party may submit a written response to the Investigation Report. The purpose of the Investigative Report is to summarize factual findings, not conclusions as to whether a policy violation occurred. The investigator may also make findings that go to the credibility and cooperation of witnesses. For the privacy of all those involved, evidence shared in an electronic format will not be printable, downloadable or electronically shareable by the parties or their advisors. Exceptions may be made in compliance with Section 504 of the Rehabilitation Act of 1973.

**c. Pre-Hearing Conference**

Each party will have their own pre-hearing conference. The Title IX Coordinator will communicate to the parties, their advisors, and the Hearing Chair the date, time, and format for their Pre-Hearing Conference. The Title IX Coordinator, the Hearing Chair, and the advisor must be in attendance. While the parties are strongly encouraged to attend, they are not required to do so.

During the Pre-Hearing Conference, the advisors must share with the Sexual Misconduct and Interpersonal Violence Hearing Chair, their list of witnesses to appear at the hearing, the identity of any requested witnesses that were not questioned during the investigation, the request for any new evidence to be considered that was not submitted previously to the investigators, and the availability of the advisor and the party for hearing dates.

Evidence and witnesses may only be presented at the hearing if they were submitted to the investigators and made available to the parties for review, unless they were unavailable at the time of the investigation or the relevance was unknown until the investigative report was submitted. The Hearing Chair will address any requests to present new evidence and new witnesses at the Prehearing Conference.

The advisor is strongly encouraged to discuss lines of questioning with the Sexual Misconduct and Interpersonal Violence Hearing Chair at the Prehearing Conference to obtain guidance from the Hearing Chair on relevancy prior to the hearing. The Sexual Misconduct and Interpersonal Violence Hearing Chair will discuss the expectations and guidelines for appropriate behavior and decorum during the hearing.

After reviewing each party's witness list, the Sexual Misconduct and Interpersonal Violence Hearing Chair may, at their discretion, add names of other witnesses contained in the report for the purpose of appearing at the hearing and submitting to cross-examination.

After the conclusion of the Pre-Hearing Conferences, the Title IX Coordinator will provide each party and their

advisor with written notice of the date, time, and manner for the hearing, which will typically occur no less than 5 business days after the conclusion of the final pre-hearing conference

**d. Live Hearing**

Once all the initial investigation and interviews have taken place, the live hearing will be scheduled by the Title IX Coordinator. During the live hearing, the decision-makers, called the Sexual Misconduct and Interpersonal Violence Hearing Board will facilitate the process of permitting each party's advisor to ask the other party and any witnesses all relevant questions and follow-up questions, including questions that challenge credibility (please refer to the Walsh University Student Handbook > Administrative and Board Hearing Procedures). The Hearing Board consists of the Title IX Hearing Board Facilitator, 1 faculty member and 1 staff member.

Live hearings may be conducted with all parties physically present in the same geographic location or, at the school's discretion, any or all parties, witnesses, and other participants may appear at the live hearing virtually. Additionally, schools must create an audio or audiovisual recording, or transcript, of any live hearing.

**i. Cross Examination**

- a. Cross-examination at the live hearing must be conducted directly, orally, and in real time by the party's advisor of choice and never by a party personally.
- b. At the request of either party, the recipient must provide for the entire live hearing (including cross-examination) to occur with the parties located in separate rooms with technology enabling the parties to see and hear each other.
- c. Only relevant cross-examination and other questions may be asked of a party or witness. Before a complainant, respondent, or witness answers a cross-examination or other question, the decision-maker must first determine whether the question is relevant and explain to the party's advisor asking cross-examination questions any decision to exclude a question as not relevant.
- d. If a party does not have an advisor present at the live hearing, the school must provide, without fee or charge to that party, an advisor of the school's choice who may be, but is not required to be, an attorney to conduct cross-examination on behalf of that party.
- e. If a party or witness does not submit to cross-examination at the live hearing, the Hearing Board will weigh any relevant statements of the party or witness appropriately in reaching a determination of responsibility. The Hearing Board will not draw an inference about the determination regarding responsibility based solely on a party's or witness's absence from the live hearing or refusal to answer cross-examination or other questions.

**e. Advisor or Support Person of Choice: Reporting and Respondent(s)**

Complainant and Respondent have a right to be accompanied by one advisor or support person who may be, but is not required to be, an attorney, of the individual's choosing, or if the party needs an advisor, chosen/suggested by the University, during any meeting with a Title IX Team Member and including the live hearing (if applicable). That advisor or support person:

- is permitted to provide support but cannot advocate for the party or impede the investigation.
- is permitted to be someone who is a potential witness in the investigation.
- is permitted to cross examine/ask questions during the live hearing on behalf of the Complainant or Respondent, provided they are relevant to the investigation.

Any advisor that becomes disruptive in any meeting/hearing, the university reserves the right to remove the advisor from that meeting and/or prohibit them from participating in the remainder of the process. Any person who serves as an advisor should plan to make themselves available for meetings throughout the process. Scheduling of the interviews and meetings will not be unduly delayed due to the lack of availability of the advisor.

**f. Rights of the Complainant and Respondent During the investigation and resolution of a formal complaint filed, the Complainant and Respondent shall have equal rights. These include the right to:**

- have written notice of the of the allegations upon receipt of a formal complaint.
- to present fact and expert witnesses and other inculpatory and exculpatory evidence.
- to select an advisor of the party's choice who may be, but need not be, an attorney. to send written notice of any investigative interviews, meetings, or hearings.
- to send the parties, and their advisors, evidence directly related to the allegations, in electronic format or hard copy, with at least 10 days for the parties to inspect, review, and respond to the evidence.
- to freely discuss and gather evidence related to the allegation (no gag orders)
- to identify and have considered witnesses and other relevant evidence.
- to be apprised of the substance of any statements or evidence provided by the other party.

- to receive, along with their advisors, an investigative report that fairly summarizes relevant evidence, in electronic format or hard copy, with at least 10 days for the parties to respond.
- to cross examine the Complainant or Respondent and corresponding witnesses during a live hearing.
- to appeal determinations pursuant to “Section Q. Appeal Process”

**g. Investigation Timeline**

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

**h. Promptness, Fairness and Impartiality**

These investigative procedures provide for prompt, fair, and impartial investigations and resolutions. The Title IX Team member shall discharge their obligations under these procedures fairly and impartially. If the Team IX Team member determines that they cannot apply these procedures fairly and impartially because of the identity of a Complainant, Respondent, or witness, or due to any other conflict of interest, the Title IX Team member shall designate another appropriate individual to administer these procedures.

**i. Dismissal of Allegation**

Walsh University must dismiss allegations of conduct that do not meet the definition Title IX Prohibited Conduct or did not occur in the University’s education program or activity against a person in the United States. Dismissed allegations of Title IX Prohibited conduct and/or allegations of Non-Title IX Prohibited conduct will be referred to the Walsh University Resolution Board or the Student Conduct & Community Standards Office as the university deems most appropriate.

Furthermore, Walsh University may, at their discretion, dismiss a formal complaint or allegations therein if

- the complainant informs the Title IX Coordinator in writing that the complainant desires to withdraw the formal complaint or allegations therein,
- if the respondent is no longer enrolled or employed by the school, or
- if specific circumstances prevent the school from gathering sufficient evidence to reach a determination.

In cases of a request for a withdrawal of a formal complaint, the school must give the parties written notice of a dismissal (mandatory or discretionary) and the reasons for the dismissal.

**O. Investigative Outcomes**

**1. Investigative Finding & Determination**

The decision-maker (who cannot be the same person as the Title IX Coordinator or the investigator) will issue a written determination regarding responsibility with findings of fact, conclusions about whether the alleged conduct occurred, rationale for the result as to each allegation, any disciplinary sanctions imposed on the respondent, and whether remedies will be provided to the complainant.

This determination will be provided simultaneously in writing to both the Complainant and Respondent become final. The following are the potential outcome:

**a. Actual Knowledge Notice of Violation**

In the event the Sexual Misconduct and Interpersonal Violence Hearing Board determines that there is probable cause to believe that a violation of this policy occurred, the Title IX Coordinator will issue a “Actual Knowledge Notice of Violation” in writing to any Respondent and provide a copy of the Actual knowledge notice of Violation to any Complainant.

**a. Actual Knowledge Notice of No-Violation**

In the event that the Sexual Misconduct and Interpersonal Violence Hearing Board does not find that there is probable cause to believe that a violation of this policy occurred, the board will issue (through the Title IX Coordinator) a “Actual knowledge Notice of No Violation” in writing to any Complainant and provide a copy of the Actual knowledge notice of No Violation to any Respondent. The Title IX Coordinator will also notify the parties of their right to appeal the Investigative Findings & Determination, and, if applicable, the sanctions or disciplinary measures recommended.

**2. Standard of Proof**

The standard of proof used for all Prohibited Conduct is a preponderance of evidence. This means there is a greater than 50% chance (based on the evidence provided within the investigation) that the Respondent is responsible for the violation as indicated in the filed report.

If there is a finding of responsibility, the finding will be forwarded as follows for sanctioning or disciplinary action:

- **Staff and University Volunteers:** The Director of Human Resources and the employee’s direct supervisor. Together, in collaboration with the supervising Vice- President and Title IX Office, disciplinary action will be assigned.

- **Faculty:** The Vice-President for Academic Affairs and the faculty members' Division Chair. Together, in collaboration with the supervising Vice-President and the Title IX Office, disciplinary action will be assigned.
- **Students:** The Associate Dean of Students/Chief Conduct Officer. Sanctions will be assigned accordingly.

## P. Disciplinary Action/Sanctioning

Depending on the nature of the charges, the disciplinary actions and sanctions include:

### 1. For Students:

#### a. Sexual Assaults or Attempted Sexual Assaults

##### i. Level IV: Suspension or Expulsion Status:

Recommendation to the Vice President for Student Affairs/Dean of Students for suspension (minimally 1 academic semester) or expulsion from Walsh University; loss of access to University facilities and services; removal from residential community; loss of extracurricular and athletic privileges and/or scholarships.

#### b. Domestic Violence/Dating Violence

##### i. Level II: Community Probation Status:

Behavior contract; loss of access to University facilities and services; loss of guest visitation privileges; restrictions of visitation to certain residence halls or campus areas; weekends off campus.

##### ii. Level III: University Probation Status:

Loss of athletic privileges or extracurricular involvement; loss of scholarships; loss of access to University facilities and services; loss of residency/community privileges; restitution, if applicable; residence hall reassignment.

##### iii. Level IV: Suspension or Expulsion Status:

Recommendation to the Vice President for Student Affairs/Dean of Students for suspension or expulsion from Walsh University; loss of access to University facilities and services; removal from residential community; loss of extracurricular and athletic privileges and/or scholarships.

#### d. Sexual Misconduct

##### i. Level II: Community Probation Status:

Behavior contract; loss of access to University facilities and services; loss of guest visitation privileges; restrictions of visitation to certain residence halls or campus areas; weekends off campus.

##### ii. Level III: University Probation Status:

Loss of athletic privileges or extracurricular involvement; loss of scholarships; loss of access to University facilities and services; loss of residency/community privileges; restitution, if applicable; residence hall reassignment.

##### iii. Level IV: Suspension or Expulsion Status:

Recommendation to the Vice President for Student Affairs/Dean of Students for suspension (minimally 1 academic semester) or expulsion from Walsh University; loss of access to University facilities and services; removal from residential community; loss of extracurricular and athletic privileges and/or scholarships.

#### d. Sexual Harassment or Stalking

##### i. Level III: University Probation Status:

Loss of athletic privileges or extracurricular involvement; loss of scholarships; loss of access to University facilities and services; loss of residency/community privileges; restitution, if applicable; residence hall reassignment.

##### ii. Level IV: Suspension or Expulsion Status:

Recommendation to the Vice President for Student Affairs/Dean of Students for suspension (minimally 1 academic semester) or expulsion from Walsh University; loss of access to University facilities and services; removal from residential community; loss of extracurricular and athletic privileges and/or scholarships.

#### c. Retaliation

Charges of retaliation are as separate matter from the Title IX issues and will be addressed promptly through the student conduct system.

### 4. For Employees:

#### a. Walsh University Employee Handbook: Professional and Support Staff

Section A.18: "Disciplinary Action: Sexual Misconduct and Interpersonal Violence Walsh University prohibits all forms of sexual misconduct, including, but not limited to Prohibited Conduct. Such conduct violates Walsh University's values and can cause disruption to the living, learning and work environment of students, employees, University volunteers, and other community members. Depending on the seriousness of the problem, violations of this type of prohibited conduct by employees will result in the following types of disciplinary action: verbal warning, written warning, no contact orders, job restrictions or reassignments, probation, suspension and discharge."

#### b. Walsh University Employee Handbook: Faculty

If the faculty member is found in violation of any form of Prohibited Conduct, faculty will face "appropriate and necessary discipline up to and including termination." Also refer to moral turpitude discussion regarding tenured faculty in the Faculty Handbook.

c. **Walsh University Volunteer Policies (University Volunteer Handbook, pg. 9)**

i. **Volunteer Code of Conduct:** “Harassment of any nature, abuse, alcohol/drug use, and discrimination will not be tolerated in any form. University volunteers will behave with the utmost respect and be caring, supportive and friendly in nature at all times in their positions. Staff shall act in a reciprocal nature and infractions will not be tolerated. The University has the right to discipline a University volunteer who does not conduct themselves in an appropriate and professional manner.”

ii. **University Volunteer Dismissal Policy:** “Dismissal of University volunteers may occur. Prior to dismissal and depending on the seriousness of the infraction, the sponsoring University department or division volunteer supervisor may issue a verbal warning, followed by a written warning. Activities that may warrant immediate dismissal can include but are not limited to the following: poor performance, abuse (sexual or physical), Prohibited Conduct (depending upon the seriousness), alcohol or drug use/abuse, insubordination, falsifying information, illegal or violent acts, and breach of confidentiality. These actions once reported and investigated by the sponsoring University department or division volunteer supervisor will be discussed with the Director of Human Resources and decided upon in terms of whether or not they warrant immediate dismissal. The University volunteer can be dismissed for just cause without warning. All warnings and reports should be placed on file for record and will be treated as confidential in nature. The dismissal process will be dependent on the level of seriousness of the infraction. Volunteers serve at the sole discretion of Walsh University. See paragraph 7 of the volunteer agreement.”

c. **Retaliation**

Charges of retaliation are as separate matter from the Title IX issues and will be addressed promptly through the Human Resources office in collaboration with the employee’s direct supervisor.

**Q. Appeal Process**

The Complainant or Respondent has the right to appeal a determination and recommended sanctioning only on the following grounds:

- 1) There is a substantial likelihood that newly discovered information, not available at the time evidence was presented to the investigating Title IX Team Member or Sexual Misconduct and Interpersonal Violence Hearing Board Member, would result in a different decision,
- 2) There was a procedural error significant enough to call the outcome into question, and/or
- 3) The sanction or disciplinary action imposed is disproportionate to the offense.

Appeals are not intended to be full re-hearings of the formal complaint and investigation. In most cases, appeals are confined to a review of the written documentation or record of the original hearing, and pertinent documentation regarding the grounds for appeal. This is not an opportunity for Appeal Review Board members to substitute their judgment for that of the original hearing body merely because they disagree with its finding and/or sanctions.

Appeals decisions are to be deferential to the original hearing body, making changes to the finding only where there is clear error and to the sanction only if there is a compelling justification to do so. Complainant and Respondent will be notified, simultaneously, in writing if a change is made to the investigative finding and when results become final.

**1. Method of Appeal**

Complainant and Respondent may file a written appeal with the Vice-President for Student Affairs/Dean of Students (or designee) within seven (7) calendar days from the date of the written decision. The appeal must be in writing and contain the following:

- 1) Name of the Complainant
- 2) Name of the Respondent
- 3) A statement of the outcome of the investigation, including disciplinary action or sanctioning recommendations, if any
- 4) A detailed statement of the basis for the appeal including the specific facts, circumstances, and argument in support of it, and requested action, if any

The non-appealing party will have an opportunity to provide a written response to the request for appeal to the Vice-President for Student Affairs/Dean of Students (or designee). The written response must be submitted within seven (7) calendar days of receipt of Request for Appeal.

\*Per University policy, third parties are unable to utilize the institutional process as they are not under the University’s jurisdiction, and must be addressed through appropriate administrators, Campus Police, and/or local enforcement.

**2. Resolution of the Appeal**

The Vice-President for Student Affairs will generally resolve the appeal within fourteen (14) days of receiving it and may take any and all actions that they determine to be in the interest of a fair and just decision. The decision of the Vice-President for Student Affairs/Dean of Students is final. The Vice-President for Student Affairs/Dean of Students shall issue a short and plain, written statement of the resolution of the appeal, including any changes made to the Sexual Misconduct

and Interpersonal Violence Hearing Board previous written determination and/or the sanctions and remedial measures imposed. The written statement shall be provided to the Complainant, Respondent, and the Title IX Coordinator within ten (10) days of the resolution. Sanctions imposed are then implemented immediately, pending the outcome.

#### **R. Annual Training for Conduct and Disciplinary Proceedings**

Annual training on issues related to sexual misconduct and interpersonal violence is provided for all university officials involved in Walsh University's Title IX process and conduct and disciplinary proceedings. Any investigative procedures implemented will be conducted by officials who have received annual training on issues related to sexual misconduct and interpersonal violence and how to conduct an investigation that protects the safety of victims and promotes accountability.

**Title IX Coordinator, Title IX Deputies, Chief Conduct Officer, Conduct Officers, Sexual Misconduct and Interpersonal Violence Hearing Board, and Appellate are annually trained in:**

- Title IX, VAWA, Clery legislation and statutes
- Neurobiology of trauma
- Definitions of sexual assault, domestic violence, dating violence, and stalking
- Information about the causes and effects of sexual assault, domestic violence, dating violence and stalking
- The ways victims respond to trauma/tactics of offenders
- Information on the issue of consent in sexual assault cases
- Confidentiality
- Supportive/interim measures
- Conduct and Hearing Procedures
- Basic Procedure for proceedings
- Addressing conflicts of interest
- Evidence gathering and use
- Questioning witnesses
- Disciplinary action and sanctioning
- Grievance appeals process

**The Director of Human Resources, President, Vice-President for Academic Affairs, Vice Presidents, are annually trained in:**

- Title IX, VAWA, Clery legislation and statutes
- Definitions of sexual assault, domestic violence, dating violence, and stalking
- Information about the causes and effects of sexual assault, domestic violence, dating violence and stalking
- The ways victims respond to trauma/tactics of offenders
- Information on the issue of consent in sexual assault cases
- Confidentiality
- Supportive/interim measures
- Conduct and hearing procedures
- Basic procedure for proceedings
- Disciplinary action and sanctioning
- Grievance appeals process

**Student Conduct Board is annually trained in:**

- Title IX, VAWA, Clery legislation and statutes
- Definitions of sexual assault, domestic violence, dating violence, and stalking
- Information about the causes and effects of sexual assault, domestic violence, dating violence and stalking
- Confidentiality
- Supportive/interim measures
- Conduct and Hearing Procedures
  - Basic procedure for proceedings
  - Addressing conflicts of interest
  - Evidence gathering and use
  - Questioning witnesses
- Disciplinary action and sanctioning
- Grievance appeals process



# SEXUAL MISCONDUCT AND INTERPERSONAL VIOLENCE PREVENTION POLICY

## A. Policy Statement

Walsh University prohibits all forms of dating violence, domestic violence, sexual assault, and stalking as defined by the Clery Act, and believes all members of the campus community share the responsibility of preventing sexual misconduct and interpersonal violence. Campus prevention and awareness programming for students and employees include a statement that the university prohibits all forms of dating violence, domestic violence, sexual assault, and stalking as defined by the Clery Act; the definitions for consent, sexual assault, dating violence, domestic violence, and stalking as defined by Walsh University and Ohio law; and information on safe and positive bystander intervention strategies and risk reduction strategies as defined by the Clery Act.

## B. Ongoing Prevention and Awareness Programs and Campaigns

Walsh University annually provides for its students and employees comprehensive, intentional, and integrated programming, initiatives, strategies, and campaigns intended to end dating violence, domestic violence, sexual assault, and stalking that are culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs, and either are informed by research or are assessed for value, effectiveness, or outcome. These also consider environmental risk and protective factors as they occur on the individual, relationship, institutional, community and societal levels.

Some of these prevention and awareness programs and campaigns include:

- **Bringing in the Bystander**<sup>®</sup> – an evidence-based prevention workshop for students focused on addressing sexual and relationship violence on campus by promoting the concept of shared responsibility. Demonstration sessions are also available for faculty and staff.
- **Know It. Name It. Stop It.** – a yearlong stalking awareness campaign for students and employees using posters, monthly emails, trainings, programs, and/or events
- **Know Your IX Campaign** – a poster campaign displaying pertinent information regarding Title IX policies and procedures and the Title IX Team
- **Know Your Power**<sup>®</sup> – a poster campaign for campus displayed in fall and spring focused on the use of bystander intervention to address sexual and relationship violence
- **Preventing Harassment and Discrimination** – Clery Act and Title IX: a mandatory, online, research-informed training for new employees with information on preventing and responding to sexual and relationship violence
- **Purple Thursday** – a full-day event in October for Domestic Violence Awareness month focused on primary prevention and educating the campus community on the warning signs of unhealthy relationships.
- **Protecting Youth** – Abuse & Neglect Prevention – a mandatory, online, research-informed child sexual abuse prevention training for all employees.
- **Sexual Assault Awareness Month** – programs throughout the month of April focused on stalking education, prevention, and response
- **Sexual Assault Prevention for Athletes** – a mandatory, online, research-informed sexual misconduct and interpersonal violence prevention training for all student athletes, including those who are first-year and transfer students
- **Sexual Assault Prevention for Undergraduates** – a mandatory, online, research-informed sexual misconduct and interpersonal violence prevention training for all new and incoming first-year and transfer students who are not student athletes.
- **Stalking Awareness Month** – programs throughout the month of January focused on stalking education, prevention, and response

## C. Definitions – Ohio Revised Code

Walsh University uses the following definitions from the Ohio Revised Code (ORC) for prevention and educational purposes only.

Note: For the purposes of adjudicating students and employees for violations of the Walsh University Sexual Misconduct and Interpersonal Violence Policy, the University uses the definitions of the following violations (as outlined in the Clery Act) found in Section C. Policy and Procedural Definitions under “Prohibited Conduct”:

- Title IX Sexual Harassment
- Title IX Quid Pro Quo Sexual Harassment
- Title IX Severe, Pervasive and Objectively Offensive Sexual Harassment
- Title IX Sexual Assault
- Title IX Domestic Violence:
- Title IX Psychological & Emotional Abuse:
- Title IX Economic Abuse

- Title IX Technological Abuse:
- Title IX Abuse in Later Life
- Title IX Dating Violence
- Title IX Stalking
- Sexual Harassment — Non-Title IX

The University uses the definition of “consent” as found in Section D. Walsh University Consent Standard of the Walsh University Sexual Misconduct and Interpersonal Violence Policy.

- **Consent (§ORC 2907.02) | <http://codes.ohio.gov/orc/2907.02>**

Ohio law does not currently define the term “consent.” However, the Ohio Revised Code does include the conditions in which sexual conduct becomes rape, and describes non- consensual circumstances, which are outlined below:

(A)(1) No person shall engage in sexual conduct with another who is not the spouse of the offender or who is the spouse of the offender but is living separate and apart from the offender, when any of the following applies:

- (a) For the purpose of preventing resistance, the offender substantially impairs the other person’s judgment or control by administering any drug, intoxicant, or controlled substance to the other person surreptitiously or by force, threat of force, or deception.
- (b) The other person is less than thirteen years of age, whether or not the offender knows the age of the other person.
- (c) The other person’s ability to resist or consent is substantially impaired because of a mental or physical condition or because of advanced age, and the offender knows or has reasonable cause to believe that the other person’s ability to resist or consent is substantially impaired because of a mental or physical condition or because of advanced age.

(2) No person shall engage in sexual conduct with another when the offender purposely compels the other person to submit by force or threat of force.

*Note: Walsh University also uses the definition of consent, as outlined in “Section D. Walsh University Consent Standard” of the Sexual Misconduct and Interpersonal Violence Policy for prevention and educational purposes.*

- **Domestic Violence (§ORC 2919.25) | <http://codes.ohio.gov/orc/2919.25>**

(A) No person shall knowingly cause or attempt to cause physical harm to a family or household member

(B) No person shall recklessly cause serious physical harm to a family or household member

(C) No person, by threat of force, shall knowingly cause a family or household member to believe that the offender will cause imminent physical harm to the family or household member

- **Dating Violence**

Ohio law does not currently define the term “dating violence.” However, the following crimes are recognized and defined in the Ohio Revised Code:

- §ORC 2903.11 Felonious Assault
- §ORC 2903.12 Aggravated Assault
- §ORC 2903.13 Assault
- §ORC 2903.14 Negligent Assault
- §ORC 2905.01 Kidnapping
- §ORC 2905.02 Abduction
- §ORC 2905.03 Unlawful Restraint
- §ORC 2905.12 Coercion
- §ORC 2917.11 Disorderly Conduct

- **Stalking (§ORC 2903.211) | <http://codes.ohio.gov/orc/2903.211>**

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

(A)(2) No person, through the use of any form of written communication or any electronic method of remotely transferring information, including, but not limited to, any computer, computer network, computer program, r-computer system, or

telecommunication device shall post a message or use any intentionally written or verbal graphic gesture with purpose to do either of the following:

- (a) Violate division (A)(1) of this section:
- (b) Urge or incite another to commit a violation of division (A)(1) of this section.

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

- **Sexual Assault**

Ohio law does not currently define the term, “sexual assault.” Rather, it defines several types of sex offenses as outlined below:

– **Rape (§ORC 2907.02)** | <http://codes.ohio.gov/orc/2907.02>

(A)(1) No person shall engage in sexual conduct with another who is not the spouse of the offender or who is the spouse of the offender but is living separate and apart from the offender, when any of the following applies:

- (a) For the purpose of preventing resistance, the offender substantially impairs the other person’s judgment or control by administering any drug, intoxicant, or controlled substance to the other person surreptitiously or by force, threat of force, or deception.
- (b) The other person is less than thirteen years of age, whether or not the offender knows the age of the other person.
- (c) The other person’s ability to resist or consent is substantially impaired because of a mental or physical condition or because of advanced age, and the offender knows or has reasonable cause to believe that the other person’s ability to resist or consent is substantially impaired because of a mental or physical condition or because of advanced age.

(A)(2) No person shall engage in sexual conduct with another when the offender purposely compels the other person to submit by force or threat of force.

– **Sexual Battery (§ORC 2907.03)** | <http://codes.ohio.gov/orc/2907.03>

(A) No person shall engage in sexual conduct with another, not the spouse of the offender, when any of the following apply:

- (1) The offender knowingly coerces the other person to submit by any means that would prevent resistance by a person of ordinary resolution.
- (2) The offender knows that the other person’s ability to appraise the nature of or control the other person’s own conduct is substantially impaired.
- (3) The offender knows that the other person submits because the other person is unaware that the act is being committed.
- (4) The offender knows that the other person submits because the other person mistakenly identifies the offender as the other person’s spouse.
- (5) The offender is the other person’s natural or adoptive parent, or a stepparent, or guardian, custodian, or person in loco parentis of the other person.
- (6) The other person is in custody of law or a patient in a hospital or other institution, and the offender has supervisory or disciplinary authority over the other person.
- (7) The offender is a teacher, administrator, coach, or other person in authority employed by or serving in a school for which the state board of education prescribes minimum standards pursuant to division(D) of section 3301.07 of the Revised Code, the other person is enrolled in or attends that school, and the offender is not enrolled in and does not attend that school.
- (8) The other person is a minor, the offender is a teacher, administrator, coach, or other person in authority employed by or serving in an institution of higher education, and the other person is enrolled in or attends that institution.
- (9) The other person is a minor, and the offender is the other person’s athletic or other type of coach, is the other person’s instructor, is the leader of a scouting troop of which the other person is a member or is a person with temporary or occasional disciplinary control over the other person.
- (10) The offender is a mental health professional, the other person is a mental health client or patient of the offender, and the offender induces the other person to submit by falsely representing to the other person that the sexual conduct is necessary for mental health treatment purposes.
- (11) The other person is confined in a detention facility, and the offender is an employee of that detention facility.
- (12) The other person is a minor, the offender is a cleric, and the other person is a member of, or attends, the church or congregation served by the cleric.
- (13) The other person is a minor, the offender is a peace officer, and the offender is more than two years older than the other person.

– **Unlawful Sexual Conduct with a Minor (§ORC 2907.04)** | <http://codes.ohio.gov/orc/2907.04>

(A) No person who is eighteen years of age or older shall engage in sexual conduct with another, who is not the spouse of

the offender, when the offender knows the other person is thirteen years of age or older but less than sixteen years of age, or the offender is reckless in that regard.

– **Gross Sexual Imposition (§ORC 2907.05)** | <http://codes.ohio.gov/orc/2907.05>

(A) No person shall have sexual contact with another, not the spouse of the offender; cause another, not the spouse of the offender, to have sexual contact with the offender; or cause two or more other persons to have sexual contact when any of the following applies:

- (1) The offender purposely compels the other person, or one of the other persons, to submit by force or threat of force.
  - (2) For the purpose of preventing resistance, the offender substantially impairs the judgment or control of the other person or of one of the other persons by administering any drug, intoxicant, or controlled substance to the other person surreptitiously or by force, threat of force, or deception.
  - (3) The offender knows that the judgment or control of the other person or of one of the other persons is substantially impaired as a result of the influence of any drug or intoxicant administered to the other person with the other person's consent for the purpose of any kind of medical or dental examination, treatment, or surgery.
  - (4) The other person, or one of the other persons, is less than thirteen years of age, whether or not the offender knows the age of that person.
  - (5) The ability of the other person to resist or consent or the ability of one of the other persons to resist or consent is substantially impaired because of a mental or physical condition or because of advanced age, and the offender knows or has reasonable cause to believe that the ability to resist or consent of the other person or of one of the other persons is substantially impaired because of a mental or physical condition or because of advanced age.
- (B) No person shall knowingly touch the genitalia of another, when the touching is not through clothing, the other person is less than twelve years of age, whether or not the offender knows the age of that person, and the touching is done with an intent to abuse, humiliate, harass, degrade, or arouse or gratify the sexual desire of any person.

– **Sexual Imposition (§ORC 2907.06)** | <http://codes.ohio.gov/orc/2907.06>

(A) No person shall have sexual contact with another, not the spouse of the offender; cause another, not the spouse of the offender, to have sexual contact with the offender; or cause two or more other persons to have sexual contact when any of the following applies:

- (1) The offender knows that the sexual contact is offensive to the other person, or one of the other persons, or is reckless in that regard.
  - (2) The offender knows that the other person's, or one of the other person's, ability to appraise the nature of or control the offender's or touching person's conduct is substantially impaired.
  - (3) The offender knows that the other person, or one of the other persons, submits because of being unaware of the sexual contact.
  - (4) The other person, or one of the other persons, is thirteen years of age or older but less than sixteen years of age, whether or not the offender knows the age of such person, and the offender is at least eighteen years of age and four or more years older than such other person.
  - (5) The offender is a mental health professional, the other person or one of the other persons is a mental health client or patient of the offender, and the offender induces the other person who is the client or patient to submit by falsely representing to the other person who is the client or patient that the sexual contact is necessary for mental health treatment purposes.
- (B) No person shall be convicted of a violation of this section solely upon the victim's testimony unsupported by other evidence.

#### **D. Bystander Intervention**

Bystander interventions mean safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking actions to intervene.

Walsh University encourages bystanders to be active in interrupting (potentially) harmful situations they may witness, including those that promote or are an act of sexual misconduct and/or interpersonal violence. Walsh promotes the idea of shared responsibility and that each member of our community plays a role in preventing violence from occurring. When interrupting a harmful situation, bystanders should stay at a distance and gather others for assistance, when possible. Walsh promotes the 4 Ds of Bystander Intervention in its trainings and programs as safe options for intervention.

Employees and students should take the following steps when implementing intervention strategies:

**1. Notice the situation** – Bystanders must first notice harmful actions taking place. Educate yourself about interpersonal violence and the warning signs of abuse. Share this information with your friends and colleagues.

**Warning Signs That Could Lead to a Sexual Assault:**

- Withdrawing from other relationships or activities, for example, spending less time with friends, leaving sports teams, or dropping classes
- Saying that their partner doesn't want them to engage in social activities or is limiting their contact with others
- Disclosing that sexual assault has happened before
- Any mention of a partner trying to limit their contraceptive options or refusing to use safer sexual practices, such as refusing to use condoms or not wanting them to use birth control
- Mentioning that their partner is pressuring them to do things that make them uncomfortable
- Signs that a partner controlling their means of communication, such as answering their phone or text messages or intruding into private conversations
- Visible signs of physical abuse, such as bruises or black eyes

*(Taken from Rape, Abuse, & Incest National Network, [www.rainn.org](http://www.rainn.org))*

**Warning Signs of Relationship Violence**

- Tells you that you can never do anything right
- Shows extreme jealousy of your friends and time spent away
- Keeps you or discourages you from seeing friends or family members
- Insults, demeans or shames you with put-downs
- Controls every penny spent in the household
- Takes your money or refuses to give you money for necessary expenses
- Looks at you or acts in ways that scare you
- Controls who you see, where you go, or what you do
- Prevents you from making your own decisions
- Tells you that you are a bad parent or threatens to harm or take away your children
- Prevents you from working or attending school
- Destroys your property or threatens to hurt or kill your pets
- Intimidates you with guns, knives or other weapons
- Pressures you to have sex when you don't want to or do things sexually you're not comfortable with
- Pressures you to use drugs or alcohol

*(Taken from The National Domestic Violence Hotline, [www.thehotline.org](http://www.thehotline.org))*

**Warning Signs of Stalking**

[When a friend is...]

- Always looking over [their] shoulder?
- Confused about how someone always seems to know where [they] are?
- Unsure when that person will show up again?
- Nervous about checking [their] e-mail or phone because it might be him/her/them again?
- Scared of what that person might do next?

*(Taken from SPARC, [www.stalkingawareness.org](http://www.stalkingawareness.org))*

**2. Interpret the situation as harmful** – Bystanders also need to evaluate the situation and determine whether it is harmful – or at least one in which someone needs assistance.

**3. Assume responsibility** – Another decision bystander make is whether they should assume responsibility for the harmful situation and provide help.

**4. Attempt to help** – Help the person leave the situation, confront a behavior, diffuse a situation, or call for other support/ security. Confront friends who make excuses for other people's abusive behavior. Implement the 4 Ds of Bystander Intervention:

- Direct – A bystander may choose to directly engage with a perpetrator, victim, or both. Using this strategy, they would directly address the inappropriate attitudes or behaviors that are occurring and/or would remove the victim from the harmful situation.

- Delegate – A bystander may choose to ask someone else or a group to help intervene in the harmful situation.
- Distract – A bystander may choose to divert the attention of the perpetrator and help remove the victim from the situation or to draw the attention of other bystanders to the situation occurring.
- Delay – If a situation is unsafe or if a bystander is unsure of all the details of the situation, the bystander can check back in with the victim or make a report after the incident occurs.

If someone is in immediate danger, call Campus Police at 330.490.7474 or local police at 911 for assistance.

### **E. Risk Reduction**

Risk reduction strategies are designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence.

With no intent to victim blame and recognizing that only abusers are responsible for their abuse, the following are some strategies to reduce one's risk of sexual assault or harassment:

#### **1. Avoiding Dangerous Situations**

- Be aware of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation.
- Try to avoid isolated areas. It is more difficult to get help if no one is around.
- Walk with purpose. Even if you don't know where you are going, act like you do.
- Trust your instincts. If a situation or location feels unsafe or uncomfortable, it probably isn't the best place to be.
- Try not to load yourself down with packages or bags as this can make you appear more vulnerable.
- Make sure your cell phone is with you and charged and that you have cab money, and/or an on-demand driver app loaded.
- Don't allow yourself to be isolated with someone you don't trust or someone you don't know.
- Avoid putting music headphones in both ears so that you can be more aware of your surroundings, especially if you are walking alone.

#### **2. In a Social Situations**

- When you go to a social gathering, go with a group of friends. Arrive together, check in with each other throughout the evening, and leave together. Knowing where you are and who is around you may help you to find a way out of a bad situation.
- Trust your instincts. If you feel unsafe in any situation, go with your gut. If you see something suspicious, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.).
- Don't leave your drink unattended while talking, dancing, using the restroom, or making a phone call. If you've left your drink alone, just get a new one.
- Don't accept drinks from people you don't know or trust. If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, don't drink from the punch bowls or other large, common open containers.
- Watch out for your friends, and vice versa. If a friend seems out of it, is way too intoxicated for the amount of alcohol they've had, or is acting out of character, get him or her to a safe place immediately.
- If you suspect you or a friend has been drugged, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.). Be explicit with doctors so they can give you the correct tests (you will need a urine test and possibly others).

#### **3. If Someone is Pressuring You**

If you need to get out of an uncomfortable or scary situation, here are some things that you can try:

- Remember that being in this situation is not your fault. You did not do anything wrong, it is the person who is making you uncomfortable that is to blame.
- Be true to yourself. Don't feel obligated to do anything you don't want to do. "I don't want to" is always a good enough reason. Do what feels right to you and what you are comfortable with.
- Have a code word with your friends or family so that if you don't feel comfortable you can call them and communicate your discomfort without the person you are with knowing. Your friends or family can then come to get you or make up an excuse for you to leave.
- Lie. If you don't want to hurt the person's feelings it is better to lie and make up a reason to leave than to stay and be uncomfortable, scared, or worse. Some excuses you could use are: needing to take care of a friend or family member, not feeling well, having somewhere else that you need to be, etc.

- Try to think of an escape route. How would you try to get out of the room? Where are the doors? Windows? Are there people around who might be able to help you? Is there an emergency phone nearby?
- If you and/or the other person have been drinking, you can say that you would rather wait until you both have your full judgment before doing anything you may regret later.

(Taken from Rape, Abuse, & Incest National Network, [www.rainn.org](http://www.rainn.org))

#### **F Coordinated Community Response Team**

In addition to implementing these strategies to reduce the perpetration and victimization of sexual misconduct and interpersonal violence on campus, Walsh University has its own Coordinated Community Response Team (CCRT) that actively seeks to address risk and protective factors of sexual assault, domestic violence, dating violence, and stalking at the institution. The CCRT’s mission statement explains this team “...is a collaborative body of campus and community experts who provide the Walsh University community with inclusive, culturally humble and trauma-focused education, safety and prevention efforts to end sexual assault, dating violence, domestic violence, and stalking.”

*Record of Revision*

*\*revised 06/21/2023 Resolution Board*









# ACADEMIC LIFE

Our experienced faculty comes from all over the world to offer an international perspective, which is always rooted in faith. With a 15 to 1 student/teacher ratio, we foster an environment that encourages students to interact closely with faculty members.

All of our academic programs are designed to educate the whole student - mind, body and spirit - through hands-on, experiential learning that goes beyond the books. Our students gain insights outside the classroom through internships, on-site training, student teaching opportunities, and service learning.

At Walsh, we believe that leaders are created through service to others. That's why volunteer work is not only encouraged, it's a requirement of our core curriculum.

The University provides its students a higher education that fosters critical thinking, effective communication, spiritual growth, and personal, professional and cultural development.



## ACADEMIC POLICIES

### ACADEMIC INTEGRITY POLICIES AND PROCEDURES

#### I. POLICY STATEMENT

Academic integrity (AI) lies at the heart of student–instructor relationships involving learning, free inquiry, and the search for knowledge and truth. Inspired by the spirit of the Judeo-Christian tradition expressed in the University’s mission statement, Walsh University requires all faculty and students to act honestly, morally, and ethically in the maintenance of professional standards for learning, research, writing, and assessment. To maintain the academic integrity of the University, students are responsible for their own academic work. Academic dishonesty is not acceptable under any circumstances and has repercussions.

#### ACADEMIC INTEGRITY REPOSITORY

A confidential file of student Academic Integrity violations is kept electronically in the Academic Integrity Repository in the Office of Academic Affairs. Faculty may request a search of the Repository for a student’s name to determine if there are any prior offenses.

#### II. PENALTIES AND SANCTIONS

Violations of academic integrity carry commensurate penalties that vary in severity depending on the nature of the infraction and the student’s record of any prior offenses. Sanctions may range from the failure of a specific test or assignment to a reduced course grade, failure of the course, probation, suspension, to dismissal from a program or from the University. The faculty member, in consultation with the Division Chair, has the initial responsibility to recommend the penalty and impact on a student’s grades in a course. After the faculty member and Division Chair or Program Director have made a report, the case is then reviewed by the School Dean. The faculty member is responsible for providing all documentation, correspondence, and supporting materials related to violations of academic integrity by submitting an Academic Integrity Violation Form. In the case of dismissal from either a program or the University resulting from unprofessional behavior or an integrity violation, the dismissal will be noted on the student’s academic transcript.

Refer to Financial Policies to determine obligation to pay if suspension or expulsion occurs.



#### III. PROCEDURES FOR HANDLING ALLEGED VIOLATIONS

If a faculty member discovers, and/or has reason to believe that the student has committed an academic integrity violation, the faculty member first checks the Academic Integrity Repository (maintained in the Office of Academic Affairs) for prior offenses. Second, the faculty member communicates to the student the nature of the infraction and the forthcoming actions, allows student to respond, and collects background information related to the violation. After all relevant information is gathered and a recommended penalty is determined, the faculty member, in consultation with the Division Chair and School Dean, will confirm the violation and the penalty, and notify the student in writing.

All details of this process, including submission of all supporting materials, documentation, and summary of conversations with campus constituents, must be submitted on the electronic Academic Integrity Violation Form for inclusion in the Academic Integrity Repository File. Further, if the penalty results in a course failure, the final grade must be submitted immediately to the Office of the Registrar via Faculty Self-Service Cavalier Center.

After the student is informed in writing of the penalty, the faculty member promptly notifies the Division Chair, School Dean, and the Office of Academic Affairs. If the student maintains that the allegation is in error, unfair, or needs more context, he or she may appeal the decision in accordance with the University’s Academic Appeals procedures.

It is crucial that the faculty member also not engage in any discussions with individuals external to the University, including parents or other relatives of the student, about the alleged violations without reviewing the student’s FERPA release form related to integrity violation. Permission must be granted by the student before conversations occur with non-University personnel.

#### IV. DEFINITIONS

**Academic Dishonesty** The definition of Academic Dishonesty is the fabrication or misrepresentation of work, either intentional or unintentional, which includes, but is not limited to, plagiarism, cheating, lying, forgery, sabotage, bribery, and/or the multi-submission of academic work.

**Plagiarism** Plagiarism is the representation of the works, ideas, data, or arguments of others as one’s own. Whether quoting, paraphrasing, or reiterating others’ ideas, students are responsible for documenting any ideas, concepts, information, or data taken from other sources. This means that students are required to identify the source through footnotes, endnotes, references, in-text citations,

quotation marks, and/or other forms of documentation. Sources include books, journal articles, newspapers, websites, videos, blogs or other electronic media, private letters, interviews, computer code, or individuals' creative work such as graphic design, music, fiction, poetry, or any works of art. Additionally, a paper must be merely a series of phrases, sentences, or paragraphs copied from a source or sources, but rather should demonstrate the student's synthesis of the information.

**Cheating** Cheating is using, or attempting to use, unacknowledged or unauthorized materials, information, data, or ideas. Looking at another student's materials and/or using unauthorized external aids (including but not limited to cell phones, the internet, laptops, Smart watches, tablets, notes, textbooks, earbuds, writing on desks or hands) during an exam or completion of assignments is also cheating. Purchasing or commissioning essays, forum posts, assignments, papers, or presentations from pay-for-academic-service websites is contract cheating, which is unacceptable.

**Lying** Lying is the intentional misrepresentation of facts or situations relevant to students' performances in the academic setting.

**Forgery** Forgery is the fabricating, altering or counterfeiting of images, documents, or signatures on any information, data, or documents.

**Sabotage** Sabotage means deliberately impairing, destroying, damaging, or stealing another's work or working materials such as lab experiments, library resources, computer programs, term papers, exams, or projects.

**Bribery** Bribery means offering any service or article with the purpose or effect of receiving a grade or other academic benefit not earned on the merits of the academic work.

**Multi-Submission of Work** A classroom paper of any type must be the work of the student submitting it. Student should normally submit credit work for only one course, unless the instructor(s) grant prior written consent for submission to meet requirements for any other course.

## ACADEMIC APPEALS

All students have the right to appeal a grade or academic decision which they believe to be in error or unfair. Students who believe that they have been unfairly treated should first voice their concerns directly with the individual faculty member or administrator and attempt to resolve their concerns. A written appeal should not be entered upon lightly by a student, nor lightly dismissed by an instructor or administrator.

When the grading or program issue cannot be resolved through direct meetings with the faculty and the Division Chair or Program Director, students may submit a separate formal written appeal to the School Dean. The written appeal must be submitted no later than two calendar weeks after the release of final grades and should include (a) a rationale for the appeal of the Division Chair or Program Director's decision, (b) the original written appeal to the Division Chair or Program Director and (c) the official written response from the Division Chair or Program Director. The School Dean will review the grading or program issue submitted from the student, faculty member, Division Chair or Program Director and then make a written determination regarding the course of action to be taken. The decision of the School Dean is final.

If the appeal process results in a change of grade, the appropriate administrator must submit the signed grade change form to the Office of the Registrar.



## GRADING SYSTEM

Walsh University adopted the following system of letter grades for its undergraduate program, effective in the Fall Semester of 1990:

A Superior	4.0
A- Excellent	3.7
B+ Very Good	3.3
B Good	3.0
B- Above Average	2.7
C+ Average	2.3
C Average	2.0
C- Below Average	1.7
D+ Poor	1.3
D Very Poor	1.0
D- Extremely Poor	0.7
F Failure	0.0
S Satisfactory	*
U Unsatisfactory	*
W Withdrew officially	*
WP Withdrew officially with passing grade	*
WF Withdrew officially with failing grade	*
AU Audit	*
IN Incomplete	#
IP In Progress	*
NA Never Attended; no official withdrawal	*†
NG No Grade Reported	#



\*Not computed # Computed after completion of course requirements † Used only for midterm grade reports (2.0 is the lowest acceptable grade point average)

## HOW TO COMPUTE A GPA (GRADE POINT AVERAGE)

Compute grade point average by dividing the grade points by the hours attempted.

Example: 48.0 Total Grade Points ÷ 16 Total Hours = 3.00 GPA

Course	Grade	POINTS	HRS.	TGP
English	A	4.0	3	12.0
History	B	3.0	3	9.0
Math	C	2.0	3	6.0
Theology	B-	2.7	3	8.1
Journalism	B+	3.3	3	9.9
Phys. Educ.	B	3.0	1	3.0
<b>TOTAL</b>			<b>16</b>	<b>48.0</b>

## SCHOLASTIC AND ATHLETIC ELIGIBILITY

Full-time students are eligible to participate in intercollegiate athletics and other extracurricular activities if they meet eligibility requirements for such activities. Students on academic probation are expected to arrange schedules which will allow them full opportunity to improve their performance.

**You must maintain a certain GPA:**

- End of 1st semester: Freshman..... 1.75
- End of 1st semester: Not Freshman.....2.00
- End of 2nd semester .....2.00
- End of 3rd semester & beyond .....2.00

An athlete must complete a minimum of 24 credit hours in an academic year to be eligible for participation the following year. Of the 24 credit hours earned, 18 credit hours must be earned in the Fall and the Spring. See the University Catalog for additional academic policies and degree program requirements.

## ACADEMIC SERVICES

### ACADEMIC SUPPORT CENTER (ASC)

Farrell Hall | Room 209 | 330.490.7235



#### TUTORING

The ASC provides individual and group tutoring in writing and major academic content areas (like math, and science). The ASC is staffed with peer tutors who are employed through work-study or payroll. By the second week of each semester, the ASC posts schedules of available tutoring appointments. Tutorial hours will vary depending on tutor schedules, but by-arrangement opportunities are also available with sufficient notice. Offices housed in the ASC are generally staffed Monday – Friday from 8:00 a.m. – 5:00 p.m., During finals week and the summer sessions, tutoring is available for a few select subjects on a limited basis.

**The ASC provides free of charge:**

- One-on-one 30-60-minute tutoring appointments. By-arrangement sessions may be held in a mutually agreeable, public location outside the ASC.
- Group tutoring and/or study groups in selected academic areas. Study groups are usually arranged in advance and are advertised across campus. While group sessions are encouraged for subjects such as math and science, writing consultations should always be one-on-one.
- Writing assistance in all subject areas that includes working on brainstorming, content, idea and thesis statement development, organization, selected points of grammar, mechanics, spelling, and punctuation. Tutors do not proofread papers, and tutoring tends to be more effective if students come in several times to work on a draft, since the revision process is vital. Students should bring a hard copy of their work, along with any assignment sheets and/or rubrics, and specific questions or goals for the session.
- Assistance in MLA, APA, and University of Chicago research and documentation styles.
- Reference books, such as foreign language and English dictionaries, thesauri, study guides, style manuals, and a large collection of academic content area textbooks.
- Notification sent to professors regarding the work done, tutorial length, etc.. Note that this is an option that students may choose not to take; in other words, professors do not as a rule have to be notified that tutoring took place. Note, though, that complete tutorial information is kept confidentially by the ASC for statistics purposes.
- Networked computers with e-mail, Internet, and word processing capabilities. These are available on a first-come, first-served basis, and are only open to those students utilizing the Center for tutoring



#### PROCEDURES & POLICIES

All students may sign up for tutoring by visiting [www.walsh.mywconline.com](http://www.walsh.mywconline.com) or in Farrell Hall room 209. Also, students may call the ASC's front desk at 330.490.7235 and request an appointment. By-arrangement sessions should always be made via Walsh email. Remember that all tutoring is on a first-come, first-served basis, and that tutors are only paid for a fixed number of tutoring hours per week.

Tutoring is an academic assistance service, not a guarantee of academic success. Thus, the ASC does not

promise students a better grade on a paper, assignment, test, or examination. Since the ASC is dedicated to the development of students' composition and critical thinking skills, ASC staff do not write papers or do work which is the students' responsibility. Tutors are not employed as proofreaders, but they can and do look over written work and suggest areas for improvement. No praise, criticism, or lack thereof from tutors should be considered an indication of assessment or a projected grade on the assignment. The tutors of the ASC and ASC staff reserve the right to refuse tutoring to students who do not take responsibility for their own work, who become disruptive while in the ASC, and/or do not follow the rules set out by the ASC.

Tutoring is an important service that should be available to the entire student body, so students are asked to contact the ASC's front desk to indicate when they will not be able to attend a tutorial for which they've signed up. Failure to make this notification will mark students as "no-shows," and after three (3) such incidents, students will be sent a letter barring them from using the ASC for the remainder of the semester. Also, in order to guarantee that all students get an opportunity to take advantage of the tutoring provided, students may sign up for no more than three (3) ASC tutorials per week per subject. In the event of special circumstances which require more tutoring time, students should contact the Director.

## ACCESSIBILITY SERVICES

Farrell Hall | Room 209 | 330.490.7529

Walsh University is committed to fostering an institutional climate in which qualified students with disabilities have full access to the academic environment. Accessibility Services allows students the opportunity for full participation in the Walsh Experience by providing reasonable, appropriate accommodations, as directed by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, as amended in 2008.

Housed in the Academic Support Center, Accessibility Services verifies students' disability status and determines eligibility for specific accommodations. Accommodations, such as extended test time, audio books, note taking assistance, attendance flexibility, and housing considerations are coordinated through this office. Students must register with Accessibility Services in order to receive these services. Per federal law, Accessibility Services can provide these accommodations only to students with , verified disabilities and not to the general student population.

The Director of Academic Support Services, works with Human Resources and the Dean of Academic Services to be the University's point-person on matters pertaining to legal accommodations for students, faculty, and staff.

The Director of Academic Support Services, Meredith Soduk, coordinates Accessibility Services and can be contacted by e-mail at [msoduk@walsh.edu](mailto:msoduk@walsh.edu) or by phone at 330.490.7529.

### How to Register with Accessibility Services

#### 1. Submit a completed Request for Accommodations Form.

Forms can be obtained at [www.walsh.edu/accessibility](http://www.walsh.edu/accessibility). Completed forms include the type of disability and the specific accommodations desired.

#### 2. Submit current documentation of a disability completed by a qualified professional.

Submit documentation directly to the Director of Academic Support Services, located in Farrell Hall 209. Documentation can be dropped off to Farrell Hall 209, faxed, or scanned/emailed to [msoduk@walsh.edu](mailto:msoduk@walsh.edu). All submitted letters must be on the practitioner's letterhead, typed, dated, signed, and otherwise legible. The name, title and professional credentials of the evaluator, including information about licensure or certification as well as the area of specialization must be clearly stated in the documentation. The documentation must confirm the specific diagnosis of the disability and detail each diagnostic test administered, if applicable, with the test results. Specific guidelines are on the back of the Request for Accommodations form and can be viewed at [www.walsh.edu/accessibility](http://www.walsh.edu/accessibility).

#### 3. Schedule an intake meeting with the Director of Academic Support Services.

During this meeting, the student's individualized needs will be discussed and appropriate accommodations will be determined based on the student's disability-related documentation. The Director of Academic Support Services will review policies and procedures for utilizing accommodations at Walsh University. The student will then sign a release to give permission to the Director to send an accommodation letter to the student's instructors. This meeting can be conducted over the phone or video conference if unable to meeting in person.

## ACCESSIBILITY POLICIES

- Accessibility Services protects the confidentiality of student's disability-related records according to the guidelines of the Family Educational Rights and Privacy Act (FERPA). These records are maintained in the Accessibility Services Office, separate from students' academic records.
- Eligible students who wish to utilize accommodations must request accommodations each semester. This process is discussed

during the intake meeting with the Director of Accessibility Services.

- Faculty and staff reserve the right to refuse academic accommodations to any student who has not had an official accommodation letter processed through Academic Support Services.
- Once a accommodation letter has been sent to a faculty/staff member, Federal law enjoins the faculty/staff member to provide accommodations requested in a timely manner.
- Accommodations offered by Accessibility Services must be initiated by the student in a timely manner and do not apply retroactively. Accessibility Services is not responsible for negative academic repercussions that may arise from a student's failure to use his/her academic accommodations over the course of a semester, nor that may arise from a student's mismanagement of the time necessary to coordinate accommodations (e.g., failure to submit test proctoring form to Academic Support Center within specified time-frame or failure to notify Accessibility Services of issues related to coordinating accommodations with a faculty member).
- Eligible student interested in utilizing alternative testing accommodations in the Academic Support Center must submit the online Test Proctoring form at least three (3) business days before the test is to be taken. This ensures that the test proctor and instructor have sufficient notice for the Academic Support Center to coordinate the exam. Failure to submit the form according to this time-frame may mean that proctoring services will be unavailable for that test. A more comprehensive list of testing policies can be found at [www.walsh.edu/accessibility](http://www.walsh.edu/accessibility).
- Students interested in requesting accommodations for online consortium classes should contact the Director of Academic Support Services, who will then coordinate services with the provider school. As the process for coordinating services can sometimes be lengthy, it is advised that the student make this request no later than two weeks prior to the term start.
- Dispute resolution procedures are in place should a student wishes to appeal a decision made by the Director of Academic Support Services or to file a complaint regarding the delivery of disability-related services by a faculty or staff member. These procedures are available at [www.walsh.edu/accessibility](http://www.walsh.edu/accessibility) and in the Accessibility Services Student Handbook.
- Temporary accommodations for temporary medical conditions, (concussion, surgery, etc.) can also be coordinated through Accessibility Services. Contact the Director of Academic Support Services if you have extenuating circumstances that may require temporary supports.

## FIRST YEAR STUDENT SUCCESS AND ACADEMIC ADVISING

All freshmen full and part-time students working toward a degree will be assigned both a professional advisor and faculty advisor in their major field of study. Freshmen will work with their first year academic advisor until September of the student's second year. Freshmen are expected to meet with their first year academic advisor at least 3 times a semester. While the advisor guides the student in fulfilling the requirements for completing a degree, the student has the ultimate responsibility for choosing appropriate courses. These responsibilities, outlined in the catalog, become effective when the student first enters Walsh. The student and his/her advisor meet during a time set aside for academic advising to discuss the student's academic progress. The advisor must authorize the student's preregistration in order for the student to be eligible to register for the next semester's classes. The advisor also must sign all add/drop slips before they are submitted to the Office of the Registrar. First year academic advisors are assigned by First Year Student Success and Academic Advising. Deans and or Chairs of programs assign content advisors. The Associate Vice President and Dean of Academic Services is responsible for overseeing the academic advising program

## BOOKSTORE

David Campus Center | 330.490.7316

The University Bookstore, located in the David Campus Center, is operated by Barnes and Noble College Booksellers. Textbooks, school supplies and Walsh University apparel and memorabilia are available. Most textbooks can be rented or purchased in used condition for a lower cost to students. Cash, check, Barnes & Noble gift cards and all major credit cards are accepted along with Financial Aid if applicable. Regular bookstore hours during Fall and Spring are Mondays and Thursdays 8:30-6pm, Tuesday, Wednesday and Friday 8:30-4pm. Extended hours for the first and last week of classes, along with other special University events are communicated via email and posted outside the Bookstore. For more information visit the Bookstore website [www.walsh.bncollege.com](http://www.walsh.bncollege.com).



## OFFICE OF ALUMNI AND CAREER CONNECTIONS

Marlene & Joe Toot Global Learning Center | 136 | 330.244.4947

As part of the Experiential Learning Team the the Office of Alumni and Career Connections seeks to help students and alumni connect their academic preparation with employment after graduation. Designing your career begins the moment you step onto campus at through career exploration, building your network, and

telling your story. We establish relationships with employers and alumni to provide opportunities for internships and full-time employment.

Handshake is our (free) resource designed to connect you to the available job/internship positions and employer's across Northeast Ohio and beyond.

The Career Center also hosts networking events, panels, a Bootcamp and work-shops to help you develop and articulate career competencies. Whether your next step includes an internship, part-time job, full-time position, or graduate school – there is an event designed to connect you to key contacts to help make that step reality. Visit us to make an appointment, register for events, and kickstart your career.

Appointments can be booked from our website:

[www.walsh.edu/career-center](http://www.walsh.edu/career-center) | Email: [CareerCenter@walsh.edu](mailto:CareerCenter@walsh.edu)

## FINANCIAL AID

**Farrell Hall | Student Service Center | 330.490.7367**

In order to qualify for Federal Financial Aid you must meet the following basic criteria.

1. You must be a U.S. citizen or permanent resident of the U.S.
2. You must be enrolled in an eligible program
3. You must be enrolled:
  - a. Full-time (12 credit hours each semester) — may only be eligible for most major federal/state and institutional programs.
  - b. 3/4 time (9-11 hours each semester) — may only be eligible for prorated amounts of federal Pell and State Grants and federal Direct Loans.
  - c. 1/2 time (6-8 hours each semester) — may only be eligible for prorated amounts of federal Pell and State Grants and federal Direct Loans.
  - d. less than 1/2 time (1-5 credit hours) — may only be eligible for Pell Grant
4. Must maintain Satisfactory Academic Progress (SAP)— see SAP section
5. Must agree with the following certification guidelines which are incorporated in the Free Application for Federal Student Aid (FAFSA):
  - a. All male students must register with Selective Service after their 18th birthday. Female students are exempt from this requirement.
  - b. You will use all the money received under Title IV (federal) funds only for educational expenses related to your study at Walsh University.
  - c. You will not engage in the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance.
  - d. You are not in default on a previous loan or you do not owe a refund of a federal grant received at a prior institution.

## GLOBAL LEARNING

**Marlene & Joe Toot Global Learning Center | 330.244.4969**

Inspired by the example of global citizenship of the Brothers of Christian Instruction, the Office of Global Learning provides opportunities for students to develop into leaders in service with an international perspective. Global Learning promotes learning which transforms the student, the university and the communities which they serve.

Through the Office of Global Learning, students have the opportunity to participate in a number of semester long, short-term, faculty-led, and international internship programs offered throughout the year. Walsh University offers semester experiences to Rome, Italy, Gaming, Austria (collaborating with the Franciscan University of Steubenville), and Carlow, Ireland (collaborating with Carlow College, St. Patrick). In addition, Walsh provides educational experiences throughout Europe, Uganda, Uruguay, Mexico, Tanzania, Haiti, and beyond.

Global Learning programs offer students unique academic experiences that broaden their intellectual awareness, cultural sensitivity, professional preparedness, and exposure to the world. This is why Walsh University students are encouraged to participate in at least one Global Learning experience before they graduate.

Students may also seek study abroad opportunities and international internships through a number of providers and partners including UNIVA (Universidad del Valle de Atemajac) a Catholic University in Guadalajara, Mexico, Carlow College in Carlow, Ireland, or CAPA –The Global Education Network to offer students a number of international internship opportunities in locations such as Buenos Aires, Dublin, London, Shanghai, and Barcelona. Walsh also is a member of the Cooperative Center for Study Abroad (CCSA) a consortia of universities and colleges. Students interested in exploring such opportunities should contact the Office of Global Learning.

Walsh University is also proud of its status as a Peace Corps Preparatory Institution. The Peace Corps Prep program will prepare students for international development fieldwork and potential Peace Corps service. To accomplish this, students build four core



competencies through interrelated coursework, hands-on experience, and professional development support.

Details for the application process for any of these programs can be found on the [Global Learning webpage](#) or by contacting the Office of Global Learning.

## LIBRARY

Farrell Hall | 330.490.7367

The Brother Edmond Drouin Library is centrally located on campus in Farrell Hall and provides academic support to both faculty and students. The library has access to over 46 million books and other items from 120 academic libraries in the state of Ohio through OPAL (Ohio Private Academic Libraries) and OhioLINK. We have over 350,000 ebooks, and access to 24 million online journal articles from 229 databases. Students and faculty also have access to public library collections through SearchOhio, including the latest bestsellers and DVDs. Books, journal articles, DVDs and other resources can be easily borrowed using your Walsh ID, with requested items delivered to the Drouin Library.

### Items Available at the Library Include:

- Print and e-book collections tailored to the needs of Walsh students and faculty
- Over 19,000 streaming videos and 4,400 DVDs
- Textbooks available for two-hour checkouts
- Over 229 databases in all academic disciplines available 24/7
- Thousands of online journals and newspapers
- Juvenile collection (children's books)
- Curriculum library (elementary and secondary textbooks, teacher idea guides and activity books)
- Two full skeletons and bones for anatomy
- Digital archives and special collections

### Services We Provide

1. Help with questions and research, including chat help and online knowledge bank.
2. Personal research consultations and class instruction.
3. Free Interlibrary loan for items not in the Walsh library or through OhioLINK.
4. A Personal Librarian for each student.
5. Collaborative work spaces with digital resources, including Adobe design software.
6. Quiet study rooms.
7. Group study rooms.
8. 40 computer stations in the Library and Global Learning Center lab, including Mac computers.
9. 24 computers in the Global Learning Center lab, including Mac computers.
10. Color and B&W printers, copiers and scanners.

### Library Hours

The current schedule is available at [library.walsh.edu](http://library.walsh.edu) or 330.490.7367.

During the academic year the library is normally open:

Monday – Thursday ..... 7:45 a.m. – 9 p.m.

Friday..... 7:45 a.m. – 2 p.m.

## REGISTRAR

Farrell Hall | Student Service Center | 330.490.7376

The Registrar's Office offers the following services:

- Is responsible for registration procedures and subsequent schedule changes including withdrawals from courses and/or the University.
- Prepares provisional and permanent class lists, enrollment statistics and other lists/statistics.
- Issues academic transcripts.
- Collects, processes, records, and reports grades and calculates grade point averages.
- Collaborates with department Chairs and the Vice President for Academic Affairs in the preparation of class schedules and room assignments.
- Processes all certifications for Veteran's Administration.
- Coordinates updating of the University Catalog.
- Prepares and/or coordinates college reports requested by outside agencies.
- Reviews graduation requirements.
- Maintains academic transcripts and other academic records for current/former students.

## SERVICE LEARNING

Marlene & Joe Toot Global Learning Center | 330.244.4969

It is in the Walsh University mission develop students to be leaders in service to others. The Office of Service-Learning facilitates opportunities to develop mutually beneficial experiences with the local community and learning opportunities in the classroom. This is accomplished by supporting faculty as they develop and incorporate service-learning into courses and by understanding community needs via established relationships with local organizations. Through Service-Learning courses students will:

- Apply course content to the service experience in the community.
- Apply knowledge from the service experience to the course content.
- Demonstrate an enhanced understanding of issues and needs in the community based on the service experience.

To discover a service-learning course that fits with your academic goals, visit the [Service-Learning webpage](#) or contact the Office of Service-Learning.



## ACADEMIC AWARDS

Each academic year, Walsh University Faculty, Program Directors and Deans recommend outstanding students for two academic awards presented in spring just prior to Commencement:

### Outstanding Student (usually a senior) in each Major/Program

This award recognizes a student who has consistently demonstrated excellence in academics within a given major/program. Factors include grade point average, research done, rigor of upper-level classes, complexity of projects, etc.

### Outstanding Student (university-wide)

This award is given to one student as determined by the Vice President for Academic Affairs (VPAA) upon recommendations and discussions with Faculty and Academic Leaders within schools. This is the highest academic award a student can earn. The first consideration is the highest grade point average of all students. If ties exist, the VPAA may do interviews and consider other academic factors.

## STUDENT SERVICE CENTER

Farrell Hall | Student Service Center | 330.490.7367

The Walsh University Student Service Center is open Monday-Friday year around from 8:00am-5:00pm whenever the University is open.

Payments and any question regarding your charges of financial aid should be directed to the Student Service Center 330-490-7367. Online access to student accounts and payments can be directed to [mycollegepaymentplan.com/walsh-university](http://mycollegepaymentplan.com/walsh-university) or reached via your secure cavalier center site on [walsh.afford.com](http://walsh.afford.com). Work study pay is disbursed starting October 15th each academic year via direct deposit set up by the student.

A Walsh University Student I.D. or driver's license is required to obtain academic transcripts enrollment verifications, and any document with personal information.



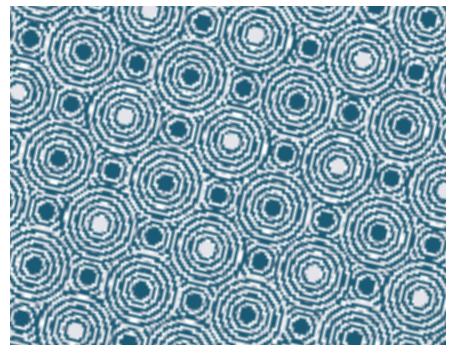
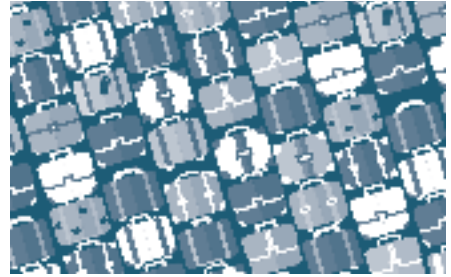


## STUDENT LIFE

Our Student Affairs team supports our students by offering programs and services that respond to the needs of individual students, as well as those of our community.

Our pledge is to give students a lifelong passion and appreciation for six core values: **respect** for self, others, and the world; **integrity** in thought, word and deed; **excellence** in education; an **appreciation of diversity**; **hospitality**; and **selfless service**.

Made up of a diverse group of dedicated staff, the Student Affairs team is committed to the holistic development of our students - mentoring, empowering and supporting them during their time at Walsh and beyond, including Counseling Services, and developmental programs for our residential, commuter, multicultural and international students.



## STUDENT CONDUCT SYSTEM

The mission of the Walsh University Conduct System is to foster a sense of responsibility for personal and community standards as well as improve awareness of values-based behaviors through intentional opportunities for student learning and reflection. This is achieved by consistently reviewing appropriate conduct responses in cases involving violations of federal, state, and local law, as well as University policies and student association regulations. Our conduct process is grounded in the concept of fairness and impartiality, thereby supporting the values of our community by addressing misconduct in a constructive and positive way. Walsh University expects all members of the campus community to uphold and abide by the moral and educational values of our Judeo-Christian tradition.

### STUDENT CONDUCT STANDARDS

A student enrolling in the University assumes an obligation to conduct him/herself in a manner compatible with the University's function as an educational institution. Students who attend functions, on or off campus, as official representatives are expected to adhere to the provisions of this code. Normally misconduct of the following nature is subject to disciplinary action and/or civil and criminal penalties:

1. Dishonesty, such as cheating, plagiarism, or knowingly furnishing false or misleading information to University officials.
2. Forgery, alteration, or use of University documents, records or instruments of identification with intent to defraud. Identification cards used illegally will be confiscated, and violators — owners and possessors— will be subject to disciplinary action.
3. Action which disrupts or tends to disrupt teaching, research administration, judicial proceedings, or other University activities on or off University premises or which endangers or tends to endanger the safety, health or life of a person including, but not limited to, the following:
  - a. Physical or verbal abuse of any person;
  - b. Sexual assault of any person;
  - c. Hazing in any and all forms;
  - d. Disorderly conduct or loud, indecent or obscene conduct;
  - e. Turning in false fire alarms or tampering with fire equipment.
4. Action which damages or tends to damage public property or private property not one's own.
5. Appropriating for one's own use public or private property without the consent of the owner or the person legally responsible for that property.
6. Actions inconsistent with published rules relating to the use of campus buildings and other facilities.
7. Actions inconsistent with the mission statement of the University.
8. Failure to comply with directions of University officials acting in the performance of their duties. This includes failure to attend a fact-finding meeting or judicial hearing.
9. Possession of firearms (including B-B and pellet guns), swords, arrows, explosives, or any other weapons which are strictly forbidden in the residence halls, in vehicles on campus, or on any other University owned or operated property.
10. Violations of civil laws and University regulations concerning the possession and/or use of illegal drugs and alcoholic beverages.
11. Violations of Federal, State, and municipal laws or any other conduct not included above which adversely affects the function of the University and the pursuit of its educational purposes and objectives.

Violation of any of the standing rules of the residence halls, University regulations, or any conduct deemed to be such as to require the removal of the student from the residence hall for more than thirty (30) days shall be grounds for expulsion from school and termination of the room and board contract without refund. In case of such termination, the room deposit will be forfeited.

Violations of University policy and residence hall regulations are reviewed by the Dean of Students. Each student, along with the staff, has the right to make conduct referrals to the Dean of Students.

If the violations and/or violators are of such a nature that the Vice President for Student Affairs determines the person who has violated policies is of danger to other students or disruptive enough to the University environment, s/he may immediately remove the person from campus until such a time as a conduct hearing may be scheduled. As required by the Family Educational Rights and Privacy Act (FERPA) of 1974, the University cannot disclose a student's education records without the written consent of a student. However, the University will disclose information to parents/guardians/emergency contact, without written consent from the student, when notification is determined to be necessary to protect the health or safety of the student or others. This notification may occur due to a medical emergency, an incident of imminent danger or another situation in which the Vice-President for Student Affairs deems such action necessary.

### CONDUCT SYSTEM DESCRIPTION

Violations of Walsh University policies and procedures involving students will most often result in a fact-finding investigation. Accordingly, students either directly involved with the alleged violation and/or those students indirectly involved and able to

provide information leading to the resolution of the case may receive a written “Notification of Hearing” from a University official(s). The written notification will contain a brief description of the alleged violation in which the student is required to attend a scheduled conduct appointment with the official (within five business days from the date of the summons) to discuss the conduct process, particulars of the charges, and resolve the allegations. This time frame may change in serious cases, at the discretion of the Chief Conduct Officer, Vice President for Student Affairs or his/her designee.

## CONDUCT REFERRAL PROCESS

### 1. Incident Report Submission

Upon receipt of an incident report involving alleged violation of the Walsh University Student Code of Conduct, the Chief Conduct Officer (or his/her designee) will review evidence and gather information involving the matter to determine if formal university charges will be filed. Any member of the community may submit a University Incident Report. This includes, but is not limited to, students, faculty, staff, Campus Police, and Residence Life staff.

### 2. Referral to Student Conduct & Community Standards

A student will become involved with the student conduct process when university conduct charges have been issued involving alleged violation(s) of University policies. Walsh University has several types of student conduct meetings that are utilized depending upon the nature and severity of the reported incident or complaint. The Chief Conduct Officer, or his/her designee, has the discretion to determine which format a hearing will take based upon the complexity of the case, the availability and type of evidence, conduct history and the sensitivity of the incident. All conduct processes aim to resolve cases impartially and treat all individuals involved with respect and objectivity.

### 3. Notification of Conduct Conference or Hearing

The respondent (the student facing the alleged violations) will be notified of the conduct charges and process through a written notification, which will be sent to the student’s on-campus residence, University mailbox, or communicated through the student’s Walsh University e-mail. The notification will include the following information:

- a. The date of the university report or complaint was made
- b. The University policies allegedly violated.
- c. The requirement to meet with a hearing officer or board to address the incident in question.
- d. The date, time and location of the hearing and contact information for the hearing officer or board chair.
- e. The need to be prepared to either accept or deny responsibility for the alleged violation(s).
- f. The procedures set to occur if the student chooses not to attend the conference or hearing.

A student’s failure to respond to a written summons notification is considered a serious violation in and of itself and such failure to respond will entail an automatic conduct sanction. Should a student fail to respond or elect not to respond, the Hearing Officer will proceed with the case in the student’s absence. In such instances, decisions made regarding sanctions, Conduct Board referral or other appropriate sanctions cannot be appealed and are not subject to arbitration. Cases involving extenuating circumstances (i.e. documented medical emergency) will be reviewed by the Chief Conduct Officer on a case-by-case basis.

## CONDUCT CONFERENCE PROCESS

A Conduct Conference consists of an informal meeting between the respondent and a Student Conduct hearing officer. Conduct Conferences involve violations of University policy, including but not limited to, General Policies, Academic Policies, and or Residence Hall Community Standards. During the conference, the student will be provided information regarding the nature of the reported incident and have the opportunity to respond to the allegations and conduct charges.

### Conduct Conference

The student has the opportunity to discuss his/her level of involvement in the incident with the Hearing Officer.

- a. If the student and the Hearing Officer agree on the level of involvement and sanctions, the student will sign a Conduct Agreement form.
- b. If an agreement on the level of involvement is not reached, the case will be referred to the Student Life Conduct Board (see “Student Life Conduct Board” section).
- c. If an agreement on the level of involvement is reached but an agreement is not reached on the sanctions, the student may elect to use the Arbitration process (see step 3).
- d. The Hearing Officer may, with any case, consult with the Chief Conduct Officer who, in his/her discretion, may determine that the case is best resolved by an Administrative Hearing or Conduct Board and refer the case immediately to that entity. This will most likely occur with cases of a serious nature, repeat offenders, or students already assigned sanctions.

### Arbitration

Arbitration is used as part of the conduct process when both the student and hearing officer agree on student’s level of involvement in an incident but do not agree on the conduct sanctions. In order to reach a resolution on the matter, both the student and the hearing officer must submit their own recommendation(s) for sanctions to the Chief Conduct Officer (or his/her designee) who

# CONDUCT PROCESS FLOW CHART

## Incident Report Filed

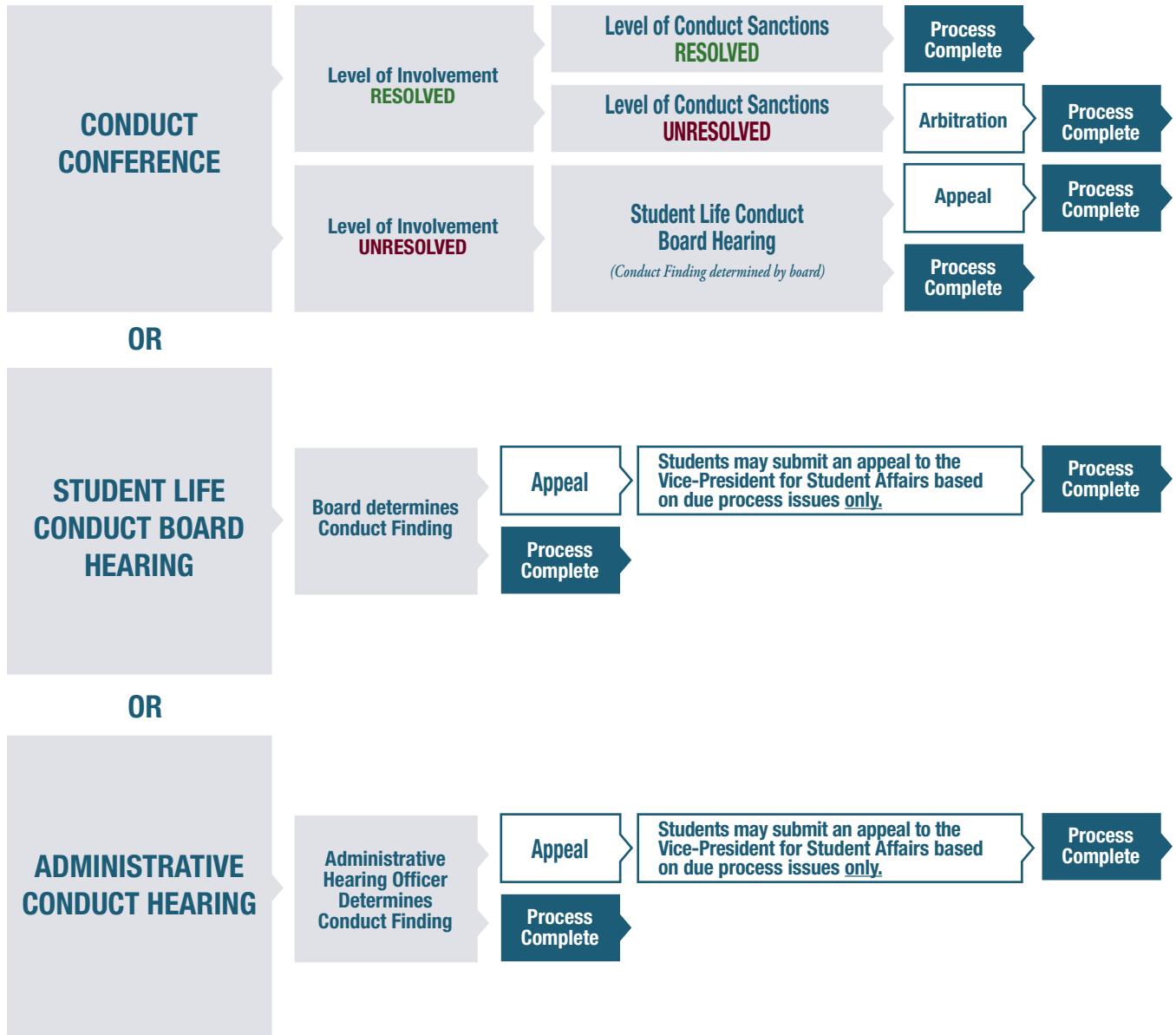
The Office of Student Conduct & Community Standards receives an incident report and/or complaint.

## Incident Report reviewed by Student Conduct

The report/complaint is reviewed by the Chief Conduct Officer (or designee) to determine if there is an alleged violation(s) of University policy. If so, the student is referred through the conduct process (Conduct conference, Student Life Board hearing or Administrative Hearing).

## Notification of Conference or Hearing sent to student

The student is notified in writing of the conduct charges including details regarding the referral to Student Conduct.



will review and choose an appropriate course of action. The written recommendations, including any supporting materials and statements, must be received within three (3) business days from the date of the conduct conference. Should a recommendation not be provided within this time line, the Chief Conduct Officer (or his/her designee) will render a decision.

Upon receipt, the Chief Conduct Officer will review the submissions and select one party's recommendations of conduct sanctions. This will hopefully encourage both the student and the hearing officer to be reasonable in their recommendations, knowing that if either offers a recommendation leaning toward an extreme (too harsh or too lenient) the recommendation will most likely be disregarded. If deemed necessary, or if requested by either party, the Chief Conduct Officer can schedule a meeting with either or both parties before rendering a decision. The final decision of the Chief Conduct Officer will be communicated to both parties and cannot be appealed.

### **Conduct Board**

The Conduct Board may be used in the conduct process when the student and hearing officer cannot agree on the level of the student's involvement in an incident. In these circumstances, the case is referred to the board adjudication. For additional information about the board, see the "Student Life Conduct Board" section.

## **STUDENT LIFE CONDUCT BOARD**

The Student Life Conduct Board is comprised of students, faculty, and staff who are trained in the Walsh University student conduct process and who are committed to improving awareness of values-based behaviors and increase student learning. The board is utilized to adjudicate cases that 1) have been referred from a Conduct Conference in instances when the student and Hearing Officer cannot agree on the student's level of involvement in an incident, and 2) serious and/or repeated violations of university policy (as determined by the Chief Conduct Officer).

The membership of the Student Life Conduct Board consists of a one Student Affairs staff member or the Conduct Hearing Officer, one Resident Assistant, two students and one faculty/staff member. The senior staff member shall serve as chairperson and will be a non-voting member of the board, except to break a tie. In the event that a board cannot be assembled with the above representation, the Chief Conduct Officer or his/her designee will appoint members from the Walsh Community. The Chief Conduct Officer, with approval from the Dean of Students, reserves the right to reassign Student Life Conduct Board cases as an Administrative Hearing if the Conduct Board is unable to convene or the circumstances of the case warrant.

## **ADMINISTRATIVE HEARING**

An administrative conduct hearing is a formal hearing conducted by the Chief Conduct Officer or his/her designee. Administrative Hearings are used in the conduct process for serious and/or repeated violation(s) of university policy and at the discretion of the Chief Conduct Officer. The Chief Conduct Officer or his or her designee will conduct the hearing with the student and review all of the information to make a determination of responsibility, and assign or recommend the appropriate disciplinary action.

## **ADMINISTRATIVE AND BOARD HEARING PROCEDURES**

### **Pre-Hearing Conference**

A pre-hearing conference may be held with the University official to review charges and to explain the hearing process. The student will be notified of the date, time and location of the hearing at least three (3) business days prior to the date of the hearing. Hearings will not be rescheduled due to work, athletic, or class conflicts. A letter verifying a student's notification for a Conduct Board Hearing or Administrative Hearing is available upon request to the Chief Conduct Officer or his/her designee. Members of the Conduct Board shall assemble to hear the case.

1. The chairperson will read aloud the incident report(s) indicating violations of University policy.
2. The respondent will plea either "in violation" or "not in violation" regarding individual allegations.
3. All parties involved will have an opportunity to present information, witnesses, and ask and respond to questions.
4. The involved parties may present up to two character witnesses.
5. After the information has been presented, the Board will go into deliberation. Only members of the Board shall be present during deliberation and the disposition of the case. A representative of the Board may not sit as a member of that body if s/he is involved in the case before the Board.
6. After deliberations are completed, the respondent will be asked to return to the hearing room where the chairperson will report and explain the decision of the Board.
7. Respondents are expected to answer questions regarding their role, or lack thereof, in the specific incident. If a student chooses not to answer a question, the Board and hearing officer will base a decision on all evidence and information available.

### **Advocates**

The respondent may bring an advocate from the University community to assist him/her in the hearing process. An advocate is defined as a faculty or staff member at Walsh University. An advocate may assist the respondent in planning his/her defense and may sit next to the respondent during the hearing. An advocate cannot speak for the respondent during the hearing but can speak to the respondent, reminding him/her of pertinent questions to be asked. An advocate may also be present after the hearing when the chairperson explains the respondent's options and processes the hearing results. Students who wish to have an advocate present during their hearing must make prior arrangements with the Chairperson of the Board.

## Conduct Hearings and the Criminal Process

It should be remembered that Walsh has an obligation to uphold the laws of the larger community of which it is a part. While the activities covered by the laws of the larger community and those covered by the University's policies may overlap, it is important to note that the community's laws and the University's policies operate independently and that they do not substitute for each other. The University may pursue enforcement of its own policies whether or not legal proceedings are underway or imminent, and may use information from third party sources, such as law enforcement agencies and the courts, to determine whether University policies have been violated. In a criminal case, "beyond a reasonable doubt" is the standard of proof used by the courts. In a judicial hearing, whether a student has violated a policy or not is established by a "preponderance of evidence." Therefore, if a prosecutor decides not to file a case in criminal court, it is still very possible that the student might be found responsible at the judicial hearing where the standard of proof is less stringent.

### Standard of Proof

"Preponderance of the Evidence" is the standard of proof the University uses to determine whether a student is responsible for a violation. This means that students will be held responsible for a violation of the Student Conduct Code if it is more likely than not that the violation has occurred. In a criminal case, "beyond a reasonable doubt" is the standard of proof used by the courts. Therefore, if a prosecutor decides not to file a case in criminal court, it is still very possible that the student might be found responsible at the student conduct hearing where the standard of proof is less stringent.

### Legal Counsel

Respondents who have concurrent criminal charges pending against them may be permitted to consult with legal counsel during their conduct hearing. This requires approval by the Vice President for Student Affairs or his/her designee of a formal written request by the respondent. However, the role of the counsel is limited to consultation only with the respondent. Counsel is not permitted to speak during the hearing other than direct communication with the respondent. If counsel violates this policy, he/she will be removed from this and concurrent conduct hearings. The University reserves the right to have our legal Counsel present for any hearing. When the University counsel is present at a hearing involving a respondent where concurrent criminal charges are not pending, the respondent will be granted permission to representation by legal counsel as well.

### Restorative Justice

To further support the mission of the Student Conduct and Community Standards office at Walsh University, we provide Restorative Justice processes for students. Restorative justice practices promote the following:

- Encouraging students to take responsibility for harm that has been caused to an individual and/or community.
- Empowering harmed parties to confront issues that have occurred as well as individuals who may have caused harm.





INFRACTION	FINE
Cleaning Charge	\$50.00 (minimum)
Climbing on the roof of a University facility	\$100.00
Unauthorized possession and/or consumption of alcohol and/or non-prescription drugs	*varies
Possession of unauthorized bulk container(s) of alcohol or alcohol paraphernalia	\$50.00 (per student)
Providing alcohol any individual under the age of 21	\$100.00 (per student)
Failure to dispose of trash	\$25.00 (per student)
Possession of firearms or other weapons	\$250.00
Possession or use of unauthorized key(s)/swipe(s) (additional costs will be based on the number of keys and lock re-cores)	\$125.00 (minimum)
Removal of furniture from designated areas	\$50.00 (first day) \$10.00 (each day after)
Residence Hall: Unauthorized occupation of a residence hall room	\$50.00 (per day)
Residence Hall: Unauthorized room change or improper check-out	\$50.00
Residence Hall: Failure to return residence hall room to its designated set-up	\$50.00
Tampering with fire equipment	\$150.00
Failure to vacate a room/building during a fire alarm, drill, or campus emergency	\$100.00
Unauthorized pets (additional costs will be assessed for cleaning, fumigating, etc.)	\$50.00 (minimum)
Removal of dining ware or other items from University dining locations	\$10.00 (per item)
Driving on sidewalks or unapproved campus grounds	\$100.00



- Encouraging campus members to take ownership of problems in their community, further demonstrating a culture of responsibility and accountability.

The Student Conduct and Community Standards office will offer restorative justice practices as supplemental outcomes within traditional conduct conferences and hearings as well as non-disciplinary resolution options, when appropriate, and as determined by the Chief Conduct Officer.

## Restorative Justice Referral Process

### 1. Incident Report Submission

Upon receipt of an incident report involving an alleged violation of the Walsh University Student Code of Conduct, the Chief Conduct Officer (or his/her designee) will review evidence and gather information involving the matter to determine if formal university charges will be filed. Any member of the community may submit a University Incident Report. This includes, but is not limited to, students, faculty, staff, Campus Police, and Residence Life staff.

### 2. Notification of Restorative Dialogue/Circle Opportunity

Dependent on the type and/or level of the violation, complexity of the case, level of harm done, and impact to the community, the respondent(s) and any harmed parties are notified of an opportunity to participate in a Restorative Dialogue or Circle. Participation in Restorative Dialogues/Circles are always voluntary. All parties must willingly agree to attend. The Respondent must have previously accepted responsibility for the behavior in question for a restorative Dialogue/Circle to occur. Co-facilitators will conduct pre-circle meetings with major stakeholders to gather information that will inform the design of the circle. During the circle, all parties will be asked to respond to a series of prompts aimed at highlighting group concerns and resolutions.

The nature of some conflicts, particularly those involving violence or sexual misconduct, may not be appropriate nor permitted through the Office of Student Conduct and Community Standards. Such incidences will be referred to our Title IX Coordinator for consultation and review.

Referrals that may be appropriate for Restorative Dialogues/Circles include community expectations around bias-related language and behavior, resolving interpersonal or intragroup conflict, and community approaches to addressing disruptions or violations of community standards.

#### *What is a Restorative Dialogue?*

Restorative Dialogue brings together a victim and offender (referred to as the harmed party and respondent in restorative language) to have a facilitated conversation about the incident of harm. Prior to having the Dialogue, a facilitator meets individually with the victim and offender to hear their stories and to explain the process and what to expect. The facilitator puts special care into making sure that the harmed party is safe throughout the process and ensuring that this is a voluntary process for both parties.

#### *What is a Restorative Circle?*

A Restorative Circle is a restorative process that brings together people who have been impacted by an incident of harm to promote accountability, understanding, and healing. Circles include a harmed party and a respondent, any impacted family and support persons for the victim and offender, and community members when applicable.

A Restorative Circle is held by trained Circle Keepers who first meet individually with those impacted by the harm to explain the Circle process and to hear the story of each participant.

#### *Who's involved in a Circle?*

- Respondent/Responsible Parties—the individuals whose actions have harmed others and/or the community.
- Harmed Parties—those who were directly harmed by the respondents' actions.
- Affected Parties—others who consider themselves or their community to have been harmed by the actions of the respondents.
- Supporting Parties—friends or family of either the respondents or the affected parties\* (if appropriate and as determined by the Chief Conduct Officer).
- Facilitators—trained Walsh University staff who facilitate the Circle.

#### *What takes place at a Circle?*

Each person introduces themselves and their relationship within the Circle. Responsible Parties share what happened before, during, and after the incident, and how they feel about what happened.

Affected Parties and Impacted Parties share what happened before, during, and after the incident, how they feel about what happened, and any questions they have. Supporting Parties are invited to share any thoughts or feelings about what they've heard. Facilitators will ask questions to help guide the process. Facilitators are multipartial, rather than impartial: they are committed to supporting and assisting all parties in helping each person tell their story. Once everyone has spoken, the group will brainstorm a list of options for repairing the harm done. Choosing from the list, the group decides which

options could best repair the harm and that address the most important issues. If the group chooses to create a written Agreement, the facilitators will record the options chosen and compile the Agreement, which is signed by all parties. The Facilitators provide formal closure to the Circle. Participants are encouraged to contact OSCR with any concerns about non-compliance.

*What are the benefits of using Circles to resolve complaints?*

Rather than focusing on what policies have been violated, Circles instead help identify who has been harmed and what must be done to repair the harm.

In a Circle, all parties work together to develop an agreement that resolves the issue. All parties must assent in order for agreement to be reached. The goal is for all parties to leave the Circle process feeling satisfied about both the process and the outcome.

Circles help responsible parties restore their standing in their communities and repair any relationships that were damaged by their actions.

Circles provide impacted parties a safe, facilitated space to tell the Respondent how their actions cause harm. Impacted parties play an active part in deciding how the Respondent can best repair the harm done.

For complaints that may also constitute violations of the Student Conduct policy, successful resolutions using Restorative Dialogue/Circles means that the Respondent does not incur a disciplinary record. Appropriate Documentation of the resolution is kept on file for tracking purposes.

### **3. Resolution Agreement or Referral to Traditional Conduct Process**

If a resolution is agreed upon by the respondent and harmed parties, a Resolution Agreement is created that details the terms and actions for resolving the conflict. The facilitator works with the parties involved to ensure that each expectation is met. In the event that a resolution is not met through the restorative Dialogue or Circle, the student conduct process will resume, and a formal hearing will be scheduled to determine disciplinary actions.

Training for restorative Dialogue/Circle facilitators is provided by the Office of Student Conduct. Please contact the Office of Student Conduct and Community Standards at 330-490-7538 for more information regarding Restorative Justice practices that apply to student conduct.

## **Appeals**

The student respondent shall will be informed of his or her right to appeal the decision of the Board to the Vice President for Student Affairs. Such an appeal must be submitted in writing within three (3) business days of the Board's decision. Grounds for the appeal must be contained in the appeal request and must be based only on due process issues:

- The respondent was not notified of the conduct charges,
- The respondent was not provided with an opportunity to respond to the conduct charges,
- The respondent was not advised of the university conduct process and procedures,
- Discovery of substantial new evidence that was unavailable at the time of the hearing and which reasonably could have affected the decision of the hearing body,
- The decision(s) was reached through a procedure not in accordance with the Student Code of Conduct, and/or
- The sanction(s) imposed were not appropriate for the conduct violation for which the respondent(s) was found responsible.

During the appeal review, sanctions may be held in abeyance at the discretion of the Vice President. The Vice President shall make a determination of the appeal within seven (7) business days of receipt of the appeal. The Vice President's decision is final. In a case where the Board is recommending suspension or expulsion, an appeal can be made to the Vice President as stated above. The Vice President's decision is final. If the Board recommends that a student be suspended or expelled from the University, the Board will make this recommendation to the Vice President. In such a case, the Vice President's decision is final.

## **Victim's Rights**

To encourage reporting of violations and to ensure fairness to victims throughout the conduct process, the University establishes the following victim's rights:

1. The right of a victim to have a person of his/her choice accompany him/her throughout a conduct hearing.
2. The right to remain present during the entire conduct proceeding (except during deliberations).
3. The right, as established in state criminal codes, not to have irrelevant past history (such as sexual history) discussed during a judicial hearing.
4. The right to make a "victim impact statement."
5. The right to be informed of the outcome of a conduct hearing.
6. The right to a fair and timely way to determine alternative living arrangements if the victim and the accused live in the same hall or within close proximity of one another.

## STUDENT CONDUCT RECORDS

The Student Conduct office maintains all student conduct files (paper and electronic formats) for matters involving code of conduct violations. Files are maintained separate from academic transcripts, but are considered educational records subject to the federal Family Educational Rights and Privacy Act (FERPA) and University policy. A student requesting to view his or her conduct file should contact the Student Conduct office to schedule an appointment. Federal law requires that the requested file be reviewed and information on any other student be redacted. The requesting student will be permitted to view his or her prepared file, but will not be allowed to copy, take pictures, or otherwise record the documents. Students requesting the release of conduct record information to any third party must complete a release form through the Student Conduct office. Due to federally mandated FERPA law, Student Conduct is not permitted to share information about a student's conduct record without the student's permission.

### Record Retention

1. Student Conduct files will be maintained for a period of no less than seven years following the most recent finding of a violation. Students may request their contact file to be retained beyond the seven-year period by submitted a request to the Chief Conduct Officer.
2. Student Conduct files of students who have been dismissed from the University will be kept indefinitely.
3. The University will retain, as necessary, appropriate statistical information related to policy violations in order to comply with legislative reporting requirements.



## DISCIPLINARY ACTIONS

If a student is found responsible for violation(s) of Walsh University policies, disciplinary action will be taken. Infractions will lead to sanctions ranging from positive actions, University warnings, loss of privileges to expulsion. Walsh University Student Conduct & Community Standards strives to educate students on making positive decisions. The descriptions provided below are intended to inform students of the range of possible consequences for violating the student code of conduct. In each case, factors such as the gravity of the incident, the motivation for underlying behavior, the student's conduct history, and precedent in similar cases will be considered with determining the appropriation disciplinary action(s).

### 1. Education & Reflection

Education and reflection programs are designed to help engage students in a positive learning experience at Walsh University. These programs provide an opportunity to further educate students about the impact their behaviors have on themselves and members of the community. Furthermore, students are able to reflect on their behaviors, choices, and values in order to critically examine how they can make better decisions in similar circumstances.



This type of disciplinary action may include, but is not limited to, engaging in a campus or community service, attending or presenting a program related to the implications of the students' conduct, writing a reflection or research paper, conducting interviews, or engaging in some type of personal assessment, mediation, advising, or counseling. The student will be responsible for any costs associated with referral to external offices.

## **2. University Warning**

A University Warning is a formal, written notification that the behavior(s) is inappropriate and violates the basic social conduct policies set forth in the Walsh University Student Handbook. A University Warning is issued by the Hearing Officer after the policy and expectations have been reviewed with the student during the judicial conference.

## **3. Restitution**

Restitution requires a student to pay for damages, destruction and/or loss of University property, property of members of the University community, or of visitors to Walsh University. The amount of restitution is dependent on the extent of damage/loss as well as what is determined to be the most appropriate method for repayment. The amount, form, and method of payment for restitution is determined by the Hearing Officer.

## **4. Fines**

For some violations, fines may be imposed by the University. Any fines collected will be used to support educational programming for students. Delinquent fines may be assigned to the student's billing statement. The following is a summary of infractions that will incur an immediate and automatic fine:

## **5. Community Probation**

Community probation is a formal notice to the student that he/she has demonstrated a continued unwillingness to respect the rights and privileges of community membership either on or off campus. This is an action that calls for the separation of the student from the community for a fixed period of the time. Community probation may include, but is not limited to, days/times when the student is not permitted to be on campus grounds and/or University sponsored events; restrictions on access to certain facilities; prohibition from attendance at social events; etc.

Removal from campus will be for a period not to exceed 30 days for those who are required to live in the residence hall. Upon the hearing officer's recommendation (in consultation with the Chief Judicial Officer and/or Vice President for Student Affairs/Dean of Students), students may be able to serve the required time consecutively or over weekends. Any removal that exceeds 30 days will result in a recommendation to the Vice President for Student Affairs/Dean of Students that the student be suspended or expelled from Walsh University.

## **6. Residence Hall Reassignment**

A responsible living environment in the residence halls requires all members of the community to respect one another's rights for safety, security, and personal space. Serious disruption of, or continued disregard for, the hall community can lead to removal from that community. This action involves moving a student out of his/her assigned room, hall/wing, or building for a specific period of time or permanently.

## **7. University Probation**

University probation is a formal notice to the student that the behavior(s) in question is unacceptable and that, if continued or if other inappropriate behavior follows, more severe action may be taken, including possible suspension or expulsion from Walsh University. University probation is for a specific period of time and can include, but is not limited to, such restrictions as denial of the opportunity to participate in extra-curricular activities or events, to participate and/or perform in the name of the University, to serve as an officer of a student organization, or to reside in University housing. Additionally, students who have been placed on University probation for a period of more than 16 weeks will be limited in the options they may have for housing for the following year as determined by the Hearing Officer in consultation with the Chief Judicial Officer.

## **8. Suspension**

Suspension from Walsh University involves the exclusion of the student from participation in any academic and/or other extracurricular activities of the University for a specified period of time and may include prohibiting the student from being on University premises. Suspension during a semester in progress will result in the student being immediately withdrawn from all registered classes and the application of any financial responsibilities. The University reserves the right to place a student on Interim-Suspension until an outcome is reached through the judicial process.

## **9. Expulsion**

Expulsion is a serious University disciplinary action and involves the permanent exclusion of the student from Walsh University. This action also includes being indefinitely prohibited from being on the campus and all University owned or controlled properties. Expulsion during a semester in progress will result in the student being immediately withdrawn from all registered classes and the application of any financial responsibilities. An expelled student is not eligible for re-admission to Walsh University.

## DISCIPLINARY LEVELS

Student Conduct & Community Standards at Walsh is based on a series of “Levels.” The University strongly recommends that all students become familiar with this system and its operation. The basic premise is that students place themselves on a “Level” by their behavior. It is important to remember that although the system is based on a series of levels, they need not be sequential in order. In other words, a student may immediately receive a Level IV response for extreme inappropriate behavior.

### LEVEL I: Warning Status



Students assigned to Warning Status are found in violation of University policies that may include, but are not limited to, repeated warnings, quiet hours, privacy hours, guest visitation, first time alcohol offense, etc. Level I: Warning Status is assigned to provide the student with an opportunity to review expectations for conduct and behavior(s) through educational opportunities. Level I consequences may include, but are not limited to:

1. University Warning(s)
2. Education & Reflection: reflection/research assignment, educational program, community service hours, counseling
3. Restitution
4. Fine(s)

### LEVEL II: Community Probation Status

Students assigned to Community Probation Status are found in violation of University policies that may include, but are not limited to, repeated violations of quiet hours, privacy hours, guest visitation, etc.; second time alcohol offense, etc. Level II: Community Probation Status is assigned to provide the student with additional education regarding the rights and privileges associated with being a member of the University community as well as formal notification that further conduct and behavior(s) violating the conduct code will result in more serious judicial consequences. Level II consequences may include, but are not limited to:

1. Community Probation (i.e. behavior contract, loss of guest visitation privileges, restrictions of visitation to certain residence halls or campus areas, weekends off campus, etc.)
2. Positive Action(s): reflection/research assignment, educational program, community service hours, counseling
3. Restitution
4. Fine(s)

### LEVEL III: University Probation Status

Students assigned to University Probation Status are found in violation of University policies that may include, but are not limited to, repeated violations after Level I and/or Level II; disruptive behavior of a serious nature such as vandalism, harassment, and physical fighting; failure to complete judicial sanctions, etc.. Level III: University Probation Status is assigned to establish formalized restrictions and expectations for conduct and behavior(s) to ensure a student fully complies with the responsibilities outlined in the conduct code. Probation status will result in the student being placed in a “Not in Good Standing” status for the duration of the probationary period. Level III outcomes may include, but are not limited to:

1. University Probation (i.e. loss of extracurricular and/or athletic privileges)
2. Community Probation (i.e. loss of residency/community privileges, weekends off campus, etc.)
3. Positive Action(s): reflection/research assignment, educational program, community service hours, counseling
4. Restitution
5. Fine(s)
6. Residence Hall Reassignment

### LEVEL IV: Suspension or Expulsion Status

Suspension and Expulsion are the highest level of disciplinary outcomes within the judicial process. Students assigned to Suspension or Expulsion Status are found in violation of University policies that may include, but are not limited to the following:

1. Possession of weapons including, but not limited to, firearms (including B-B and pellet guns), swords, arrows, martial arts weaponry, taser/stun guns, explosives, or any other weapons which are strictly forbidden in the residence halls, in vehicles on campus, or on any other University owned or operated property.
2. Sexual assault or attempted sexual assault.
3. Destruction of Property.
4. Instigating or participating in physical fighting and using threatening behavior among students and/or non-students or any action which threatens, endangers or abuses the physical and/or emotional well-being of any member of the Walsh community.

5. Physical or verbal abuse of any Walsh staff member, including Resident Assistants.
6. Theft.
7. Arson, tampering with fire equipment or alarm systems.
8. Serious or repeated alcohol violations, including but not limited to, contributing to the delinquency of a minor or possession of a bulk quantity of alcohol (i.e., keg, etc.)
9. The presence, possession, use, sale or distribution of any nonprescription, illegal drugs. This includes minors being in the presence of alcohol.
10. Perjury during the conduct process (the presentation of false testimony).
11. Failing to respond to a reasonable request of a University official acting in the performance of his/her duties. This would include failure to fulfill sanctions from a previous conduct hearing.
12. Serious misuse of University property or services including violation of the Policy of Acceptable Use of Walsh-Managed Information Technology.
13. Continual violation of policies after previous judicial sanctions.

Level IV: Suspension/Expulsion status is assigned for serious violations of the student code of conduct. Level IV outcomes may include, but are not limited to:

1. Recommendation to the Vice President of Student Affairs for suspension or expulsion from Walsh University.
2. Limitations on activities and or access
  - a. The student may be on campus to attend classes only.
  - b. The student may not attend any University-sponsored functions, athletic events, dances, etc. on or off campus.
  - c. The student may not be permitted on campus property.
  - d. The student will be required vacate the residence halls and leave campus no later than 24 hours of signing the Judicial Agreement form or receiving the Notice of Finding upon the completion of the judicial process. The time line will be determined by the Hearing Officer.
  - e. Loss of athletic privileges (i.e., representing the University in collegiate contests) and/or scholarships as outlined in scholarship contracts.
  - f. Addition of special conditions.
3. Restitution
4. Fine(s)

## RESIDENCE HALL COMMUNITY STANDARDS

The residential communities at Walsh University are dedicated to the holistic development of our students – mind, body, and spirit. As a member of our community you have a unique opportunity to benefit from a vibrant learning environment and a responsibility to make positive and supportive contributions to your fellow community members. Walsh University expects all resident students and guests to comply with community standards as well as uphold the mission of Walsh University and Residence Life.

### MISSION STATEMENT

Residence Life is committed to cultivating a values-based, living-learning experience grounded in the mission of Walsh University. We focus on the holistic development of our students, supporting their academic achievement, campus involvement and personal development. We strive to create residential living that promotes community, faith, acceptance, respect, and responsibility.

#### Core Values:

##### Community

We believe in fostering residential communities that uphold the mission and values of Walsh University and provide opportunities for student learning and personal growth.

##### Faith

We believe in the importance of helping our residents develop roots in their faith, compassion in their hearts, and servant leadership in their daily lives.

##### Acceptance

We believe in creating a welcoming, diverse, and inclusive environment that celebrates the unique qualities of each community member and focuses on education and awareness.

##### Respect

We believe in strengthening and unifying our communities by ensuring that all members are treated with dignity, fairness, and respect.

##### Responsibility

We believe in educating and developing members of our community to be critical thinkers, responsible decision makers, and demonstrate personal accountability.

## RESIDENCE HALL POLICIES

### BEDS/LOFTS

Suspending beds (including hammocks) from the ceiling is strictly prohibited in all residence halls. Violators will be asked to take beds down, pay for any damages which result, and may be referred to Student Conduct. All furniture in the room must continue to remain in the room unless approved for removal by Residence Life.



### CHECK-IN/CHECK-OUT POLICIES

On the first day of occupancy, each student will receive electronic access to a Room Condition Report. This form is to be completed within the first 48-hours of check-in. Each student will be accountable for any deterioration of the room or its contents beyond normal wear and tear. If a student does not submit his/her Room Condition Report (RCR) by the designated check-in deadline, the student accepts full responsibility for the condition of the room as assessed at the end of the semester and/or academic year. In lieu of a report completed by the student, Residence Life office will have an administrative assessment done by hall staff that will be attributed to the student's housing record. At the end of the occupancy period, students are responsible for ensuring the room is properly cleaned and returned to the original set-up condition (as when checked in). This includes general cleanliness, furniture placement, etc. Failure to do so will result in the minimum of a fine. The Resident Assistant will inspect the room for damages and make notations regarding the room condition on the Room Condition Report. The student must sign the Room Condition Report, return keys/swipe card along with the RCR to the Resident Assistant for their check out to be considered complete. Failure to complete this process will result in additional charges for lost keys and incomplete check-out. Once all students are checked out, the Hall Director will make a final inspection of all rooms for damages and may make alterations to the damage billing.



### COOKING

Cooking in the residence halls is strictly regulated due to sanitary, electrical, and fire safety concerns as mentioned in the associated policies. Food preparation must occur using appliances with a reasonable safety standard as determined by the judgment of the Residence Life Staff in consultation with Facilities/Maintenance. Food must be properly stored to maintain sanitation and room cleanliness.

### DAMAGE CHARGES

Resident students are responsible for their environment and will be charged for any damages that result from improper care of their housing assignment, common areas, and facilities within their building.... Damage charges will be made for expenses over and above those incurred by normal wear and tear. Room damages will be charged to those responsible whenever possible; otherwise, the charge will be divided equally between the occupants. Damages caused to community areas, (e.g. lobbies, corridors, study spaces, etc.) may be charged to residents of the damaged area unless the responsible parties are identified. Each resident should report all damage to his/her Resident Assistant immediately.

The Residence Life will provide students with a summary of incurred damage charges within 30-days of checking out of the residence halls. Resident students are permitted to appeal residence hall damage charges within 15-days of the postage date listed on the Residence Life Damage Notification Letter. Appeals will not be accepted after the 15-day time frame or by individuals other than the resident student. All damage appeals must be based on factual information that clearly demonstrates the reasons the damage charge(s) are unwarranted. The Residence Life will process and investigate the written appeal and respond via Walsh email. If the appeal has been approved, the Residence Life will adjust the student's account to reflect any changes. All decisions rendered are final.

### DECORATIONS

Students are encouraged to use good judgment when attaching materials to walls. Sticky tack or putty may be used to attach decorations to walls. Items are not permitted to be hung from the ceiling or any fire protection or suppressant device. The student assumes full responsibility for removing all marks left by adhesives and paying for damages if marks cannot be removed. All decorations must be within the boundaries of good taste and respect the spirit and intent of Walsh University and approved by Residence Life.

### HOUSING DEPOSIT

1. This \$200.00 Housing Deposit will serve as a reservation for university housing and dining services and will remain on file for the duration of the student's residency.
2. If a Request for Housing Release is submitted by the applicable term deadline (as outlined above in "Residency Requirement Release Process" section) the \$200 housing deposit can be refunded to the student (minus any residence hall damage or other applicable housing charges), and will be applied to the student's University account.
3. If an official University Withdrawal Form is submitted to the university by the fifth (5th) business day of the first academic term (Fall I or Spring I), the \$200 housing deposit can be refunded to the student (minus any residence hall damage or other applicable housing charges), and will be applied to the student's University account.
4. Written requests to be released from the university housing contract for incoming/new students must be submitted by May 1st annually.



5. Any requests to be released from the university housing contract after the aforementioned deadlines, will not be eligible for a Housing Deposit refund.
6. The Deposit Refund Policy schedule shall be applied to all housing contracts, regardless of the date this contract was entered into by the applicant.
7. No refunds shall be made when the student is required to leave the University for disciplinary and/or academic reasons.

### DOOR PROPPING/FORCED ENTRY

Residential students are responsible for helping to maintain a safe environment within the residential halls. All residential students are responsible for ensuring external entry/exit doors as well as apartment/room doors are properly closed, secured and locked. Propping any interior or exterior door is not permitted and is considered a breach of apartment/room and building security. Students found propping or forcing open any door will face immediate disciplinary action. The first offense will result in a \$100.00 fine and may include removal from the residence halls for a period not to exceed 30 days. Repeated offenses will face significant disciplinary action.

### ELECTRICAL APPLIANCES

A student may bring a small refrigerator to campus if it is in good working order, and does not exceed 5.5 cubic foot capacity, 115 volts, AC 60 cycles and 1.5 amps. The additional items listed below may also be brought.

Fans, televisions, small George Foreman grills, air fryers, crockpots, clocks, microwaves, hair dryers, personal computers, , gaming systems, and Bluetooth speakers

### ELECTRICAL AND FIRE SAFETY CONSIDERATIONS:

Due to safety considerations, the following items are prohibited from the residence halls: portable heaters, air-conditioning units, halogen lamps/bulbs, hot plates, toaster ovens, propane grills, candles, incense.” This list of prohibited items is not exhaustive. Residence Life, in consultation with Facilities/Maintenance, reserve the right to deny the use of any additional items that may pose an electrical and/or fire safety risk.



### FURNITURE

Common area furniture and televisions are for everyone’s benefit, and are not to be removed from their designed areas. Removal will result in a minimum fine of \$100, per person and referral to Student Conduct. All furniture that is in your residence hall room or in your apartment/suite when you arrive must remain in that space.

Resident students are not allowed to alter their suite into a living room/bedroom setup. This means that residents cannot move additional beds into one room of the suite. Each room must contain all of the necessary furniture for that room (beds, dressers and desks). To ensure student safety, resident students are not permitted to place beds (lowered or lofted) against bedroom windows. Additionally, ensure student safety, resident students are not permitted to place beds (lowered or lofted) against bedroom windows. This policy is designed to reduce damage to the furniture, walls, and carpet and to alleviate the occurrence of a variety of disputes among roommates sharing a living environment.

### GUEST POLICY

Walsh University strives to maintain the safety, privacy and community atmosphere of the residence halls which reflects Catholic, Christian values. The guest policy exists to help students maintain a living environment that supports academic success and personal well-being. Resident students are permitted to invite guests into the residence halls as long as consideration is given to the rights of roommates, suitemates, and community members. All guests are expected to comply with university policies and community standards.

All residence hall guests are the responsibility of the resident who invited and/or admitted that guest into the building. A guest is defined as any individual who is not a contracted resident of the specific residence hall, floor or room in question. Campus guests must be escorted at all times by a resident of the building. Un-escorted guests will be asked to leave the building and may be subjecting themselves, and the person who admitted them into the building, to judicial action.

Residents allowing random guests into a building are putting themselves and others at risk. Allowing any guest into the building means that person automatically becomes your guest, and, therefore, your responsibility for escorting the guest at all times. This includes allowing campus guests to follow you into the building through the door you opened for yourself or through one that is propped open. Those freely allowing guests into a residence (those that are not their guests) are subjecting themselves to serious disciplinary action and possible removal from on campus living, without refund of fees.



### Residence Hall Guest Registration

Guests visiting the residence halls between 8:30pm – 8:00am must be registered with Residence Life. The host and guest may complete a Residence Hall Guest Registration form at any hall office (M-F 8:00am – 5:00pm) or nightly 8:30pm – 12:30pm or complete an online registration form on the MyWalsh Student Portal - <https://my.walsh.edu/content/form/guest-registration>.

Upon registering, the guest will receive a Guest Verification Form (provided in person through the hall office or if completed on MyWalsh, an email will be sent to the host). The guest is required to have the Guest Verification Form on their person at all times (with a valid form of identification). Approved guests will also obtain a residence hall guest parking permit from the hall office during the visitation periods. Residence hall guests are required to park in lots O & P (behind the residence halls).

## Residence Hall Guest Guidelines:

- All guests must comply with university policies and regulations.
- All guests must have a valid form of identification (i.e. driver's license or state ID) on their person at all times.
- Overnight guests of the same sex as their host are permitted to reside in the room of their host. Overnight guest of the opposite sex as their host will need to secure a host of the same sex.
- Only two (2) guests per resident are permitted. Guests cannot stay for more than three (3) consecutive nights at any given time not to exceed five (5) nights per semester.
- The host is responsible for the behavior and/or actions of his/her guest.

For health and safety reasons, the University reserves the right to limit the number of guests per building or to address situations in which a guest is utilizing this privilege for the purpose of temporary residency. Additionally, guest may be asked to leave the campus if s/he fails to present valid identification or for behaviors that are in violation of University policies and or the mission of Walsh University. Violation of this policy will result in disciplinary action.

## Residence Hall Guest Restriction Policy

The University reserves that right to temporarily suspend or terminated the Guest Policy to ensure the safety and health of residential students. In the event that guests are not permitted in the residence halls, signage will be posted regarding this restriction. Additionally, during this time, residential students will still be permitted to have essential items delivered to campus, picked up from/dropped off to campus, provided that the guest(s) remain outside of the residence halls at all times



### GRILLS

Propane grills are not allowed in the residence halls under any circumstances. Students may use charcoal grills for cooking, provided these grills are situated at least 15 feet away from any residential building and reasonable safety measures are used while grilling. Charcoal grills may not be used/stored for cooking in student rooms. This includes the balcony areas of the University Apartments.

## KEYS/KEY CARDS

The reproduction of University keys by anyone other than University personnel is a violation of University policy. The possession or use of unauthorized or stolen keys and/or key cards will be grounds for judicial action, including removal from the residence halls. Confiscated non-University-made keys will lead to lock changes and the resulting charges. Lost keys and key cards should be reported immediately. The student is financially responsible for replacement of keys and/or key cards and core unless it can be verified that the keys were stolen.

## LOCK-OUT POLICY

If a resident locks themselves out of their room or apartment they should first contact their roommate(s) to gain entry. If he/she is unable to reach their roommate(s), then they may contact a Residence Life staff member. Campus Police is not the primary contact for this service. Students should contact their RA or Residence Life Professional Staff. In the event that Campus Police does perform a lock out, there is still a charge for this service.

The student will be required to show his/her Walsh University ID before being provided access to a room to ensure the safety and security of all residents. The students will also be required to produce his/her room key/keycard upon entry to the room, or a lock change (at the student's expense) may be ordered by the Hall Director. All lock-out charges will be posted to the students account. Lock-out charges (per academic year):

**First Lock-Out** ..... No Charge

**All Additional Lock-Outs** .....\$25.00

## MUSICAL INSTRUMENTS

Musical instruments are permitted in the residence halls, but must comply with all courtesy and quiet hour policies. Students who need to practice their music are required to use designated rehearsal space in the Birk Center for the Arts.

## OCCUPANCY OF HALLS

Dates and times that residents may occupy the residence halls are determined by the Residence Life office and align with the university undergraduate calendar. Specific times will be communicated to all residents. The residence period for each semester usually begins one day prior to the first day of class and usually ends 24 hours after a student's last final or on the last day of final exams, whichever occurs first. Permission from the Residence Life office must be obtained for any student requesting to arrive before or stay after the above times, including commencement.

The residence halls will be closed during all official University break periods (winter and spring breaks). A student's room may not, at any time, be used by anyone other than the resident(s) to whom it is contractually assigned. The University reserves the right to alter room and hall assignments when deemed necessary.

## PRACTICAL JOKES

Individual or group behavior which leads to actual or potential damage, harassment, accident, or injury to University or personal property is not permitted. Students who engage in such behavior will be expected to assume responsibility for restoration of any University or personal property damaged or compromised as a result of this activity.

## PRIVACY AND VISITATION

Walsh University ascribes to the belief that students, by agreeing to live in residence hall communities, support the mission and values of a Catholic institution. Personal conduct and behavior should be reflective of the character of Christian men and women. As a Catholic university, Walsh believes the complete and genuine expression of love through sex requires the commitment to marriage. Therefore, premarital sex is in no way condoned, and the privacy and visitation and cohabitation policy is, in part, guided by that value. Privacy hours are times when students can expect their personal areas of residence to be free from members of the opposite sex and/or other visitors (regardless of sex) that may significantly reduce the opportunity for privacy within that residential space. Personal areas are defined as individual bedrooms, shared space within a student's room/apartment and hallways/corridors on residential floors.

- Privacy Hours are: Sunday – Thursday nights 11:59pm – 8:00am  
Friday – Saturday nights 1:00am – 8:00am

Roommates and suitemates should always discuss the rules that will govern how they operate within the room and suite within the guides of the University's policies. The wishes of roommates/suitemates desiring privacy within their room should generally be prioritized over those of a roommate desiring to entertain visitors. Roommate Agreements will be completed within the first two weeks of the academic year and reviewed periodically by the residents of a room. All roommates have the right to:

- personal privacy,
- undisturbed sleep in one's room without noise caused by roommates or guests,
- free access to one's room and its facilities without pressure or interference from roommates

If a student is experiencing difficulties regarding privacy and visitation, they are encouraged to seek the assistance of their Resident Assistants (RA) and/or Residence Life Professional Staff.

Residents wanting to visit with students and/or guests of the opposite sex may do so in the common areas of the residence hall. Common areas are defined as lobbies, TV lounges, and study rooms. Residential students requesting to have an overnight guest of the opposite sex are required to make arrangements with another residential student (the same sex as the guest) to serve as the overnight host. The resident student host will be required to register the overnight guest with Residence Life (see Guest Policy).

## Cohabitation

Cohabitation is not permitted in the University residence halls under any circumstance. Cohabitation is defined as any excessive and/or extended visitation that disrupts the living environment or violates Walsh University social conduct standards. This policy applies to a student's friends, partner, and/or guests to the residence halls. Students that violate the cohabitation policy will face serious disciplinary action (including fines) and may be reassigned to new housing placement. Exceptions to the privacy policy include:

- Siblings are permitted to stay overnight during "Siblings' Weekend", provided that they are registered as guests, and are approved by all roommates/suitemates.
- Student and professional hall staff, while functioning as Resident Assistants or hall staff, are permitted in residence areas of the opposite sex and are permitted to have students/staff in their own rooms during closed privacy hours when deemed necessary to perform their assigned responsibilities.

## QUIET HOURS

As a guideline, during quiet hours, noise from your room should not be heard approximately three residence hall doors away (or an approximation of that distance) beyond your immediate housing assignment.

- Quiet Hours are: Sunday – Thursday 11:00pm – 8:00am  
Friday – Saturday 1:00am – 8:00am
- During exam week, quiet hours will be extended to twenty-four (24) hours a day.

Regardless of the time of day, the residence halls have 24-hour courtesy hours. Excessive noise, including loud stereos, is unacceptable. Residents are also responsible to ensure their noise violations do not exceed appropriate levels in common areas and University parking lots. Priorities must be established which promote an environment conducive to social responsibilities and academic achievement. For this reason, students are expected to respond to the requests of fellow students when their behavior is noisy, disruptive or otherwise fails to recognize these priorities. Failure to respond to these requests will result in disciplinary action.

## ROOM & ROOMMATE CHANGES

Room and roommate changes are discouraged, but, at times, may be necessary under certain conditions. Trying to resolve the conflicts should be a resident's first step. If no resolution is reached, the resident should talk to the floor Resident Assistant. The Resident Assistant will discuss the situation and help explore options. If a room change still needs to be made, the resident (and Resident Assistant) will need to discuss the matter with the Hall Director. The Hall Director will decide whether a room change is warranted. Room changes will not be permitted during the first two weeks of any semester. After talking with you and your Resident Assistant, the Hall Director will decide whether a room change is warranted. Room changes can only occur at certain times. The Hall Director may require you to put in writing the reasons for making a change and your prior efforts at solving the situation. Parties directly impacted by the transition must be involved in the communication of the transition unless otherwise approved. The Chief Housing Officer has the authority to permit and/or instruct that a room change occur at any time he/she deems it necessary. Room change procedures are apt to change dependent on occupancy requirements and space demands.

## ROOM ENTRY, INSPECTION, AND SEARCH

Room entry and/or inspections may be made at the discretion of authorized university personnel acting in performance of their duties. If a situation arises that is deemed as demanding an immediate entry and/or search, a University official may exercise that right. The University reserves the right to enter student rooms for the purpose of inspecting the premises when an authorized agent of the University has reasonable belief including, but not limited to, the following:

1. That a condition exists which constitutes a clear and present danger to health, safety or security.
2. That University property needs inspection.
3. That University property is damaged or vandalized.
4. That maintenance, sanitation, and/or repair is necessary.
5. That a violation of federal, state, local law, and/or university regulations is occurring.

It is a reasonable and lawful request for staff to ask residents to open room/apartment doors in any situation. Failure to comply with the request is a violation of university policy. Students should be aware that upon entry and/or inspection of a residence hall room/apartment, anything visible from outside of the residence is considered observed in plain sight and is not subject to the requirements of the Authorized Room Search policy. "Plain sight" is meant to include evidence that is readily apparent through sight, sound, smell, touch or similar means.

### Break Period Inspections

University staff has the responsibility to respond to situations, including emergencies, which threaten the wellbeing of students or University property. In addition, resident students should expect room inspections to occur during break periods. This policy enables staff to pursue violations of University policy and complete maintenance responsibilities.

### Student-Lead Inspection

Authorized agents of the University reserve the right to request the occupant(s) of a room to complete a student-lead inspection of a room. If the student provides permission for the staff person to participate in a student-lead inspection, the student will facilitate access to his/her secured belongings, assigned furnishings and room/apartment common areas spaces. If the student cannot be located to request a student-lead inspection, an authorized room search may be pursued.

### Authorized Room Search

University officials may request the student to agree to a full room search. In these cases, a student is only permitted to provide access to his/her personal belongings, assigned furnishings, and room/apartment common areas. If a student declines the request for a full room search, all individuals will be escorted from the room/apartment pending the responding staffs' communication with the Vice-President for Student Affairs or his/her designee. A room search authorization may be obtained from the Vice President for Student Affairs or his/her designee. Upon review of the information presented by the responding staff members, a full room search (beyond plain sight) may or may not be authorized. When appropriate, the University will not search a student's room unless accompanied by the occupant or their authorized representative. If a situation arises that is deemed as demanding an immediate entry and/or search, a University official may exercise that right.

## SPORTS/GAMES

Students are not permitted to engage in any kind of sport activity in the residence halls that involves use of a ball or any device that if hit, swung, or thrown, would cause risk of harming others or property, i.e. dribbling basketballs, playing golf, throwing a frisbee, etc. This behavior can present a significant health and safety concern, as well as impact the environment for other students.

## TRASH DISPOSAL

To ensure university health and safety standards, students living in the residence halls are expected to properly discard trash materials from their residence hall room/apartment. Trash bags from rooms are not to be discarded in or around trash cans found in hallways or common areas. Students residing in the University Apartments are not permitted to discard trash on balconies and/or breezeways. Residents are responsible for discarding trash in any one of the following residence hall trash receptacles:

- University Apartments Dumpster (located west of Stein Hall)
- Residence Hall Parking Lot Dumpster (located southwest of Olivieri Towers)

Students found violating the Trash Disposal policy will be fined \$25.00 (per instance). Additionally, fines may be assigned as Community Damages for the residential community if perpetrators are not identified.

Students are also strongly encouraged to recycle discarded cardboard, plastic, and aluminum products in the recycle receptacles located south of Seanor Hall.

### **WINDOW DECORATIONS AND SCREENS**

No signs, posters, pictures or other items may be displayed in or on the residential apartment or room windows in such a way that they are visible from outside the building, and should not hinder the view of emergency personnel in identifying the source of a fire. Furthermore, room window screens are not to be removed. Removing window screens or in any way changing or altering a room can be considered vandalism and may result in disciplinary action.

## **STUDENT GOVERNANCE**

### **WALSH UNIVERSITY STUDENT GOVERNMENT (WUSG)**

#### **PURPOSE**

The Walsh University Student Government serves as the student body representative whose purpose is to provide capable and responsible student governance; foster student involvement in the governance of the University and Student Affairs; serve as a forum of student opinion; and serve as a liaison between the students, administration, faculty, and staff. The WUSG is comprised of the Executive, Legislative, and Judicial branches.

#### **EXECUTIVE BRANCH**

The Executive Branch consists of the WUSG President, Vice President, Treasurer, Standing Executive Commissions, Advisor – ex-officio, and all other commissions established by the President as described in the WUSG Bylaws. The duties of the Executive Branch include: keeping the Senate and student body informed of pertinent matters; creating an operating budget; making recommendations of action to the Senate; submitting a statement of goals for each academic year; and serving the Walsh University student body according to the WUSG Bylaws, and the University mission statement.

#### **LEGISLATIVE BRANCH**

The Legislative Branch consists of the Senate Chair, Vice Senate Chair, Class Senators, Club Senators, Senate Clerk, and all other standing and ad-hoc committees. Duties of the Legislative Branch include: reviewing and approving the annual operating budget and statement of goals for WUSG; ratifying standing commissions and establishing ad-hoc committees; serving as a voice for the Walsh University student body; fostering student involvement and representation through senate resolutions; and being well-versed in parliamentary procedure so that senate meetings are conducted in accordance with the WUSG Bylaws, Robert's Rules of Order, and University and governmental policy.

#### **JUDICIAL BRANCH**

The Judicial Branch consists of the Chief Justice, Executive Justice, and two Full Justices. Responsibilities of the Judicial Branch include: reviewing and rendering all final decisions on all cases concerning the legality of the WUSG Bylaws and Senate resolutions; ensuring that all contracts, policies, and procedures are developed and upheld in the best interest of the student body; providing a system of Checks and Balances for the Legislative and Executive operations; initiating the updating of all WUSG documents; and investigating and resolving grievances and violations of and between students and student organizations.

#### **WUSG ELECTIONS**

The WUSG elections commission conducts and administers all elections of WUSG positions. Elections for all WUSG positions except for the freshman representative are held in April of the semester prior to the one in which they will be in office. Polls will be electronic or in person as necessary. The fall general election for Freshman Senator and other Judicial positions are to be held no later than three weeks into the fall semester. The President recommends all other vacant positions.

#### **SERVICES**

All meetings of the WUSG, are open to all students, faculty, and staff. Student body participation at these meetings is ensured through the agenda item of 'Open Floor', and is highly encouraged.

WUSG also assists students and organizations through funding, and representation regarding various affairs, university services and policies. Members of the WUSG can be elected to University Governance Committees, as well as other University committees. These representatives are responsible for assessing student opinions on various issues, voicing student concerns and opinions, relaying all factions of the student body, and to vote on issues according to the feelings of the majority of students to the best of their ability.

## WUSG CONTACT INFORMATION

Further WUSG information, such as a copy of the WUSG Bylaws, office hours, and meeting dates, may be accessed through the Walsh University website, the Walsh University student newspaper *The Spectator*, by visiting the WUSG office, or by contacting any of the following individuals:

**Advisor Anna Borges** *Director of Student Activities & Leadership*..... 330.490.7317

**Kate Chenault** *President*

**Tessa White** *Vice President*

**Dominic Gemma** *Senate Chair*

**Benjamin Fantauzzo** *Vice-Senate Chair*

**Vacant** *Chief Justice*

**Jacob O'Connor** *Treasurer*

**Vacant** *Senate Clerk*

**Vacant** *Executive Justice*

## STUDENT GOVERNMENT POSITIONS

**President:** Chief executive officer and official spokesperson for WUSG. Elected position. Duties include attending Senate meetings, recommending legislative action, approving or vetoing resolutions or bills, serving as the student representative to University Senate, appointing persons to University committees and WUSG commissions, keeping the WUSG advisor informed about concerns and legislation.

**Vice President:** Assists the President in the proper administration of WUSG. Elected position. Duties include attending Senate meetings, serving as a student representative to University Senate and taking over the President's responsibilities in his/her absence. The Vice President will also serve as the WUSG Event Coordinator, serving to organize all events for the WUSG Executive Board and entire Senate. This position also serves as the student liaison to the dining service community.

**Treasurer:** WUSG Bookkeeper. Elected position. Duties include keeping the financial records of all branches of WUSG, serving on the Executive Budget Commission, ensuring compliance with University policies on the administration, collection and distribution of all funds.

**Senate Chair:** Chief Officer of Senate. Elected position. Duties include presiding over Senate meetings or hearings, establishing ad-hoc committees as deemed necessary, and keeping the WUSG advisor informed about concerns and legislation.

**Senate Vice-Chair:** Assists the Chair in the administration of Senate. Elected position. Duties include presiding over Senate meetings in the absence of the Chair.

**Senate Class Representatives:** Serve as their constituency's (Freshman, Sophomore, Junior or Senior class) representative to Senate. Elected positions. Duties include attending Senate regular and special meetings, assessing constituency concerns through formal and informal surveys, and reporting upcoming and ratified legislation to the appropriate constituency.

**Senate Club Representatives:** Serve as their organization's representative to Senate. Elected or appointed based upon their organization's constitution. Duties include attending Senate regular and special meetings, assessing organization's concerns through formal and informal surveys, reporting upcoming and ratified legislation to their organization and ensuring organization's compliance with WUSG and University rules and regulations.

**Senate Clerk:** Serves as secretary and record keeper of Senate. Appointed position. Duties include keeping and making available for public inspection a record of Senate meetings and Senator voting records, distributing minutes to appropriate administrators, maintaining Senate files and assisting the Chair with correspondence.

**Chief Justice:** Chief administrator of the Student Superior Court. Appointed position. Duties include submitting monthly reports to the WUSG President, Senate and Advisor concerning the conduct of the Court, determining the regular sessions of the Court, calling special sessions as deemed necessary, administering the oath of office to the President, Vice President and Senators, presiding over the Senate in the event of impeachment proceedings against the WUSG President, voting on all matters facing the Court and overseeing appointment or dismissal of Justices to/from the Court.

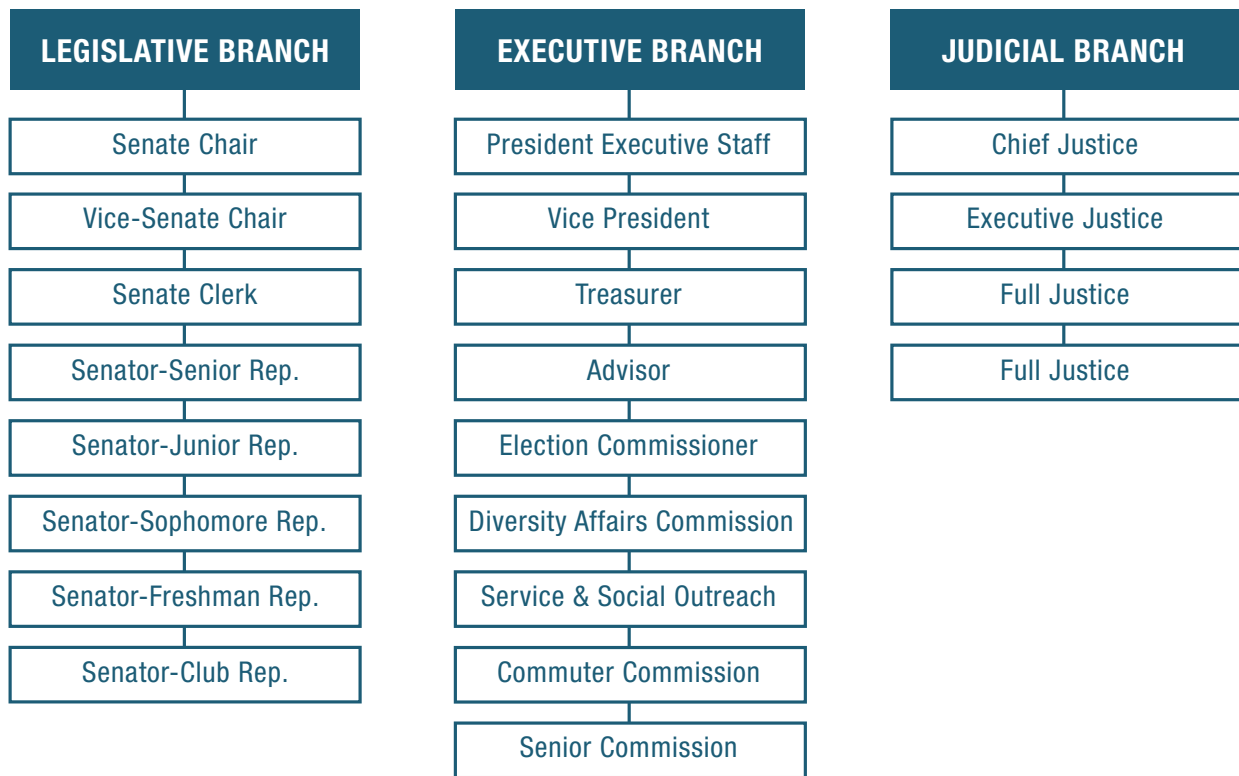
**Executive Justice:** Assists the Chief Justice. Appointed position. Duties include voting on all matters facing the Court, presiding over Court matters in the absence of the Chief Justice and assisting the Chief Justice with any or all administrative matters that the Chief deems necessary.

**Commission/University Committee Representative:** Serve on various standing and ad-hoc commissions/committees within WUSG and serve on various University Committees. Appointed positions. Duties include attending scheduled meetings, contributing to the efforts of the committee by working on various projects, reporting to WUSG actions which will be taken by the committee and representing the needs of the student body to the University. Appointments are conducted by the President except for Clerk positions, which are appointed by each branch. Interested students should contact the President, Senate Chair or Chief Justice.

Student Government encourages every student to join and participate in club and organizational activities. Only through participation in special interest or service groups on campus may students expect to receive maximum development from their University experience

# STUDENT LIFE AND CAMPUS SERVICES

## STUDENT GOVERNMENT ORGANIZATIONAL CHART



### ATHLETICS

**Gaetano M. Cecchini Family Health & Wellness Complex | Second Floor | 330.490.7035**

The University’s Athletic Department is based on the philosophy that intercollegiate competition plays an important role in the physical, intellectual and moral development of all students. The Athletic Department also ensures that students have the opportunity to participate in quality athletic programs, supports and enhances the growth and development of student athletes throughout their career and maintains high ethical standards while striving for excellence.

Walsh is a member of the NCAA Division II and competes as members of the Great Midwest Athletic Conference (G-MAC). Walsh sponsors 10 intercollegiate sports for men (Baseball, Basketball, Cross Country, Football, Golf, Indoor Track and Field, Lacrosse, Outdoor Track and Field, Soccer, and Tennis) and 11 for women (Basketball, Bowling, Cross Country, Golf, Indoor Track and Field, Lacrosse, Outdoor Track and Field, Soccer, Softball, Tennis, and Volleyball). The athletic department also sponsors Men’s Bowling as a club sport.

### CAMPUS AND COMMUNITY PROGRAMS

**Barrette Business & Community Center | 330.490.7117**

The office of Campus and Community Programs, located in the Barrette Center, coordinates the use of all University facilities for campus events and activities as well as community events. Chartered University organizations can reserve group activity space by submitting the reservation form at My Walsh <https://www.walsh.edu/facility-reservation-form.html>. The Director of Campus and Community Programs is also available to help you plan and execute any major club event.

### CAMPUS MINISTRY

Connector area in the Residence Halls and our staff is here simply to serve you. Stop by to pray or talk with one of us. The Connector chapel (located in connector area of residence halls), the St. Teresa of Calcutta chapel (located in the Marlene & Joe Toot Global Learning Center) and the Our Lady of Perpetual Help chapel are open many times throughout the week and to ALL students for prayer, reflection and rest. Let us be a home away from home! Visit <https://www.walsh.edu/campus-ministry.html> for more info, program highlights and to meet our staff. Center. The Connector chapel (located in connector area of residence halls), the St. Teresa of Calcutta chapel (located in the Marlene & Joe Toot Global Learning Center) and the Our Lady of Perpetual Help chapel are open many times throughout the week and to ALL students for prayer, reflection and rest. Let us be a home away from home!

Visit <https://www.walsh.edu/campus-ministry.html> for more info, program highlights and to meet our staff.

## **Our Lady of Perpetual Help Chapel**

Our Lady of Perpetual Help Chapel is open every day the University is open, and anyone is welcome to stop by at any time to offer prayer throughout the day. Each weekday, adoration of the Blessed Sacrament begins at 11:00am, followed by daily mass at 11:30am. Confessions are heard during times of exposition before mass. Sunday liturgies begin at 11:00am and 8:00pm. More details can be found on the Walsh website [www.walsh.edu/chapel](http://www.walsh.edu/chapel).

## **CAMPUS POLICE**

**Betzler Tower Residence Hall | Officer on Duty | 330.316.1088**

**Hannon 203 | 330.490.7474**

The Walsh University Campus Police Department is a function of the Student Affairs Division. The department's primary goal is to provide a safe and secure environment for the campus community. The staff consists of sworn law enforcement officers who are certified by the Ohio Peace Officers Training Council. The officers have full arrest power, are armed with weapons, and are able to provide all necessary police services on the University property. Please be advised that as sworn law enforcement officers, Campus Police are qualified to use appropriate force in life threatening situations. The "Use of Deadly Force Policy" appears in the Campus Police Department manual and can be reviewed by consulting the Chief of Campus Police or the Vice President for Student Affairs. Officers are identified by their white or maroon police shirts and gold badge.

### **Officer on Duty**

A patrolling officer may be reached (from any Walsh house phone at x7474) or by cell phone at 330.316.1088. The Chief of Campus Police can be reached at 330.490.7373. We encourage students to program the Campus Police cell phone number into their cell phone.

## **COMMUTER STUDENT SERVICES**

**Deuble Student Activities Center | David Campus Center – Lower Level | 330.490.7576**

Commuter Student Services provides a broad range of programs and services designed especially for the off-campus student population. The office strives to keep students connected to the University through the bi-weekly commuter newsletter, commuter incentive program, sponsoring various campus events, and maintaining campus facilities designed for off-campus students.

The Betzler Grille and the Paul and Carol David Family Campus Center both serve as the commuter hubs on campus. The Paul and Carol David Family Campus Center features various lounges, The Schervish Dining Center, vending machines, a kitchenette equipped with two microwaves, two mini-fridges, and storage space... as well as the David Center Game Room, located in the basement. The Game Room is a great place to relax, socialize, meet students, and/or attend a campus event. The Game Room is equipped with a sound system, performance space, flat panel TVs, comfortable furniture, video games, board games, dart boards, Ping-Pong table, billiards, and an air hockey table.

For additional information, please contact the Coordinator of Commuter, and Non-Traditional Students.

## **COUNSELING SERVICES**

**David Campus Center | Suite 104 | 330.490.7348**

Like everyone, college students face difficult life transitions and circumstances, experience painful emotions, and need assistance in developing clear and meaningful goals. Counseling Services employs counselors who are professionally trained to help students cope with a wide variety of educational, adjustment, and mental health issues. Counselors also facilitate academic progress and help student successfully achieve their career goals. A counseling relationship allows students to confidentially discuss their personal thoughts and feelings.

Counseling Services is free to all enrolled students. Counseling Services staff are happy to talk with students about any issues causing concern or distress. Some common concerns include: anxiety, depression, loneliness, eating disorders, alcohol and other drugs, sexual assault, assertiveness, relationship issues, communication skills, anger management, shyness, academic problems, time management, test taking, choosing a major and career goals. Requests for a medical leave of absence are also processed through Counseling Services.

Depending on the nature of the concern, counseling may be one session, short term (2-5 sessions) or long term (all semester). In some cases, a referral to a specialist may be required. All counseling is discontinued at the end of each semester and students can return in the future of they choose.

For more information or to schedule an appointment, call Counseling Services at 330-490-7348, email at [counselingservices@walsh.edu](mailto:counselingservices@walsh.edu), or stop in the office. If you need to be seen quickly, please come to the office and request to be seen right away. Counseling Services is located on the first floor of the David Campus Center next to the Bookstore. For mental health emergencies call or text the Suicide and Crisis Lifeline at 988.

## **DINING SERVICES**

**David Campus Center | 330.490.7381**

The University's dining services are operated by Sodexo. The Schervish Dining Centre is located in the Paul and Carol David Family Campus Center. Our staff aims to provide our guests with pleasant and efficient service. Our ultimate goal is to make your dining a pleasurable experience. To achieve this requires cooperation from all involved parties and the extension of common courtesies to everyone.



### Students are expected to follow these rules:

- Students are to present I.D. cards to checker for validation of meal plan.
- Shirts, shoes and appropriate clothing are to be worn in all dining areas.
- Utensils and dining-ware are not to be removed from the dining room without permission from the Food Service Director.
- Alcoholic beverages are not permitted in the dining room.
- Plastic beverage containers or to go food containers are not permitted in the dining room.
- The cafeteria provides all you care to eat while in the dining room Food is not permitted to leave the dining hall.

For questions, please contact the Dining Services Director at (330) 490-7381.

### Dining Hall Hours

For a complete listing of dining hours for the Schervish Dining Centre, Betzler Grille, Cavalier Café, and Residence Hall C-Store, please click here: <https://walsh.sodexomyway.com>

### Meal Plans

Meal plans combine traditional board meals with flex dollars to provide the most flexible and attractive options possible. The traditional board meals are in the Dining Hall. Flex Dollars are equal to a dollar and are used as cash at the campus flex-site locations.

### Resident Student Meal Plans -

**Meal Plan A** — any 19 meals per week plus \$50.00 flex dollars per semester

**Meal Plan B** — any 14 meals per week plus \$150 flex dollars per semester

**Meal Plan C** — 112 block meal plan plus \$375 flex dollars per semester

**Meal Plan D** — any 7 meals per week plus \$50.00 in flex dollars per semester

**Meal Plan E** — 64 block meal plan plus \$150 flex dollars per semester

*(Note: \*Plans D and E are only available for Lemmon Hall, the Commons and University Apartment residents:*

**Commuter Student Meal Plan** — 20 meals contact the Student Service Center at 330.490.7367 to request this plan.

### Flex Dollars

Flex dollars can be used in place of cash at the Betzler Grille, Cavalier Café, the “Bucket” Convenience Store, and Donato’s Pizza (North Canton Main Street Location) to purchase food items throughout the day at your convenience. As flex dollars are used, your flex dollar balance is reduced. Flex dollars not used during the Fall semester will transfer to the Spring semester for returning students. However, any flex dollars not used by the end of the academic calendar year will be forfeited.

If you do not purchase a meal plan second semester, your remaining balance will not carry over.

## FITNESS CENTERS

Fitness Centers are open to current Walsh University students, faculty, and staff. All users are responsible for reviewing and abiding by fitness center policies and guidelines which are displayed for review in each fitness center and available on the MyWalsh Portal.

### Cavalier Fitness Center

The Cavalier Fitness Center, located in the Gaetano M. Cecchini Family Health & Wellness Complex, is fully staffed and equipped with free weights and power stations: this fitness center is available to all students, faculty/staff. Hours of operation are posted at the Fitness Center. For more information regarding our Cavalier Fitness Center please contact Bryan Whittaker at 330.490.7541 | [bwhittaker@walsh.edu](mailto:bwhittaker@walsh.edu).

### David Fitness Center

Our David Fitness Center is located in the Paul & Carol David Family Campus Center - Deuble Activities Center (lower level). The facilities is complete with locker rooms located across the hall. The David Fitness Center is open Monday through Saturday (8:00a.m.-10:00p.m.) and Sundays (12:00p.m.-10:00p.m.)

The aerobic/dance floor in the David Fitness Center may be reserved for special events or on a regular basis. Contact the Coordinator of Recreation and Wellness at 330.244.4735 for more information on reserving this space.

### Residence Hall Fitness Centers

Our Betzler and Olivieri Towers Fitness Centers are available to residential students in our residence halls. Walsh ID or valid pass is required for entry into all Fitness Centers. Walsh University Health Services offers non-emergency medical care to current students, faculty and staff members while school is in session.

Contact the Coordinator of Recreation and Wellness at 330.244.4735 or for more information on reserving this space.

### Fitness Center Policies

- All Users must have a valid Walsh University ID.
- All users must be current Walsh University students; faculty, or staff
- Use equipment at your own risk.

- Participants must be of at least 12 years of age.
- Exercising with a partner is required in non-supervised centers on campus.
- Appropriate athletic attire such as: fully clothed shirts and rubber soled shoes is required at all times.
- Contained water bottles are permitted and encouraged, while food is prohibited.
- Proper use of all equipment is required. Our Equipment Orientation program is a service in which provides training on the use of exercise equipment.
- Wipe down all cardiovascular and strength equipment upon completion.
- Electronic devices are available to be used with appropriate music/video programming.
- Walsh University reserves the right and final judgment on what constitutes as a violation of fitness center policy. Failure to comply with these policies will result in judicial action and/or removal from the Fitness Center.

## HEALTH SERVICES

**330.363.8680**

Aultman Now Health Services is located in the Washington Square Plaza. A health fee, assessed each semester, enable students to visit Aultman Now as many times as necessary. By presenting their student ID students have access to a limited menu of services at no charge and can access additional services as needed. Additional services are billed to a student's insurance or paid out of pocket. Referrals to medical specialists are provided as needed.

In keeping with the policy of securing the best medical treatment available, consultation with outside specialists is sometimes advised or may be requested. Such outside consultation is payable by the student.

Local outpatient/emergency clinics provide medical and physician care as needed. Students requiring emergency treatment and/or hospitalization are referred to area hospitals. Students must assume the responsibility of payment for medication and treatment received outside Aultman Now Health Services.

Psychological services are available to all students through Counseling Services. The Health Services medical professionals cannot guarantee to meet every medical need but will do everything possible to help students maintain good health. Students assume the responsibility of payment for health insurance subscription and utilization of their health insurance policy.

## HOOVER HISTORICAL CENTER

**330.490.7435**

A vibrant part of Walsh University and the Museum Studies Program, the story of the Hoover vacuum legacy unfolds in the 1853 Victorian Italianate-style home, which is located on original Hoover family farmland. Exhibitions showcase dozens of Hoover vacuums beginning with the first 1908 Hoover through the 2008 100th Anniversary line. A focus on Hoover's contributions to WWII include materials Hoover produced, war-time advertising, Company awards, and the remarkable story of the 84 British children brought to North Canton by The Hoover Company to protect them from the ravages of war. Interactives and Hoover advertising are also part of the guided tour. The award-winning gardens tended by members of the Herb Society at the Hoover Historical Center add yet another dimension to this unique history and a spot for quiet reflection or photographs. A gift shop offers souvenirs as gifts with a donation. Tours are conducted March through October, Thursday through Saturday, hourly at 12:00p.m., 1:00pm, 2:00p.m., and 3:00p.m. Reservations are required for groups of 8 or more. Morning reservations are available. Admission is FREE. The Center offers a variety of programs throughout the year that have grown to become favored traditions in the community. The Hoover Historical Center also provides valuable insight and research opportunities for Walsh students of any major. For more information, view [www.walsh.edu/hover-historical-center.html](http://www.walsh.edu/hover-historical-center.html) or contact the center at 330.490.7435.

## INTERNATIONAL STUDENT SERVICES

**Student Affairs | David Campus Center | 330.490.7105**

International Student Services seeks to support the mission of Walsh University in the areas of expanding the international perspective of students, promoting diversity, and facilitating cultural growth and awareness. The office is dedicated to serving the campus community and developing programs to enhance awareness of multiple perspectives. The office aims to provide effective immigration advising and foster a sense of community among international students, while expanding opportunities for international students and Americans to interact both on and off campus.

## INTRAMURALS

**Deuble Student Activities Center | David Campus Center – 330.244.4743**

Walsh University Intramural exists to enhance the overall University experience by providing opportunities for exercise, socialization, and competition with students and staff in a non-varsity setting. The department plans, coordinates, and implements a broad range of activities and programs for teams and individuals, designed to help meet the physical, social, and recreational interest and needs of the Walsh community. Intramurals are open to all members of the Walsh community including residential students, commuter students, faculty /staff, and alumni.

Recent sports offered through intramural Sports include soccer, ultimate frisbee, basketball, dodgeball, volleyball, and kickball. Special events include corn hole, billiards, ping-pong, and video game tournaments. Sign-ups for events and teams are publicized via Walsh email and flyers. More information about Walsh Intramurals can be found on the Intramural website at <https://www.walsh.edu/intramurals.html>.

## **MAINTENANCE**

**Betzler Science Center | 330.490.7074**

The Facilities Department is responsible for maintenance, custodian, and grounds-keeping for all campus buildings. Students should go to [www.walsh.edu](http://www.walsh.edu) and select “Maintenance Request” at the bottom of the page to submit a work order. Use the MyWalsh link found at the right hand corner of the Walsh web site on [www.walsh.edu](http://www.walsh.edu) to request repairs and submit a work order.

## **MULTICULTURAL AFFAIRS**

**David Campus Center | 330.490.7341**

Multicultural Affairs at Walsh University is committed to creating an inclusive environment essential for all students’ cultural development, personal development and academic success. The office serves as a support system for historically underrepresented students to foster a sense of belonging, academic achievement, and assist in leadership development. Located in the David Campus Center, the Office of Multicultural Affairs is dedicated to providing resources to Walsh’s multicultural student population and facilitation cultural awareness for the entire campus community.

The entire University community is encouraged to participate in cultural events and activities, as they are available throughout the semesters. Multicultural Affairs is also responsible for advising The Black Student Union and Latino Student Union student organization and the Bowman Scholars program. These organization facilitates the leadership development of its members and provides them an outlet for student expression and activism.

## **PREVENTION EDUCATION & PROGRAMMING**

**David Campus Center | 330.490.7307**

Prevention Education & Programming exists to promote the safety and wellbeing of students, faculty, and staff by engaging in comprehensive strategies to prevent and educate the campus community on sexual misconduct, interpersonal violence, and drug and alcohol abuse.

The office spearheads the efforts of the Cavalier Safeguard Initiative—a campus-wide, cross-enterprise grant project funded by the Office on Violence Against Women—that is dedicated to improving both the prevention of and response to dating violence, domestic violence, sexual assault, and stalking at Walsh. Additionally, Prevention Education & Programming supports campus initiatives related to topics of justice and peace by providing collaborative training and programming opportunities to students and employees throughout the year.

## **POST OFFICE**

**David Campus Center | 330.490.7316**

The Post Office receives and distributes all mail addressed to Walsh University offices and all mail addressed to student mailboxes. Students may mail packages and letters weighing not more than 2 lbs.

The University Post Office is open on Monday through Friday from 8:30a.m. to 6:30p.m. during the fall and spring sessions. During summer sessions, mail is distributed only to University offices and summer school students. Regular hours are suspended during this time.

Each resident student is assigned a University mailbox. Students are responsible for all changes of address before moving off campus. The Walsh University Post Office will not be responsible for forwarding non-first class mail. Outgoing mail usually leaves the Campus Center by 3:00p.m.

## **RECREATIONAL FACILITIES**

### **Outdoor Facilities**

Walsh University outdoor facilities include tennis courts, Lacrosse field, football practice field, softball, soccer fields Practice Fields, 8 Lane competitive track, and a throws area (Hoover Park). In addition, there is a baseball field on the corner of East Maple and Market streets. The tennis and basketball courts are locked for liability purposes. Students who have IDs can make arrangements with campus police to have them opened.

### **Physical Education Facilities**

Gymnasium — The Alumni Arena and Auxiliary Gymnasium are available for open recreation during posted hours and for scheduled intramural activities. The intramural department has limited equipment available.

## RESIDENCE LIFE

**Student Affairs | David Campus Center | 330.490.7107**

Walsh University offers a variety of housing options to accommodate students. Each facility offers its own unique living environment and amenities including computer labs, vending machines, laundry facilities, study areas, and TV lounges. Each room has high-speed wireless internet connectivity.

### Housing Placements

Housing placements for returning students are completed during the spring semester. New residential students are placed after July 1st. Housing confirmations and check-in information are sent to all residential students in July and August. Students who apply for housing and then withdrawal or have an approved Request for Release application, are eligible for a housing deposit refund, providing they met all conditions for approval, including the deadline listed on the housing contract.

### Residence Hall Facility Reservations

If you are interested in requesting a common area space in the residence halls (lobby, classroom, meeting room, theatre, etc.), please contact Residence Life at 330.490.7107.

## STUDENT ACTIVITIES

**Deuble Activities Center | David Campus Center – Lower Level | 330.490.7173**

The Office of Student Activities (OSA) serves the needs of Walsh University students through providing diverse social and educational programming that enhances the collegiate experience. The office also provides resources and services for Walsh's many student organizations.

### Calendar of Events

In order to keep an accurate account of all activities, Walsh University maintains an Events Calendar on the Walsh website. To post a sponsored event to the web calendar, submit the event title, time, location and event publicity electronically to the Office of Student Activities. Student Organizations wishing to post events to the [my.walsh.edu](http://my.walsh.edu) calendar should email [osa@walsh.edu](mailto:osa@walsh.edu).

## GAME ROOM

The Game Room is located in the basement of the Paul and Carol David Family Campus Center and is available to all members of the Walsh University community. The room is a great place to relax, socialize, meet students, and/or attend a campus event. The Game Room is equipped with a sound system, performance space, flat panel TVs, comfortable furniture, video games, board games, billiards, and a dart board. For reservations of the Game Room, please e-mail the Director of Student Activities and Leadership via [aborges@walsh.edu](mailto:aborges@walsh.edu). The space must be utilized with care in accordance with the following guidelines:

- Equipment and games are available for all students.
- All equipment must remain in the game room at all times.
- Misuse or intentional damage to equipment is considered vandalism and will result in University judicial action. This includes mishandling of pool cues or ping pong paddles sitting on tables, or otherwise misusing equipment.
- No tobacco products are permitted.
- No food or drink is permitted on or near the billiards or ping pong tables. Food and drink are permitted on the other tables or throughout the room.
- Trash must be properly disposed of in the appropriate receptacles.
- Patrons are expected to be considerate of others. This includes playing non-offensive music and television programs and being willing to change channels/stations at the request of other patrons.
- Failure to comply with staff directions or showing disrespect to staff or patrons is grounds for removal from the Game Room and further University judicial action.

## STUDENT ORGANIZATION CENTER

The Student Organization Center (SOC), located in the basement of the David Campus Center provides dedicated workspace and meeting space for Walsh's student organizations. The Student Organization Center (SOC) contains a conference table, workspace, mailboxes, various office and poster-making supplies and limited storage space for student organizations. Only recognized student organizations are permitted to use the Student Organization Center. All recognized organizations may receive one locking file cabinet/drawer, if available, and can utilize any open workstations. Contact [osa@walsh.edu](mailto:osa@walsh.edu) for more information.

## STUDENT CONDUCT AND COMMUNITY STANDARDS

**David Campus Center | Suite 103 | 330.490.7538**

The mission of the Walsh University Conduct System is to foster a sense of responsibility for personal and community standards as well as improve awareness of values-based behaviors through intentional opportunities for student learning and reflection. This is achieved by consistently reviewing appropriate conduct responses in cases involving violations of federal, state, and local law, as well as University policies and student association regulations. Our conduct process is grounded in the concept of fairness and impartiality, thereby supporting the values of our community by addressing misconduct in a constructive and positive way. Walsh University expects all members of the campus community to uphold and abide by the moral and educational values of our Judeo-Christian tradition.

## STUDENT AFFAIRS

David Campus Center | Suite 103 | 330.490.7301

As the primary source for life skills education, the Student Affairs team creates opportunities for students to develop in a supportive community, providing comprehensive student services that are responsive to individual and community needs and empowering students through mentoring, teaching and modeling.

The Student Affairs team is a diverse collection of educators committed to the holistic development of students - including an understanding and appreciation of six core values: respect for self, others, and the world in which we live; integrity in thought, word and deed; excellence in the teaching and learning process; an appreciation of diversity; hospitality; and selfless service. We firmly believe that all students have the potential to become valuable assets to our world community. Members of the Student Affairs team embody the Christian values espoused in the University mission statement, exemplified by our care and concern for students, relationships, and the community.

## WELLNESS

Deuble Activities Center | David Campus Center – Lower Level | 330.244.4743

University Wellness is dedicated to our community by promoting a holistic and value-based approach to a healthy life-style guided by our faith. Walsh University Wellness provides campus and community-wide health educational opportunities as well as diverse mind, body, and spirit programming that enhances a whole person's well-being.

### Student Wellness Programing

University Wellness programming provides a holistic approach to healthy life-style living, guided by our faith, with the intentions of enhancing our mind, body, and spirit. Our Get Physical Series program provides regularly scheduled exercise programming such as Zumba, Strength Training, and Yoga throughout the year. Our Healthy Lifestyle Management includes services offered throughout the year which focuses on disease prevention, healthy weight management, Tobacco cessation support, and nutrition guidance.

If you are interested in becoming involved in enhancing your healthy lifestyle, contact our Coordinator of Recreation and Wellness at 330.244.4743.



## LEADERSHIP AND SERVICE OPPORTUNITIES

### CAVS COR CORDIUM

*Cor Cordium* is Latin for heart of hearts. At Walsh University we educate students' mind, body, & spirit. Made possible through the generous contributions of the Brauchler family, *Cavs Cor Cordium*, will operate as each students' personal learning network while attending Walsh University. Each network will extend an opportunity for students to connect and learn, advancing their ability to prepare for the ethical and moral dimensions of professional practice and good citizenship. Studies have shown that students who develop a strong sense of community are more involved in programs on and off campus and have an increased academic performance. *Cavs Cor Cordium* provides students the opportunity to connect with peers, creating robust engagement experiences that extend through a students' life.

As a student YOU have the opportunity to:

- Develop a personal network of friends
- Increase engagement throughout your time at Walsh and beyond
- Meet other students with similar interests, values, and goals
- Create a group of peers to support your challenges and successes
- Attend events and activities as a Cor group
- Find connections that build a support network
- Grow an understanding of one's faith

### CAVS COR LEADERS

Cavs Cor Leaders are returning students who are charged with providing peer mentorship and engagement for

- 1) first year students during summer orientations and Welcome Weekend, and
- 2) all undergraduate students through throughout the Fall and Spring terms.

Their primary role serves to foster positive relationships with and among students as well as connect new and returning students to campus programs, services and resources. Additionally, Cavs Cor Leaders assist with the planning and implementation of the Cavalier Connections Orientation program and *Cavs Cor Cordium* engagement activities.

### STUDENT ORGANIZATIONS

Walsh University has a broad selection of student organizations covering many of interest areas. Walsh's student organizations include those focused on culture, religion, service, special interest, sports, academic achievement, and much more. Walsh University encourages every student to join and participate in student organizations and their events. Students are also encouraged to start their own student organization. Please note that no campus club or organization has a right to exist or function on campus unless it has the explicit written permission and approval of the Vice president of Student Affairs, who will render a determination in consultation with university administration. Furthermore, any approved organization may have its approval immediately withdrawn upon evidence that it has violated the standards as specified in the Student Handbook and the Student Activities Manual. Interested students should contact the Office of Student Activities at 330.490.7173 or visit [www.walsh.edu/student-organizations](http://www.walsh.edu/student-organizations) for a complete listing of student organizations.

### RESIDENT ASSISTANT POSITIONS

Resident Assistant (RAs) : Student Life paraprofessional staff position. Appointed/paid position. Duties include knowing and caring for and about the holistic success and wellbeing of residents; promoting campus programming; understanding, supporting and enforcing University and Housing policies; knowing University facilities; supporting maintenance staff; protecting and respecting confidential information; understanding and appreciating and advocating for persons of minority populations; and abiding by the Department's ethical standards. A completed prior to the start of the staff position (exception given to graduate students and transfer students), have a minimum 2.5 cumulative GPA at time of hire, and be enrolled as a full-time student. Resident Assistants receive room and stipend as compensation. Interested students should contact the Director of Residence Life at 330.490.7107.

### CAMPUS MINISTRY PEACEMAKERS

Peacemakers are upper-class undergraduate students who live in the freshmen residence halls. They are committed to living a lifestyle of Christian witness, engaging students from every walk of life, building community and offering themselves as mentors to the freshman class. Peacemakers pledge themselves to the highest level of personal integrity, ongoing formation and the spiritual development of the university community. They work hand in hand with the Residence Life staff to promote and live the mission of the university. The Peacemaker program is based on Matthew 5:9, "Blessed are the Peacemakers, for they will be children of God."

## UNIVERSITY PROGRAMMING BOARD (UPB)

The University Programming Board (UPB) is a student run organization responsible for providing diverse social programming for Walsh University. The organization is comprised of students who design and implement a wide range of programs. These programs include events such as bingos, trivia's, off campus trips, movies, arts & crafts, novelty programming, and much more. If you would like more information or are interested in joining the University Programming Board, visit <https://www.walsh.edu/university-programming-board.html> or email [upb@walsh.edu](mailto:upb@walsh.edu)

## WORK-STUDY/CAMPUS SERVICE POSITIONS

Work-Study/Campus Service Positions: Various on-campus positions are available to students who have Work-Study or Campus Service as part of their financial aid. Jobs are available at the cafeteria, library, athletic office, maintenance department and other offices. Job listings and descriptions are maintained by the Student Service Center, located in Farrell Hall. All jobs will be posted online on the MyWalsh Student Portal - [my.walsh.edu](http://my.walsh.edu). Students are responsible for securing a work-study position according to Financial Aid guidelines.

## SUMMER EMPLOYMENT

Various on-campus summer jobs are available to students. Job listings, and application procedures are maintained by the Human Resources Office in Farrell Hall. Human Resources will coordinate the hiring process with Student Affairs, Athletics, Admissions and all other involved departments.

## STUDENT AFFAIRS AWARDS

### SERVICE AWARDS

Student Affairs Student Service Awards honor those students who volunteer their time, talents and energy for the Walsh community by working for numerous clubs, organizations, offices and other agencies both on and off campus.

### TOWER OF EXCELLENCE AWARD

This is Student Affairs' most prestigious award. The recipient must be a graduating senior who has manifested outstanding leadership qualities, have a 2.5 cumulative grade point average in course work at Walsh, has been a full-time undergraduate student at Walsh for at least the last four consecutive semesters, has displayed an active interest in co-curricular and extracurricular activities and has constantly modeled social and moral behavior consistent with the spirit of the Walsh University Mission Statement. Candidates are recommended for nomination by the Walsh community. Nominees must submit a personal resume and a 300-500 word essay and complete short answer questions. Finalists are interviewed by the Student Affairs Selection Committee which is charged with the responsibility of making the selection.









At Walsh University, the safety and well-being of the students, faculty, and staff are our top priority. A number of people are involved in this effort but a truly safe campus can only be achieved with the help and cooperation of everyone. The Walsh University Campus Police Department depends greatly on the cooperation and support from the University community. We ask for this support during your attendance at Walsh University. All crime victims and witnesses are strongly encouraged to report crimes and/or criminal behavior in a prompt and accurate manner. Prompt reporting will ensure Time Warning Notices on campus and disclosure of accurate crime statistics.

### CAMPUS POLICE MISSION STATEMENT

The Walsh University Campus Police Department is a comprehensive full-service police department that exists to serve and protect our students, faculty, staff and guests. Our mission is to provide a safe and secure living and learning environment by actively partnering with the campus community. As such, we take a proactive and progressive

approach to campus policing, utilizing a community policing model in dedication to the protection of life and property; the preservation of peace, order and safety; the enforcement of local, state, and federal laws as well as university policies and procedures.

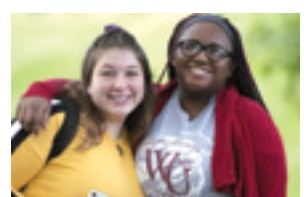
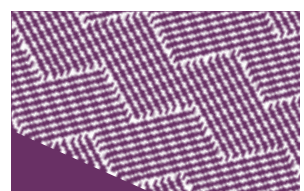
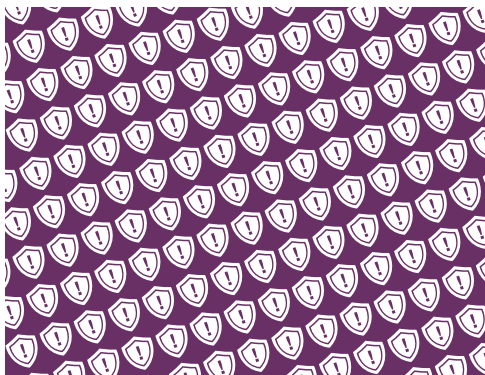
The department recognize that learning occurs both in and outside of the classroom and is committed to supporting student's academic and co-curricular experience by helping them make good decisions about the activities they engage. We understand the importance of developing positive relationships with students so that we can effectively serve, mentor and educate them.

We, as a department, pledge to treat all persons with respect, dignity, integrity and compassion; to respect diverse social and cultural customs and values, to protect individuals and their rights, to uphold the law, and to strive for excellence in every service that we provide.

### CAMPUS LAW ENFORCEMENT

The staff of the Campus Police Department consists of sworn law enforcement officers who are certified by the Ohio Peace Officers Training Counsel. The officers have full arrest powers. Officers can be identified by their dark blue uniform pants and white or maroon uniform shirts. All officers are further identified by the gold Campus Police badge. The Walsh University Campus Police Department is a member of The International Association of Campus Law Enforcement Administrators (IACLEA).

Campus Police Officer on Duty: ..... (from any campus house phone) x7474 (from any cellular phone) 330.316.1088  
 Chief of Campus Police:..... 330.490.7373




## SERVICE PHILOSOPHY

As members of a student-centered campus, we make the commitment to provide friendly, knowledgeable customer service and assistance in support of the University's Shared Vision, Values, and Strategic Outcomes.

## EMERGENCY RESPONSE


### Run. Hide. Fight

Walsh University follows the response protocol of "Run.Hide.Fight" in case of an active violence event. Run.Hide.Fight classes are provided by Campus Police each semester. Video training is available on the Walsh University website by accessing the emergency information icon.



# RUN. HIDE. FIGHT.


## Surviving an Active Shooter



### « RUN

**When an active shooter is in your vicinity:**

- If there is an escape path, attempt to evacuate
- Evacuate whether others agree to or not
- Leave your belongings behind
- Help others escape if possible
- Prevent others from entering the area
- Call 911 when you are safe




### « HIDE

**If evacuation is not possible, find a place to hide:**

- Lock and/or blockade the door
- Silence your cell phone – ringer and vibration
- Hide behind large objects
- Remain very quiet


Your hiding place should be out of the shooter's view, provide protection if shots are fired in your direction, not trap or restrict your options for movement.



### « FIGHT

**As a last resort, and only if your life is in danger:**

- Attempt to incapacitate the shooter
- Act with physical aggression
- Improvise weapons
- Commit to your actions



### « 911

**When law Enforcement arrives:**

- Remain calm and follow instructions
- Keep your hands visible at all times
- Avoid pointing or yelling
- Know that help for the injured is on its way

## Fire

Take all fire alarms seriously! If you see smoke, please sound the fire alarm by pulling the nearest pull station. Regardless of the size of any fire — always pull the fire pull station to sound the alarm. Buildings are also equipped with smoke detectors that will also alert the occupants to evacuate.

Everyone is required to leave the building when the fire alarm is sounded! Immediately exit the building through the nearest exit. Before opening any door, please feel the door to ensure that it is not hot (indicating a fire on the other side of the door). Do not re-enter the building until you are directed to do so by University personnel.

## Lightning

Take shelter immediately. Evacuate athletic fields and all open areas and seek shelter when lightning is visible, and remain in shelter for 20 minutes after last visible lightning. Campus Police has the final authority to make all judgment calls regarding evacuation and time frame for safe return to outdoor venues.

## Tornado

**Tornado Watch:** The National Weather Service issues a tornado watch when tornadoes are possible in your area. Remain alert for approaching storms.

**Tornado Warning:** A tornado warning is issued when a tornado has been sighted or indicated by weather radar. Seek shelter immediately!

Never Sound the fire alarm to warn people of a tornado. People responding to the alarm would exit the building and be exposed outdoors, potentially worsening the situation.

## Designated Tornado Shelters

**Aultman and Betzler Science Centers and Counseling Center:** ..... east basement rooms 019, 020, and west basement

**Barrette Center:** ..... basement, which can be reached by going through the old dining hall

**Birk Center for the Arts:** ..... men's and women's locker rooms in basement of PE Building

**David Center:** .....basement, all areas away from main stairwell

**Farrell Hall:** ..... east basement, print room, and boiler room away from the windows

**Hannon Center:** ..... basement hallways, away from windows and doors

**Hoover Historical House:** .....basement

**John Paul II Center for Science Innovation:** ..... basement hallway of Timken Science, away from windows and doors

**La Mennais Hall:** ..... north wing transformer room behind the garage, south wing boiler room, or west basement stairwell

**North Campus Barn:** ..... restrooms and low areas away from windows

**Our Lady of Perpetual Help Chapel:** .....lower level restrooms

**Physical Education and Field House:** ..... men's and women's locker rooms in basement of PE Building

**Residence Halls:** ..... first floor interior hallways, away from windows, with doors shut OR when under a TORNADO WATCH, go to the David Campus Center

**University Apartments:** ..... bathrooms of each apartment if unable to get to the David Center

**Timken Science Center:** ..... basement hallway, away from windows and doors

## WALSH EMERGENCY ALERT SYSTEM - WUALERT

The Walsh Emergency Alert communication system allows Walsh to send time-sensitive notifications via the Walsh University Emergency Alert System (voice messages, emails, and text messages). This system will be used only in the case of an emergency such as school closures, natural disasters or imminent threats. Please take a moment to review and update your phone numbers and email addresses online through the Cavalier Center at [portal.walsh.edu](http://portal.walsh.edu).

### Important Call Delivery Notes:

1. When you receive a call from the emergency alert system to your home phone, your caller ID will display WUALert. For cell phones you will need to program the contact information. When you receive the initial test call, we encourage you to store and save the number under the contact name WUALert for future reference.
2. For emails, the Email ID will be from Walsh Emergency Alert.
3. Text messages will come from 23177.
4. You will get an initial confirmation text message to ensure we've reached the correct text message device. This will also be your opportunity to "opt-out" of future text messaging alert broadcasts.
5. When listening to a message, please be aware that background noise will cause the system to "stop and start." It is calibrated very delicately to determine whether a person or an answering machine has picked up the phone, and background noise may affect the delivery. If possible, move to a quiet area, or press the "mute" button on your phone.
6. If you missed any part of the message, please stay on the line and press "\*" (star) to hear the message again.



7. Please be assured that all personal information will be maintained in the strictest confidence. Questions or feedback about this test or the emergency notification system may be directed to Andrea McCaffrey at [amccaffrey@walsh.edu](mailto:amccaffrey@walsh.edu) or 330.490.7296; or Bryan Badar at [bbadar@walsh.edu](mailto:bbadar@walsh.edu) or 330.490.7417.

## EMERGENCY CLOSING POLICY

It is important to remember that the University only closes for extreme conditions and circumstances. Walsh University usually remains open when area high schools and elementary schools close, as our population is comprised of adults, with a substantial portion residing on campus.

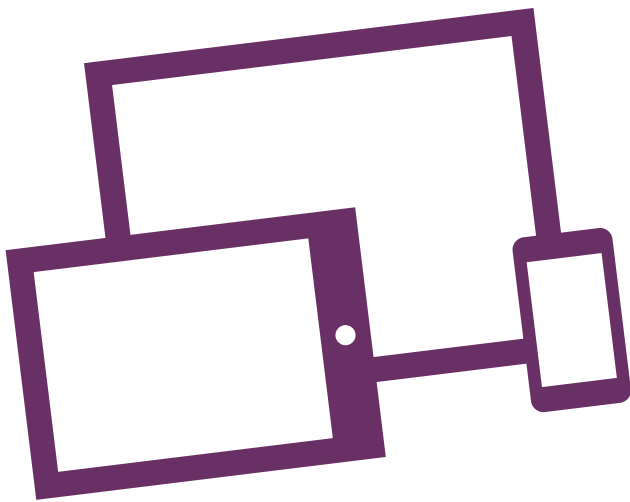
In the event of inclement weather and the university remains open, commuter students are requested to use their own judgment as to the safety of the highways in their specific area. Walsh faculty will work with students who have to miss a class for reasons related to unsafe driving conditions.

When, on the rare occasion, the university is forced to cancel all classes or close, every attempt is made to announce the decision by 6:00 a.m. for day classes and events and 3:30 p.m. for evening classes and events. \*Please note that the Walsh University School for Professional Studies (SPS) locations will make their own determinations and announcements for class delay, cancellations, or closings.

The following media outlets have historically announced Walsh University emergency closing information (This list is subject to change as necessitated by the media outlets' rules and regulations):

### TELEVISION STATIONS

WKYC-TV, Channel 3  
WVPX-TV, Channel 2  
WOIO-TV, Channel 19  
WUAB-TV, Channel 43  
WVIZ-TV, Channel 25



### RADIO STATIONS

WAKR, 1590 AM  
WAKS, KISS 96.5 FM  
WCLV, 104.9 FM  
WCPN, 90.3 FM  
WCRF, 103.3 FM  
WDPN, 1310 AM  
WGAR, 99.5 FM  
WGAR-FM, Country 99.5 FM  
WHBC, 1480 AM and 94.1 FM  
WHLO, 640AM  
WJER, 1310 AM and 92.5 FM  
WKDD, 98.1 FM  
WMJI-FM, Magic 105.7 FM  
WMMS, The Buzzard 100.7 FM  
WMVX-FM, Mix 106.5 FM  
WNIR, 100.1 FM  
WONE, 97.5 FM  
WQMX, 94.9 FM  
WRQK, 107 FM  
WTAM, 1100 AM  
WTAM-AM, News Radio 1100 AM  
WZKL, 92.5 FM



## CRIME AWARENESS AND CAMPUS SECURITY ACT

### Campus Sex Crimes Prevention Act

Walsh University continues to be committed to the safety and security of members of the Walsh community both on and off campus. Accordingly, the Campus Safety and Security Report that provides information in compliance with the Crime Awareness and Campus Security Act of 1990 is printed each Fall. Information contained within this report is obtained from the Walsh University Campus Police Department, Department of Residence Life, the Office of Student Affairs/Judicial Affairs Student Conduct, North Canton Police Department, Assistant Dean for Non-traditional Programs, and Springfield Township Police Department (School for Professional Studies, Akron campus).

This report contains general information and should not be considered comprehensive. These reports are available throughout the year from Campus Police, Human Resources, Admissions, and Student Affairs. Additional information can be obtained by contacting Student Affairs at 330.490.7301 or Campus Police at 330.490.7474. The Walsh University Campus Police Department is located in Region V of the U.S. Department of Education, Office of Postsecondary Education. Inquiries concerning compliance with the 1990 Campus Safety Act can be sent to: Douglas A. Parrott, Area Case Director, Federal Student Aid, U.S. Department of Education, 500 W. Madison Street, 1576, Chicago, IL 60661. Telephone inquiries may also be made by calling 312.730.1511.

Effective October 28, 2003, information is also made available regarding the Campus Sex Crimes Prevention Act of 2002.

Accordingly, sexual offenders are required by law not only to register with their local sheriff, but also to notify the state if they are a student at or work on the campus of an institution of higher education.

A listing of sexual offenders for each county is available on the following websites:

### MAIN CAMPUS

Stark County Sheriff's website: ..... [www.sheriff.co.stark.oh.us](http://www.sheriff.co.stark.oh.us) 330.430.3800

**Contact Campus Police at 330.490.7474 or the Vice President for Student Affairs at 330.490.7301 to assist with any questions.**





# TECHNOLOGY

The mission of the Office of Information Technology (OIT) at Walsh University is to enhance the educational process through the application of information systems – networking, email, telephony, enterprise systems and electronic learning resources. OIT supports all University educational programs, research, student services and administrative functions.

## THE OFFICE OF INFORMATION TECHNOLOGY HELP DESK

Contact the Help Desk 24 Hours a Day/7 Days a Week

Phone: 330.244.4357

Email: [helpdesk@walsh.edu](mailto:helpdesk@walsh.edu)

Farrell Hall 212

## HELP DESK IN-PERSON HOURS

### Fall/Spring Semester:

Monday through Thursday, 7:00a.m. to 8:00p.m.,

Fridays, 7:30a.m. to 5:00p.m.;

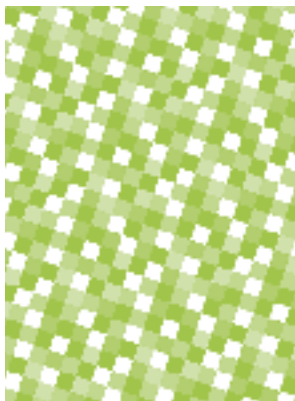
Saturdays, 8:00 a.m. to 12:00p.m.

### Christmas and Spring Break:

Monday through Friday, 8:00a.m. – 5:00p.m.

### Summer Hours:

Monday through Friday, 8:00a.m. – 4:00p.m.



# STUDENT ACCESS TO COMPUTING RESOURCES

## POLICIES AND PROCEDURES

All students may access certain computing resources provided by Walsh University. Students are those individuals registered for courses at Walsh's main campus or regional campuses, whether they are campus residents or commuters.

### Computing resources available to all students include:

- A personal e-mail account with limited storage of draft/sent/received e-mail messages;
- Limited personal data storage space for data files related to courses the student is registered for;
- Filtered access to the public Internet;

Student access to these computing resources may be available from computer labs on campus, from student residence rooms, or via the public Internet.

- Computer Labs on Campus - Walsh provides all required information technology.
- Student On-Campus Residences (residence halls) – Walsh provides connectivity to the Walsh internal data network via student- owned computers, which in turn allows access to available computing resources.
- Public Internet – Walsh provides student accessibility to available Walsh-managed computing resources via the public Internet from on or off-campus.

Students are responsible for familiarizing themselves with the services outlined in this document and the acceptable use of these services as outlined within the Acceptable Use of Walsh Managed Information Technology and the Student Use Guidelines.

## STUDENT USE GUIDELINES

Student access to Walsh technology resources is a privilege granted to facilitate the student's academic pursuit. Use of this privilege is defined in the following policies; abuse of the privilege represents grounds for their immediate revocation.

- The network connection provided to the student may not be shared with others. The student is responsible for all activity via this connection.
- The student is expected to take reasonable precautions against importing and spreading of computer viruses. The use of up-to-date software for virus detection and recovery is required, and is provided by the University free of charge. It is the student's responsibility to install this software, although the Office of Information Technology Help Desk (4357) can provide assistance. Virus-related problems traced to a student computer will result in the computer being removed from the network until corrected.
- "Spy-ware" and "Ad-ware" are undesirable software that can cause significant performance problems on the student's computer, and can also be a source of computer viruses. Programs can be downloaded or purchased from the internet to scan and remove current instances of such software, but this must be done on a regular basis. Call the Office of Information Technology Help Desk (4357) if assistance is required.
- The student will not take any deliberate action to cause interference to the network or the work of others. Such actions will be viewed as criminal activity under applicable state and federal laws, and will be reported to the appropriate authorities.
- "File Sharing" involves the download or upload of data files (typically audio or video) from/to other computers on the network, including the public internet. Downloading files is not illegal unless the file's content is copyrighted, in which case permission to copy is required. It is the responsibility of the student to determine the copyright status of any specific file.
- Uploading files, also referred to as "outbound file sharing" is strictly prohibited and in many cases illegal. Such activity is highly disruptive to other activity on the network. Some file-sharing software automatically enables outbound file sharing, but it is the student's responsibility to disable this feature. If necessary, the Office of Information Technology Help Desk (4357) can assist with disabling this feature.
- Any use of Walsh computing resources for illegal activities is prohibited.
- Students may not resell their network connection, operate a business, or use the connection for profit.
- Students may not use their network connection for solicitation, advertisement, or promotion of commercial services or products.
- Except for university-authorized research, the student may not use any form of electronic communications or data storage containing pornographic or otherwise offensive or harassing content, as defined by the University's Discrimination Policy in the Student Handbook. The University maintains the right to filter such material from any network connection provided to Walsh students.
- The student may not attempt to hide or misrepresent his or her electronic identity on the Walsh data network.
- Except when authorized by the university, the student may not utilize any type of hardware or software that watches, examines and/or copies data flowing on any Walsh data network.
- The student may not duplicate copyrighted material without the expressed prior permission of the owner, except as permitted by "fair use" guidelines.

- Appeals by a student charged in violation of Walsh's Acceptable Use Policy or Student Use Guidelines should be addressed to the Vice President for Student Affairs.

### Student Access Procedures

Account Creation: Accounts for accessing the Walsh network, e-mail, and personal data storage will automatically be generated upon successful registration for a course at Walsh University.

### Account Deletion

Upon graduation, students will retain their email accounts as Alumni as long as the student has logged in within a 12-month period.

### Account Passwords

Passwords are required for accessing all Walsh computing resources. An initial password will be assigned to a new student account, after which the student will be required to change the password to something known only to the student. Customers are required to change their passwords every 90 days. No one from Walsh or any other reputable organization (banks, shopping sites, other e-mail sites, etc.) will EVER ask for your username or password under any circumstances. If this does happen, please contact the Office of Information Technology Help Desk at extension 4357 (HELP), 330.244.4357 or [helpdesk@walsh.edu](mailto:helpdesk@walsh.edu).

Password Resets and Unlocks. All students are encouraged to register for Walsh's password reset service [passwordreset.walsh.edu](http://passwordreset.walsh.edu). Once registered, a student can use this service to change their account password, unlock their account or reset their password. If you have not registered for this service, you must call the Office of Information Technology Help Desk at extension 4357 (HELP), 330.244.4357 or [helpdesk@walsh.edu](mailto:helpdesk@walsh.edu) to reset or unlock your passwords. Passwords must be reset when a student forgets their password. Passwords must be unlocked when a student (or intruder) has unsuccessfully attempted to access the student account more than 3 times.

### Walsh Network Access

The campus has complete wireless coverage and can be accessed by connecting to the appropriate student network. This network only provides internet connectivity.

Students desiring use of wired Walsh network connectivity from an on-campus student residence should execute the following procedure:

1. Plug the computer's network interface wire into an unused wall-mounted network jack in the student's residence room. Network interface card and wiring suggestions are available in the "Student Technology Services" section of the Student Handbook or from the Office of Information Technology Help Desk at extension 4357 (HELP), 330.244.4357 or [helpdesk@walsh.edu](mailto:helpdesk@walsh.edu).
2. Configure the computer's operating system to turn on a feature called "DHCP". This is necessary to automatically acquire a network address for the Walsh network. Procedures on how to accomplish this are available from the Office of Information Technology Help Desk, but only for the Microsoft Windows operating systems.
3. Upon the initial use of the student's internet browser, registration information may be requested, and the computer may be scanned for currency of patch levels and anti-virus software. Simply follow the instructions on the web pages displayed. Any difficulties with this process should be forwarded to the Office of Information Technology Help Desk.

### Residence Hall Technology Recommendations and Usage Standards

The Walsh University Office of Information Technology encourages students in our residence halls to bring computers with them. Students are responsible for making sure that their computer complies with the specifications listed below. Students are also responsible for familiarizing themselves with the services available to them in the section titled Student Access to Technology Resources and acceptable use of these services outlined within the section titled Acceptable Use of Walsh Managed Information Technology.

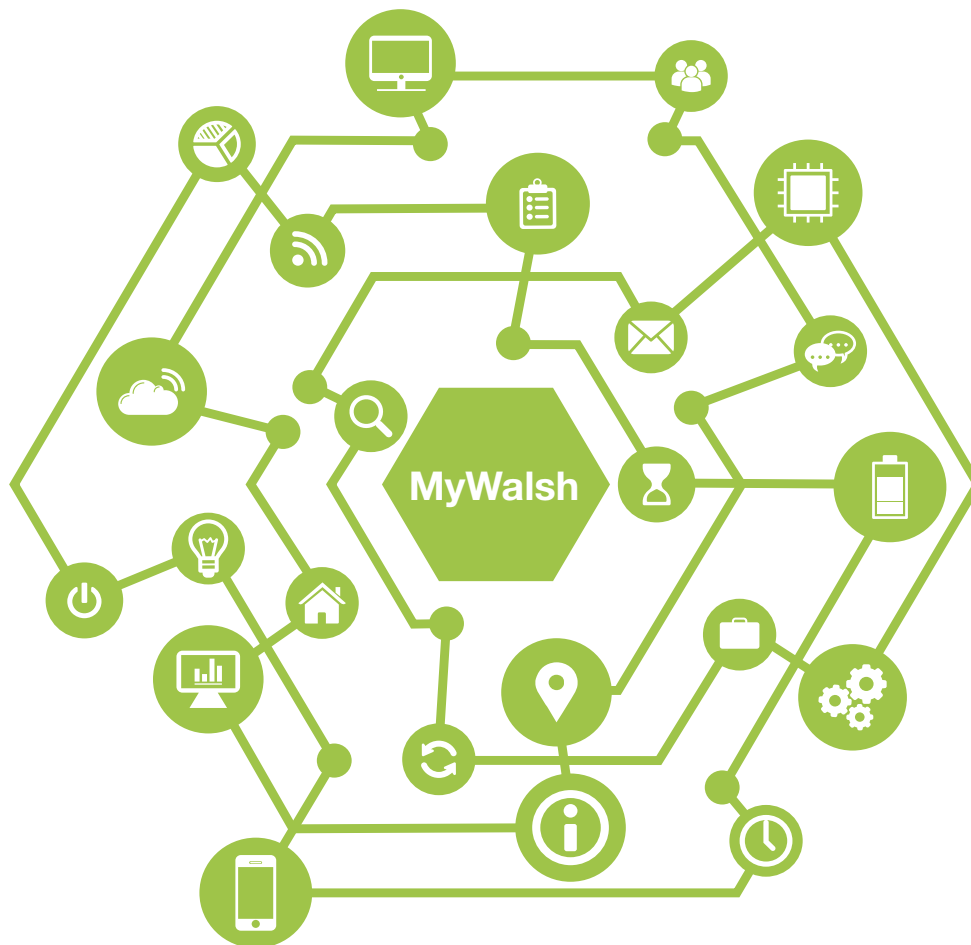
The following specifications are recommended for students that plan on connecting to the Walsh network within our residence halls.

- **Computer** – Any PC-compatible, Macintosh, Unix/Linux desktop or laptop.
- **Operating System** – Windows (7 or greater), Mac OS (release 7 or greater), Linux/Unix.
- **Network Interface Card (NIC)** – Any standard Ethernet network interface card should be acceptable.
- **Ethernet Patch Cable** – Cat5e patch cable of sufficient length to reach the network outlet (5' to 30' depending on how your room is arranged).
- **Internet Browser Software** – Any browser supported by your operating system (e.g. Internet Explorer, Google Chrome, Firefox, Safari, etc.).
- **Anti-Virus Software** – Walsh University provides anti-virus software at no cost to the student. This software, or an industry equivalent, must be installed and kept current. NO computer will be allowed on the network without an anti-virus software package installed. Contact the Office of Information Technology Help Desk for procedures on how to attain free anti-virus software.



**The following connectivity rules apply to all residence halls.**

- Walsh University provides High-Speed internet access from each residence hall room and authenticated wireless internet access within each residence hall.
- There will not be a separate fee charged to students for connection to and subsequent use of their respective residence hall room network outlet or residence hall wireless service. Damage to the room outlet or wireless access point determined to be through malicious intent or negligence will be billed to the student(s).
- Only one device may be connected to each network outlet. Network addressing information regarding the student's computer will be captured automatically, and will be used for tracking purposes should the need arise.
- A non-Walsh wireless access point may not be attached to the Walsh University network.
- A student's computer may not be configured to operate as a server accessible by other computers via the public internet.
- Walsh maintains the right to disconnect computing hardware that is deemed incompatible with Walsh's internal data network.
- Walsh maintains no responsibility for the acquisition, installation, or support of computing hardware or software provided by the student. Casual technical assistance that may be provided by Walsh support personnel shall not infer any responsibility or accountability of Walsh to the student.
- Walsh technical support (normally confined to network connectivity problems) will only be dispatched to a student residence upon approval of the resident and when the resident or resident's designee is present.
- Some type of activities may be limited on the wired and wireless network in order to protect system performance for all residents.
- File sharing applications can have a serious impact on the performance of the campus network. In addition, external organizations are fining and prosecuting students throughout the country for illegal file sharing. File sharing is not allowed on the wireless network and is limited on the wired network. Exceeding file sharing limits will result in the loss of network access.



## MyWALSH PORTAL

### MyWalsh

MyWalsh (<http://my.walsh.edu>) is a portal that provides Walsh students with one stop access to Walsh provided technology services. Services that can be accessed using MyWalsh include the Cavalier Center, ECN, Library services, email, My Training Center and the student personal data drive. MyWalsh is also a vital source of information delivery on campus. Some of the information that is delivered using MyWalsh includes university news, cafe menus, event calendars, program news, information from various clubs and organizations, athletic news, intramural programs and more.

Access to MyWalsh is limited to Walsh students, faculty and staff. Walsh requires anyone wanting access to use a single sign system called CAS. Once a student authenticates on CAS with their username and password, they can access most of the technology services outlined above without having to sign on again to those specific services.

### Cavalier Center

The Cavalier Center gives students the ability to update personal demographic information, access academic records (grades and unofficial academic transcripts), view class schedules, register for classes, add classes, drop classes, view financial transactions to include financial aid awards, enroll in a payment plan and make electronic payments.

### Electronic Course Network (ECN)

ECN stands for Electronic Course Network. Most Walsh faculty members use this system to organize and deliver course content to students. An orientation link to ECN can be found at the top left hand side of the screen when you enter the ECN system.

### Library

The library website gives students the ability to find articles, books and other helpful educational resources.

### Email

A personal e-mail account with limited storage for e-mail messages.



## ACCEPTABLE USE OF WALSH-MANAGED INFORMATION TECHNOLOGY

Walsh University makes various computing resources available to employees, students, and certain contractors (hereafter referred to as customers). These elements of information technology (hereafter referred to as Walsh IT) are at the customer's disposal and are meant to be beneficial tools in pursuit of University-related administrative and academic activities. They include all University owned, operated, leased or contracted computing, networking, telephony and information resources, whether they are individually controlled, shared, standalone or networked. Examples include:

- Personal Computers (e.g., desktop or laptop units)
- Server Computers (e.g., e-mail, Banner, Walsh web sites...)
- Printers (locally attached or networked)
- Application Software (e.g., Outlook e-mail, Word, Excel...)
- University-wide Data Network (providing electronic connectivity within the Walsh community)
- Filtered Access to the Public Internet (providing electronic connectivity with non-Walsh entities)

These computing resources are owned or managed by Walsh University. Their use, along with all information maintained in any form within the University's computer resources, is subject to various laws, regulations, contracts, licenses, policies and procedures, some of which are detailed in this statement. Infractions of this Acceptable Use Policy Statement will result in referral to Judicial Affairs, loss of access to Walsh IT resources, as well as other penalties, and/or prosecution. Walsh University does not accept any liability for illegal activities on the part of customers that circumstantially involve Walsh IT.



## GENERAL POLICIES & GUIDELINES

### Content Ownership and Management

Excepting the intellectual property rights of faculty and students, all software, data and correspondence stored within the Walsh IT infrastructure is owned or managed by Walsh University. Regardless of ownership, all software, data and correspondence is subject to this policy along with all laws, regulations, contracts and licenses that bind Walsh University. Walsh University reserves the right to randomly audit the contents of its computing resources for infractions and to take appropriate action. Walsh University will cooperate with all legitimate law enforcement agencies in regards to their investigations and relevant search and seizure laws.



### Illegal Activities

Any use of Walsh IT for illegal activities is prohibited.

### Bypassing or Interfering with Technology Safeguards

The customer must not take any deliberate actions to cause interference to the Walsh computing infrastructure or to the work of others. Deliberate attempts to circumvent privacy and security safeguards or procedures are prohibited. Such activities will be viewed as criminal in nature under applicable state and federal laws and will be reported to the appropriate authorities.

### Unauthorized Use of Technology

Unauthorized possession, copying, use, disabling or destruction of Walsh-owned computer hardware, network components, software, customer accounts or data is prohibited and punishable under applicable state, federal and local laws.

### Commercial and Personal Use

The customer may not utilize Walsh IT resources for personal gain that has not been pre-authorized by the University. Any authorization may be further restricted by the regulations of Walsh maintaining an “.edu” internet domain. The customer may not utilize Walsh IT resources for commercial gain, nor for solicitation, advertisement, or promotion of commercial services or products.

### Offensive or Harassing Content

Except for University-authorized research, the customer may not initiate or perpetuate any form of electronic communications or data storage with pornographic or otherwise offensive or harassing content as defined in the University’s policy on “Sexual, Racial and Religious Harassment”. The University maintains the right to filter such material from any network connection provided to Walsh customers.

### Identity Theft

The customer may not attempt to hide or misrepresent his or her identity as part of using any Walsh IT resources. This will constitute violation of applicable federal and/or state fraud or forgery laws and regulations.

### Copyright Laws

The customer may not duplicate copyrighted electronic material without the expressed prior permission of the owner, except as permitted by “fair use” guidelines.

### Contract and Licensing Agreements

Customers are required to uphold the terms of all contract and licensing agreements entered into by Walsh University for computer hardware and software.

## USER RIGHTS AND PRIVILEGES

**Intellectual Freedom.** The University is a forum for learning, understanding, questioning, and expressing new ideas. Recognizing that Walsh is a private, Catholic institution, and taking into account its mission, values and critical success factors, Walsh constituents are encouraged to use Walsh information technology as a conduit for this forum.

**Intellectual Property Rights.** Certain Walsh-sanctioned activities on the part of faculty or students may result in the creation of electronic material that is explicitly or implicitly recognized as the personal property of the respective faculty or student. Although created via and perhaps stored on Walsh-managed computing resources, this does not imply Walsh co-ownership or liability for such material. Walsh does maintain intellectual property rights and ownership for electronic material (documents, courses and/or curriculum, etc.) that are created as institutional assets to be used to further Walsh’s organizational mission.

**Freedom from Disruption.** Walsh University will strive to provide for all its constituents a computing infrastructure that is stable, accessible, and responsive during normal working hours. Potentially disruptive maintenance to the infrastructure will be planned in advance, and implemented during off-hours whenever possible. Disruptive activities on the part of other customers will be addressed immediately by Walsh IT staff.

**Privacy & Security.** It should be recognized that nothing is perfectly secure in the electronic world, but Walsh University will provide industry-standard mechanisms to protect the privacy and confidentiality of software, data and correspondence created by Walsh customers. The customer must assess the risk/rewards of electronically creating and storing such material using Walsh IT resources.



## USER RESPONSIBILITY & ACCOUNTABILITY

**Laws, Regulations, Contracts, Licenses, Policies and Procedures.** Customers are responsible for knowing and abiding by all applicable laws, regulations, contracts, licenses, policies and procedures. Walsh University will utilize appropriate means to communicate to customers on a timely basis any changes to this Acceptable Use Policy Statement. All customers will be required to acknowledge that they have read, understand, and agree to abide by same.

**Assistance in Enforcement.** Any recognition of infractions by others of this Acceptable Use Policy Statement should be brought to the immediate attention of the Walsh University Office of Information Technology.

**Stewardship of Technology Assets.** The customer is the steward of all information technology resources at his/her disposal. Common sense in the use/handling of all computing hardware and network components is expected. Any recognized damage or potential damage should be brought to the attention of Walsh University's Office of Information Technology staff.

**Non-Walsh Technology Assets.** The implementation of any unauthorized hardware, software or network components within the Walsh IT infrastructure is prohibited. Requests for authorization should be forwarded to the Walsh University Office of Information Technology.

**User-ID and Passwords.** User-id and password are the principal components of privacy and security within the Walsh IT infrastructure. Customers may not share their personal id with any other individual. Password secrecy is of paramount importance, and customers are required to change their passwords on a regular basis. Software rules are in place to limit the use of passwords that might easily be guessed. Customers should not leave their workstation unattended while still logged into the network or onto an application. It should be standard practice for students to log out, and for faculty & staff to log out or lock their workstation to assure that the customer's account will not be tampered with. No one from Walsh or any other reputable organization (banks, shopping sites, other e-mail sites, etc.) will EVER ask for your username or password under any circumstances. If this does happen, please contact the Office of Information Technology Help Desk at extension 4357 (HELP), 330.244.4357 or [helpdesk@walsh.edu](mailto:helpdesk@walsh.edu).

**Viruses and Malware.** The customer is expected to take reasonable precautions against importing and spreading computer viruses. Walsh University provides up-to-date software for virus detection and recovery, but the customer must remain vigilant for potentially damaging e-mail or data files that may not be caught by software.

**Incident Reporting.** Customers share a very complex computing infrastructure at Walsh University; therefore accessibility and performance problems are inevitable. Customers should report such events to the Office of Information Technology Help Desk immediately.

**Personal Use of Walsh Technology.** The primary purpose of the Walsh IT infrastructure is to enable academic pursuits and administrative processes. Use of Walsh IT for personal, frivolous or entertainment purposes that impacts accessibility or creates performance problems should be immediately curtailed.

**Technology Courtesy.** All customers are expected to practice common courtesy in their use of Walsh IT so as to be minimally disruptive to others (e.g., audio levels, chain letters, etc.).

## TELECOMMUNICATION SERVICES

Walsh University maintains private telecommunication systems for the exclusive use of faculty, staff and students. This system encompasses individual phones with voice mail services for faculty and staff as well as courtesy/house phones in the residence halls as well as emergency phones throughout campus. Since most residential students use cell phones while on campus, individual phones are not typically provided in residence hall rooms. If a student requires a phone in their room, one can be installed with local and toll free calling only by contacting the Office of Information Technology Help Desk at extension 4357 (HELP), 330.244.4357 or [helpdesk@walsh.edu](mailto:helpdesk@walsh.edu). Prior to installation, the requesting student will be required to sign out a Walsh owned IP telephone along with a deposit of \$25, which will be returned upon verification that no damage has been made to the equipment. If damages exceed the deposit amount, additional charges will be assessed. Voice mail is not available for student phones installed in the residence halls.

All internal Walsh University extensions are 4 digits and begin with a 4 or 7 (4xxx or 7xxx). These extensions can be accessed 24 hours each day and seven days each week. Internal extensions can be accessed from off campus by dialing 330-244-4xxx for extension starting with 4 and 330.490.7xxx for extensions starting with 7. Faculty, staff and student phones can dial off campus

numbers by first dialing an 8 and then the appropriate local, toll free, long distance or international number. All faculty and many staff phones are configured with the ability to dial long distance numbers. Only a select number of phones are able to dial international numbers.

Courtesy/House phones can be found in strategic locations of most buildings, typically in a hall or lobby area. Most house phones have the same calling capabilities as residence hall room phones. Others are simply offered for on-campus calling only. All phones are 911 calling accessible.

## TELEPHONE RESPONSIBILITIES AND ETIQUETTE

- Damage to the telephone outlet in a residence hall room determined to be through malicious intent or negligence will be referred to Student Conduct and Community Standards.
- It is a misdemeanor to defraud or attempt to defraud the telephone company or Walsh University by avoiding payment for a call.
- It is a misdemeanor for anyone to use any telephone facility or equipment for:
  - placing any anonymous call in a manner which could reasonably be expected to annoy, abuse, torment, harass, or embarrass any person;
  - cursing, swearing at, abusing another, or using profane, obscene, indecent, or vulgar language;
  - threatening to commit a crime against any person.
- Residential students who receive annoying or obscene phone calls should notify a Residence Life staff member. Commuter students should contact Campus Police (330.316.1088) to file a report. It may be possible to trace the source of these calls; however, some expense may be charged to the complaining student. The Hall Director or Campus Police will contact the Vice President for Student Affairs who can request a trace.
- Students are responsible for all phone calls made from their residence hall room. Campus Security may assist with the investigation of any complaint.





## APPENDIX

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ACADEMIC APPEALS .....	64	ELECTRICAL APPLIANCES .....	86
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