INTRODUCTION

College years offer the student a good 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.
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MISSION STATEMENTS

WALSH UNIVERSITY MISSION
Walsh University is an independent, coeducational, Catholic liberal arts 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 interaction.

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.

STUDENT AFFAIRS MISSION
Student Affairs affirms the philosophy and tenets of the Walsh University Mission Statement. As the primary source for life skills education, the Student Affairs team creates opportunities for students to develop in a supportive community. We provide comprehensive student services that are responsive to individual and community needs, empowering students through mentoring, teaching and modeling.

The Student Affairs team is a diverse collection of educators with a common goal. We are 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. It is our firm belief that all students have the potential to develop and become valuable assets in our world community.

Student Affairs policies flow logically from the University Mission Statement in support of the academic Mission Statement. Members of the Student Affairs team embody the Christian values espoused in the University Mission Statement, enfleshed by our care and concern for students, for relationships, and the community.

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.

DUTIES/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.
**ACADEMIC POLICIES**

I. POLICY STATEMENT
Academic integrity lies at the heart of student-teacher 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.

II. PENALTIES AND SANCTIONS
Violations of academic integrity and appropriate penalties vary in severity, and range from failure of a specific test or assignment, reduced course grade, failure of the course, probation, suspension, to expulsion from the University. The faculty member has primary jurisdiction in determining the student’s grade. However, the Office of Academic Affairs handles the process of probation, suspension or expulsion from the University, on the recommendation of the faculty member through the division chair. It is the responsibility of the faculty member to provide all documentation and supporting materials related to violation of academic integrity.

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 checks the Academic Integrity Repository for prior offences and communicates to the student the nature of the charge, the information collected, and the penalty warranted. The faculty member determines the violation, the student’s grade, and the penalty imposed.

If the student concurs with the decision, the faculty member notifies the division chair in writing of the decision and the penalty and includes any supporting materials and documentation related to the decision. The chair will send a copy of the report to the Office of Academic Affairs for inclusion in the Academic Integrity Repository file.

If the student maintains that the allegation is in error, or that the decision was unfair, he or she may submit a written appeal of the findings and/or the penalty to the division chair within ten (10) working days.

IV. ACADEMIC INTEGRITY APPEAL PROCESS
Within five (5) workdays of receiving the written appeal, the division chair/dean arranges a hearing with the faculty member and the student/s involved. At the hearing, the faculty member presents the documentation and supporting information related to the charge against the student. The student has the opportunity to challenge the charges and present any evidence refuting the charge.

After the hearing, the division chair/dean either dismisses the charge or confirms the faculty member’s decision. If the issue is not resolved at this step, either the student or the faculty member may petition, within ten working days of the division chairs’ decision, that the Dean of Instruction review the case. After receiving such notification, the division chair/dean will forward his or her decision to the Office of Academic Affairs, along with all documentation and supporting information, as well as the minutes of the student’s hearing.

Upon receiving and reviewing all forwarded materials, the Dean of Instruction (with consideration of any prior violations) may interview the involved parties and then either dismiss the charge, support the decision, or seek a recommendation from an Ad hoc Faculty Review Committee. Within five working days after the Dean of Instruction requests the Ad hoc Committee members to hear the case, the chair of the committee sets a hearing date and informs the principals involved. Each side has the right to testify before the committee and to have witnesses. The Committee chair will arrange to have all documentation available to the committee members in advance of the hearing. After the committee members interview principals and witnesses, they will put their recommendation in writing to the Dean of Instruction.

After receiving the committee’s recommendation, the Dean of Instruction will sustain or deny the appeal. The Dean of Instruction also has the authority to impose a new sanction, and the Dean of Instruction’s decision is final. Within five working days of receiving the recommendation from the committee, the Dean of Instruction provides a written notice of his/her decision to the student and places a copy of the decision, along with all documentation and supporting information, into the Academic Integrity Repository.
V. 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, forgery, sabotage, bribery, and the multi-submission of 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 materials taken from other sources. This means that students identify the source through footnotes, quotation marks and/or other forms of documentation. Sources include books, magazines, newspapers, electronic media, private letters, interviews, or other individuals’ work. Additionally, a classroom paper must not be merely a series of phrases, sentences, or paragraphs copied from a source or sources.

Cheating. Cheating is using, or attempting to use, unacknowledged or unauthorized materials, information, data, or ideas. In addition to plagiarism, looking at another student’s materials and/or using unauthorized external aids of any sort during an exam or completion of assignments is also cheating.

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 Integrity Repository. A confidential file of student academic Integrity violations kept in the office of Academic Affairs. Faculty may request confirmation of prior student offences.

GRADING SYSTEM

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

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

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

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

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...................... 1.75
- End of 2nd semester...................... 1.75
- 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. See the University Catalog for additional academic policies and degree program requirements.

STUDENT RIGHTS AND RESPONSIBILITIES

NOTIFICATION OF RIGHTS UNDER 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 www.ed.gov/offices/OM/fpco.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 appropriate University official a written request that identifies the records to be inspected. Arrangements for access will be made by the University official, 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.

**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

**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 classes each semester, or
2. Students electing the Walsh University Payment Plan, offered through Tuition Management Systems, must be enrolled in the program no later than the first day of classes each semester. An enrollment fee of $60 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 classes each semester. For details, see the Employer Reimbursement Program section below.

Students that do not follow the required payment terms will be charged interest at a rate of 12% (1% per month) 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.

**WITHDRAWAL POLICY**

Registration for classes creates a contract for payment of tuition, fees, and charges. A student choosing not to attend Walsh University must officially withdraw during the first six business days of the fall or spring semester or are obligated to pay all charges in full. Withdrawal must be made in writing through the Student Service Center. 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 sixth business day of the fall or spring semester will cancel all financial obligations to the University.

**FALL AND SPRING SEMESTERS**

- Six (6) business days or earlier...... 100% of tuition
- Seven (7) business days or later............ no refund

**SUMMER SESSIONS**

- One (1) business day or earlier...... 100% of tuition
- Two (2) business days or later............. no refund

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. 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: Shelley Brown, 2020 East Maple Street, North Canton, OH 44720.
UNPAID BALANCES
Students with outstanding balances may not register for classes, receive grades, participate in graduation ceremonies, or receive a diploma or transcript of credits. Balances that remain outstanding for over 150 days will be turned over to a collection agency and collection costs of approximately 35% will be added to the outstanding account balance.

EMPLOYER REIMBURSEMENT PROGRAM
A student whose employer offers an educational reimbursement benefit 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 in the Student Service Center. The form must be turned in to the Student Service Center (Attn: Sue Metzger) to be enrolled in this program. The form should be submitted at the time of registration. Students shall be subject to interest charges until the application is completed and submitted to the Student Service Center.

Participants in the program receive the following benefits:
- Exemption from interest charges for that 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 the semester.

After a student is enrolled in the program, there is no need to reapply in succeeding semesters. In the fall of each year, all participants in this program are required to submit a letter from their employer stating that they remain eligible for the educational reimbursement benefit. The student is responsible for notifying the University of any change in eligibility or employment status.

If a student fails to make a final payment within thirty (30) days following the completion of the academic semester, the University may elect to remove the student from the program.

CHECKS RETURNED
Walsh assesses a $29 service charge to those individuals whose checks, made payable to Walsh University, are returned by the bank because of insufficient funds.

FINANCIAL AID
Walsh University offers a competitively priced liberal arts education. Nevertheless, more than 90 percent of the University's full time students receive some form of financial assistance (Scholarships, Grants, Loans, Work-Study).

Most types of financial aid require that applicants complete the Free Application for Federal Student Aid (FAFSA), available from high school guidance offices, Walsh University’s Student Service Center, or online at www.fafsa.ed.gov. Financial assistance is determined on the basis of demonstrated financial need and academic achievement. All students must maintain satisfactory academic progress as determined by Walsh University. The Office of Financial Aid provides assistance in three basic forms: scholarships, grants, loans, and employment.

SAFETY AND SECURITY
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, North Canton Police Department, Assistant Dean for Non-traditional Programs, Springfield Township Police (School for Professional Studies, Akron campus), and the Medina Township Police (School for Professional Studies, Medina campus); and the Mahoning County Sheriff’s department (School for Professional Studies, Canfield 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, Ste 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........Telephone 330-430-3800

**SCHOOL FOR PROFESSIONAL STUDIES, AKRON CAMPUS**
Summit County..... Sheriff’s website: www.co.summit.oh.us/sheriff......Telephone 330-643-2131

**SCHOOL FOR PROFESSIONAL STUDIES, MEDINA CAMPUS**
Medina County..... Sheriff’s website: www.medinasheriff.com...........Telephone 330-725-0028

**SCHOOL FOR PROFESSIONAL STUDIES, CANFIELD CAMPUS**
Mahoning County.. Sheriff’s website: http://mahoningsheriff.com.........Telephone 330-480-5000

Contact Campus Police at (330) 490-7474 or the Vice-President for Student Affairs/Dean of Students at (330) 490-7301 to assist with any questions you may have.

**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 my.walsh.edu. *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.

**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 Summerlot at asummerlot@walsh.edu or 330-490-7296.

**GENERAL POLICIES**

**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):

<table>
<thead>
<tr>
<th>Television Stations</th>
<th>Radio Stations</th>
</tr>
</thead>
<tbody>
<tr>
<td>WKYC-TV, Channel 3</td>
<td>WAKR, 1590 AM</td>
</tr>
<tr>
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<td>WOIO-TV, Channel 19</td>
<td>WCLV, 104.9 FM</td>
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<td>WJAB-TV, Channel 43</td>
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<td>WVIZ-TV, Channel 25</td>
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<td>WGAR-FM, Country 99.5 FM</td>
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Details are also available from the University Closing Information Line (330) 490-7005

**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)
- Operating System Software (e.g., Windows XP, Windows 2000, Linux...)
- 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.
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.

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).

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 a “.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.

**ALCOHOL**

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 or consumes alcohol when she/he is not of legal age will be subject to discipline. Any student who hosts, provides or purchases alcohol for any person under the age of 21 will be subject to an immediate Level III Violation and may face civil consequences (see Student Life Judicial System).

The presence of alcoholic beverages is also limited to certain locations on campus. Alcoholic beverages, containers and/or packaging are not permitted in Alexis Hall, Menard Hall (excluding Betzler Tower) or other first-year student assigned housing. In the other residence halls, alcoholic beverages are permitted in a student’s private residence hall room, but only if one of the residents of that room is of legal age. If all official residents of an assigned room are under 21 years of age, alcohol is not permitted in that room, regardless of who is in possession of the alcohol.

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. 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.

Kegs, beerballs or any bulk containers will not be allowed in the residence halls or other university buildings (without prior authorization). Alcohol paraphernalia, including bongs, and/or items related to drinking games that promote binge drinking, are strictly prohibited and will be considered a judicial violation. The procedure to request permission to have a keg on campus can be found in the section below: Campus Events Serving Alcohol.

**CAMPUS EVENTS SERVING ALCOHOL**

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 six (6) social events with alcohol will be approved each semester and no student organization may sponsor more than three (3) 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 who wish to sponsor an event with alcohol must adhere to the “Alcohol Event Guidelines” and complete the “Alcohol Event Application”. The completed application must be submitted to the Assistant Dean of Students (Student Activities) two weeks prior to the event for the event to be considered. All pertinent information regarding events with alcohol can be obtained in the Office of Student Activities, or online at www.walsh.edu/student-activities.

BUILDING ACCESS
Campus facilities are open to students, faculty/staff and guests of the University according to the following schedule, which is subject to change:

- Autlman Health Foundation Science Center: 6 a.m -10 p.m.
- Barrette Business and Community Center: 6 a.m -11 p.m.
- Don & Ida Betzler Social & Behavioral Sciences Center: 6 a.m -10 p.m.
- Birk Center for the Arts: 6 a.m -10 p.m.
- Paul & Carol David Family Campus Center: 7 a.m -11 p.m.
- Farrell Hall: 7 a.m -10 p.m.
- Gaetano M. Cecchini Family Health and Wellness Complex: 7 a.m -11 p.m.
- Hannon Child Development Center: 7 a.m -10 p.m.
- Hoover Property: By arrangement
- La Mennais Hall: By arrangement
- Lemmon Hall & The Commons: 7 a.m – 9 p.m.
- Our Lady of Perpetual Help Chapel: 7 a.m – 9 p.m.
- Residence Halls: Locked 24-hours (accessible only by resident students)
- Timken Natural Sciences Center: 6 a.m – 10 p.m.
- Towers Connector (located between Wilkof and Olivieri Towers): 7 a.m -12 p.m.

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.**

EVENT ADVERTISING/POSTING APPROVAL
Identity Standards (effective 8/9/2005)
Walsh University policy mandates that all materials representing the university, or materials developed through outside vendors, adhere to the Walsh University identity standards. This policy requires that any materials distributed to the public (off campus) or used in the recruitment of students to Walsh University be reviewed prior to production by the marketing department, located in the Office of University Advancement. The approval process or request for revisions will occur within 24-48 hours. 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.

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 the Office of University Advancement. The marketing department will ensure the content reflects the mission of the institution and meets University identity standards.
Posting Approval – On Campus
All campus bulletin board space is to be used primarily for promoting campus events and academic program information. Occasionally, off-campus events may be approved for posting. Approved items are identified by a stamp of approval with removal date indicated.

1. All items posted on bulletin boards must be approved by the Assistant Dean of Students (Student Activities) 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.

2. 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 Assistant Dean of Students (Student Activities) or his/her designee. Any advertisement of this nature will be taken down immediately and that group/person may be subject to judicial proceedings.

3. Posters 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.

4. All approved advertisements (posters/fliers) must have a visible stamp of approval from the Student Affairs Office.

5. 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 Assistant Dean of Students or his/her designee.

6. 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.

7. 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 Office of Student Activities must approve all novelty publicity. The Director of Student Activities 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 Office of Student Activities reserves the right to designate areas for certain novelty publicity.

8. 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.

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
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 the responsibility for this freedom.

Speaker invitations come from recognized groups on campus, a member of the faculty, or a member of the administration. Speakers and programs are more in keeping with the goals of the University when they provide an open forum for the exchange of ideas. Members of the University community who have special competence are especially encouraged to contribute to such discussions. Arrangements for the presence of speakers on campus by student organizations and any nonacademic staff are made and approved through the Student Affairs Office to ensure open and balanced inquiry of issues.
Sponsorship of guest speakers does not imply approval or endorsement of the views expressed either by the sponsoring group or the University. The University does not permit the use of its monies and resources (e.g. University Relations Office) for programs which would subvert the principles of the University as stated in the University Catalog.

DISCRIMINATION POLICY

Statement of Policy
Walsh University does not discriminate on the basis of race, religion, age, sex, sexual orientation, color, disability, national or ethnic origin, or status as a veteran, in policies and programs such as those specified below. 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. In order to maintain its Catholic identity, Walsh University may prefer to hire individuals who are Catholic or who demonstrate adherence to the ideals expressed in the University Mission Statement. Finally, it is the policy of the University to maintain an environment free of sexual harassment and intimidation.

It is the stated policy of Walsh University to promote and maintain a campus environment free from all forms of discrimination, intimidation, and exploitation, including sexual harassment. The use of one's institutional position or authority to promote discrimination against any individual or group or to solicit unwelcome sexual relations with a member of the Walsh University community is incompatible with the mutual trust and respect among the University community fundamental to the mission of the University. Discrimination and sexual harassment are considered unethical and unprofessional activities, especially when they involve persons of unequal power, authority, or influence. Furthermore, discrimination and sexual harassment are illegal under Title VII of the 1964 Civil Rights Act.

In accordance with the mission statement and compliance with nondiscrimination laws, Walsh University regards freedom from discrimination and sexual harassment an individual employee and student right protected by policy. Members of the Walsh community must stand against assaults upon the dignity and value of any individual. Walsh University is committed to freedom of expression; however, the value of free expression is undermined by acts of discriminatory harassment that harass, intimidate, or humiliate members of the community or create a hostile or offensive campus environment. Protected free expression ends when prohibited discriminatory harassment begins.

It is imperative that members of the Walsh community know that discriminatory harassment will not be tolerated. Any member with complaints should refer to the Equity Board or Grievance Board Guidelines in this handbook for guidance on reporting such behaviors.

DEFINITIONS

Discriminatory behavior involves the singling out, excluding, or demeaning any individual on the basis of age, gender, religion, sexual orientation, race, ethnicity or national origin, disability or veteran status.

Discriminatory harassment generally includes conduct (oral, written, graphic or physical) directed against any person or groups of persons because of age, gender, race, ethnicity or national origin, sexual orientation, disability, veteran status or religious preference, and that has the purpose or reasonably foreseeable effect of creating an offensive, demeaning, intimidating or hostile environment for that person or group of persons. Such conduct includes, but is not limited to, objectionable epithets, demeaning depiction or treatment, and threatened or actual abuse or harm.

Sexual harassment includes unwelcome sexual advances, requests, for sexual favors, and other verbal, nonverbal, or physical contact of a sexual nature when:

1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education;
2. submission to or rejection of such contact by an individual is used as the basis for academic or employment decisions affecting the individual;
3. such conduct has the purpose or effect of interfering with an individual’s academic or work performance or creating an intimidating, hostile or offensive working, educational, or living environment.

Sexual harassment includes the following examples:

- demeaning verbal remarks that are lewd, obscene, or sexually suggestive in the form of jokes, teasing, or insults directed at a person or group
- inappropriate behavior of touching, pinching, patting, fondling, kissing, or cornering
- pressure for dates and/or sex
requests for sex in exchange for grades, salary raises, or promotion.

DISSEMINATION OF THE POLICY
All University Vice Presidents, Deans, Division and Department Chairs should take appropriate steps to disseminate this policy statement and to inform employees and students of procedures for lodging complaints. All members of the student body, administration, faculty and staff are expected to assist in implementing this policy. Equity Board provides resources to educate the University community on discrimination issues. Refer to the Grievance Board and Equity Board descriptions on pages 56 and 59 of this handbook.

DRUGS
Substance Abuse Policy
Walsh University is a community of people who are deeply concerned with the use and abuse of drugs and alcohol. The following guidelines are established to address this problem.

Students must comply with state and federal laws concerning the manufacture, presence, possession, use, sale, 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 judicial 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 III and could lead to expulsion from school. If allowed to remain in school, violators will participate in a Substance Abuse Program.

The Walsh University community does not encourage any individual to use alcoholic beverages or drugs at any time. Its use is legal only when no Federal, State, or local laws or University regulations are broken.

The Walsh University community 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.

ACTION
Chemical dependency often affects all areas of an individual's life. Assistance should be sought to determine the nature and the extent of the problem.

An individual may refuse to participate in an evaluation process or may reject a qualified medical opinion or recommendation.

The appropriate University authorities may then elect not to allow that person to continue as a student in the Walsh University community if there is evidence of alcoholism or chemical dependency.

If an individual is clearly identified by professionals as a chemical user or abuser of substance, University authorities will provide an opportunity for appropriate treatment. If such treatment requires absence from the University, that absence will be recognized as an absence for medical reason and appropriate arrangements will be made to notify teachers.

Under normal circumstances, the following procedures will be followed with students who have been identified as users or abusers of alcohol and chemical substances:

1. The student will agree to be tested for drug use at Walsh University expense.
   a. If the test proves negative, no further action will be taken.
   b. If the test proves positive, the student will be informed that he/she will be tested again in six (6) weeks. Furthermore, the student will pay for this follow up exam.
2. If the student's test is negative at this six-week period, he/she will be informed that random testing may be required.
   If the student's test is positive, the following actions may be taken:
   c. Contacting parents to inform them of the problem;
   d. Exclusion from the residence halls (if appropriate);
   e. Suspension from school for a limited period of time;
   f. Expulsion from Walsh University;
Continued counseling;

h. Regular or random drug testing at the student's expense;

i. Exclusion from participation in certain activities, curricular as well as extracurricular.

The student who is suspended from school may appeal to the Vice-President for Student Affairs/Dean of Students and produce evidence that a change in behavior has occurred. Such evidence may include medical records, counseling documents, and participation in community projects.

Any student found guilty of illegally selling or distributing drugs will be expelled from Walsh University. This policy will be enforced for the entire student body. Nothing in this statement precludes the student using the University's Due Process for appeal. Approved by the Administrative Council 11-24-87

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. In case of emergency, contact ext. 7474, (on campus from any house phone) or 330-418-1947 (from any off-campus phone) Walsh University Police; or dial 911. If 911 is called, please contact campus police at ext. 7474 or 330-418-1947 after your call to inform them that emergency personnel are en route and to provide directional information as needed to respond to the emergency.

FIRE ALARMS/EQUIPMENT
Everyone is required to vacate a building when the fire alarm has been sounded. Failure to leave could result in judicial action or civil fines. Any individual responsible for pulling a false fire alarm or tampering with fire equipment (detectors, fire extinguisher, pull boxes, etc.) may be subject to serious judicial action and criminal charges.

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

FREEDOM OF EXPRESSION

General Policy
Walsh University, in its role as an academic institution, is committed to an environment in which a variety of ideas can be reasonably proposed and critically examined. The University community recognizes that the freedom of inquiry and expression which we seek to encourage may produce conflicts of beliefs, and of proposals for action.

The free exchange of ideas and the expression of dissent within the University community are considered indications of intellectual vitality and social awareness, which are important elements in the pursuit of knowledge. It is the responsibility of all members of the University community to maintain channels of communication which will foster a climate favorable to the freedom of expression.

Implicit in these freedoms and with regard for the common purposes of the institution is the right to dissent and demonstrate in a peaceful and non-disruptive manner without unreasonable obstruction or hindrance. The University expects that those who enjoy these freedoms must also accept responsibility for order and discipline.

Freedom of expression does not include unlawful activity, activity that threatens or endangers the safety of any member of the community, destruction of property or obstruction of the normal operations of the University. Inappropriate expression which violates University policy will not be tolerated. In addition, expression that is indecent, grossly obscene or grossly offensive on matters such as race, ethnicity, religion, gender or sexual preference is inconsistent with accepted norms of conduct at the University and will not be tolerated.

The use of the University forum does not imply acceptance or endorsement by the University of the views expressed.

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/Dean of Students 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 judicial 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 an authorized official.

FUND RAISING
The Vice President for Student Affairs/Dean of Students 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/Vice-President for Student Affairs/Dean of Students 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 and University Relations.

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 University Relations 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.

HOUSING REQUIREMENT
Walsh University ascribes to the belief that the university residential experience can significantly contribute to a student’s overall collegiate experience. The Office of 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 8-semesters, unless permission to live off campus has been granted by the Housing Review Board. The decision of the Housing Review Board is final.

Permission will be granted according to one or more of the following stipulations:
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 miles of Walsh University).
3. The student is married or has a dependent child(ren) that s/he supports and that lives with him/her.
4. The student has lived in a group residential setting for eight (8) semesters (excluding summer session residency).
5. The student has been discharged from the armed forces.

Permission to be released from the University's housing requirement can also be applied for under a discretionary exemption which allows the University to consider special circumstances. The University reserves the right to grant off-campus privileges to students having special needs (e.g. special hardship, independent student per financial aid guidelines, family crisis, etc.) The decision is made according to the University’s discretion only. Violators of this policy may be subject to judicial action, fines and/or required to move back on campus. Requests for Release from University Housing Forms are available in Student Affairs and on MyWalsh.

IDENTIFICATION CARDS
All full-time and part-time matriculating students have the obligation of securing student identification cards which they should carry at all times and present upon request to any University Official or Campus Police Officer. 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 judicial 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 judicial 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 or social responsibilities to Walsh University may request a Medical Leave of Absence. The Vice-President for Student Affairs/Dean of Students grants a Medical Leave of Absence (usually based upon the recommendation from the Director of Counseling Services). Obtaining a Medical Leave can impact several areas of student life including but not limited to housing, financial aid, scholarships, medical insurance 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. The following procedures apply:
1. 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 Director of Counseling 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 Director of Counseling 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/Dean of Students 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 Director of Counseling 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 Director of Counseling 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 Director of Counseling Services, a professional staff member will evaluate the student's readiness to return from Medical Leave.

C. The Director of Counseling 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 Director of Counseling Services, the Vice-President for Student Affairs/Dean of Students 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 5/08

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 shall be deemed missing when 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.

NEW POLICIES
The Vice President for Student Affairs/Dean of Students and 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. 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. Parking permits for both commuter and resident students are distributed during orientation weekend or by arrangement with Campus Police.

Refund of Parking 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 be affixed to the lower part of vehicle-exterior rear window on the driver’s side. They should be displayed when on any University parking facility. Faculty/Staff parking permits are hung on the rear view mirror. Failure to display a valid parking permit may result in the denial of vehicle services provided by Campus Police, such as lock-out and jump-start assistance.

Expiration: Student permits expire immediately 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.

Transfer of a Motor Vehicle: If a motor vehicle for which a permit has been issued is transferred, the permit shall be removed from the vehicle. Campus Police should be notified of the transaction. Failure to do so could result in fines.

POLICIES
1. At all times, campus pedestrians have the right of way.
2. Fire lanes/Roadways: No person shall park any motor vehicle in a fire lane or other roadway so as to block traffic or interfere with safe and immediate access to buildings during an emergency. Vehicles found in violation are subject to towing, and violators are subject to a $75 fine.
3. Vehicles must be positioned so that the whole vehicle is located within the boundaries of the parking space. The allegation that other vehicles are parked improperly shall not constitute an excuse for parking with any part of the motor vehicle over any line.
4. **Loading Zones:** Vehicles shall not occupy a space marked “Loading Zone” for more than 20 minutes or the completion of loading/unloading — whichever comes first.

5. **No Parking Zones:** All areas not designated as parking spaces are no parking zones, and violators are subject to fines and towing. Parking spaces shall be designated by painted parallel lines in paved lots and bumper blocks in graveled lots.

6. **Handicapped Zones:** Designated handicapped parking spaces require special license plates or permits (issued in the Student Affairs Office). Violators are subject to towing and a $75 fine. Issuance of handicapped permits (short or long term) will be based upon guidelines set by the State of Ohio. Documentation may be necessary to prove the need for this permit.

7. **Faculty/Staff Parking Areas:** Students who park in areas designated as Faculty/Staff or Employee parking are subject to fines and towing. These areas shall be designated by signs.

8. **Visitor Parking Areas:** Parking areas designated as Visitor Parking are to be used by persons who are not faculty members, staff members or students. Violators are subject to fines and towing.

9. **Campers/Trailers:** Campers and trailers may not be parked on campus unless permission is granted through the Student Affairs Office or Campus Police.

10. **Abandoned Vehicles:** University Police or the Student Affairs Office are authorized to remove and impound abandoned or disabled vehicles. For the purpose of this policy, vehicles which occupy the same parking space for 48 consecutive hours in lots 1, 2, 4, 5, 6, 7, 8, 9 and 10 and 14 consecutive days in lot 3 are determined to be abandoned or disabled. (See Campus Map, page 64)

11. **Excessive Violations:** If excessive parking violations have been issued on a motor vehicle, it may be removed at owner’s expense and impounded. For the purpose of this policy, “excessive” shall be considered three or more tickets/violations. Removal of parking privileges may also be invoked.

**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.

**PARKING LOTS**

*Alexis Hall:* reserved for 20-minute loading/unloading zones and persons with disabilities. Additionally, there are special reserved areas for faculty/staff permit parking.

*Barrette Center:* located south of the Barrette Business & Community Center and the Don & Ida Betzler Behavioral Sciences Center, this lot is available for faculty/staff, persons with disabilities and visitor parking only.

*Birk Center:* located south of the Birk Center for the Arts and is available for students, faculty/staff and visitors.

*Cechinni Center:* Lot is reserved for faculty/staff and person with disabilities permit parking.
**Eastgate:** located east of Farrell Hall, this lot is open to commuter students, faculty/staff, and visitors. Lot is restricted to the hours of 6 a.m. to 12 a.m. Vehicles parked in this lot at any other time may be ticketed and/or towed. Exceptions can be made in the case of an emergency only through Student Affairs or the Campus Police.

**Hoover Lot:** reserved for overflow parking, designated parking and special event parking as needed. Individuals are required to use the tunnel under East Maple Street for crossing to main campus.

**Lemmon Hall & The Commons:** located on the west end of Lemmon Hall, this designated area is reserved for 20-minute loading/unloading and persons with disabilities permit parking.

**Library:** located west of Farrell Hall and the Br. Edmund Drouin Library, the lot reserved for faculty/staff, loading and unloading and differently-abled permit parking.

**Residence Hall:** located behind the residence halls, this lot reserved for residential students only. Additionally, there are special reserved areas for faculty/staff permit parking, differently-abled permit parking, and limited visitor parking.

**South Lot:** located behind the Betzler, Aultman, and Timken Science buildings, this lot is open to commuter students, faculty/staff and visitors. Residential parking in specified areas only. It is open 24 hours.

**Timken Science:** located on the east end of the Timken Natural Sciences Building, this lot open to commuter students, faculty/staff and visitors. Residential students are not permitted to park in this lot.

**University Apartments:** reserved for residents of Brauchler, Meier, and Stein Halls only (during fall and spring semesters).

**Westgate:** located between the David Campus Center and the Cechinni Health & Wellness Complex, this lot is open to commuter students, faculty/staff and visitors. Residential students are not permitted to park in this lot. It is open 24 hours.

### PARKING SCALE OF SANCTIONS

**Tier 1: Warning**  
Four (4) tickets in (1) academic year  
The student will receive a written warning from Student Affairs/Judicial Affairs.

**Tier 2: Parking Restrictions**  
Five (5) tickets in (1) academic year  
The student will receive a written notice from Student Affairs/Judicial Affairs indicating that any further parking violations will result in a tow of the vehicle.

**Tier 3: Loss of Parking Privileges**  
Five (6) tickets in (1) academic year, or substantial past violations  
The students 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/Judicial Affairs.

Parking violations will be forwarded to Student Affairs/Judicial Affairs and billed to the student’s account. Unpaid fines will result in referral to Judicial Affairs. Excessive violations of parking regulations will result in the loss of student parking privileges on University property.

### 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 the first Wednesday of each month during the academic year. Faculty or staff who wish to appeal parking or traffic sanctions should sign up for a hearing date in the Office of Student Affairs. Failure to submit an 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.)

Appeals may be in written or oral form. If the appeal occurs during a time that is a burden for the Board to convene, the chairperson will hear the case and render a decision. All decisions shall be communicated within five (5) business days of the date of the hearing.
PETS
Because of sanitation and health concerns, pets are not allowed on campus grounds or in buildings, especially residence halls. Violators will be subject to disciplinary action plus necessary repair, cleaning and/or fumigating charges where applicable. Exceptions are made for aquarium fish and guide dogs for the differently-abled. Certain staff members may be exempt from this policy based on their living environment.

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

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/Dean of Students or his/her designee will be asked to leave University premises and/or be arrested.

SMOKING/TOBACCO
As of September 1, 1991, all Walsh University buildings are considered smoke-free environments. Exceptions are made for the residence area of LaMennais Hall (the Brothers’ residence). Students, faculty and staff may not smoke in any classrooms, hallways, bathrooms, offices, lounges or meeting rooms of any building.

Walsh University has now identified appropriate locations for smoking on campus as outlined by the State of Ohio, which is strictly enforced by law enforcement agencies. Designated smoking areas meet state requirements for appropriate distance requirements to prevent smoke entering academic and residential buildings. Designated smoking areas have a cigarette receptacle clearly visible. Please contact Human Resources or Residence Life for clarification of the policy or identification of designated smoking locations.

Chewing tobacco is permitted on campus with the exception of academic buildings. Students are expected to immediately dispose of tobacco byproducts and residue in sealed containers and place such items into a trash receptacle.

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;
- Limited access to student-related academic or administrative data & procedures;
- A limited amount of printing each semester to a variety of printers on campus.

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. More information on “outbound file sharing” can be found on the W drive under the folder “Computer Ethics”. The file titled “P2PFileSharing” is a good resource on this subject.
- 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. Accounts, to include any file or email storage, will be deleted six months after graduation or six months after the end of the last class taken at any of Walsh University’s campuses.

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 180 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.
**Password Resets and Unlocks.** All students are encouraged to register for Walsh's password reset service 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 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 with a successful login.

**Walsh Network Access.** Use of an approved wireless access point, or, access to a student's personal storage on a Walsh server from a student computer may require the installation of special software on the student's computer that in turn requires network authentication to access the network and/or service.

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 un-used 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.
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 will 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 (XP 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, Netscape, 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 (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 on 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.

• 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.

• My Training Center – A central location of technology orientation and training resources. This page includes over 60 training links with a “Search for More” link to Atomic Learning that contains 1000+ additional technology training sessions.

• Student Personal Drive – A limited personal data storage space intended for data files related to a student’s educational experience.

Any questions should be directed to the Office of Information Technology Help Desk at extension 4357(HELP), (330) 244-4357, or helpdesk@walsh.edu.

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 wants 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. 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 (4xx 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.

Bright yellow emergency phones are at the main entrance of many residence hall buildings, the David Center, and at each end of the tunnel under East Maple Street. These incorporate a single button that automatically calls campus police and allows for hands free conversation. Each emergency phone also has a 10 key touch pad that allows them to be used as a standard courtesy/house phone.

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 Judicial Affairs and face disciplinary action.
- 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 (330-418-1947) 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/Dean of Students 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.

THEFTS

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 organizations traveling more than 60 miles from Walsh University or staying overnight must meet the following requirements:

1. Events must be registered with the Office of Student Affairs.
2. 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 licensed 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 Director of Finance at (330) 490-7131 at least one week prior to the rental date to complete the necessary paperwork to determine if the University's insurance carrier will approve the individual as a Walsh University insured driver. All drivers of rented vehicles must be approved by the Finance Office.
3. 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 Vice-President for Student Affairs/Dean of Students or his/her designee for all student organizations and non-academic sponsored events. The University Provost will determine the number of necessary chaperones for academic sponsored events.
4. 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.
5. Any changes in travel plans should be related promptly and directly to the advisor/chaperone’s supervisor and the Vice-President for Student Affairs/Dean of Students.
6. 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.

7. 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 my.walsh.edu/student-activities to download required forms.

VANDALISM
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

Threats of Violence Protocol
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/Dean of Students
   b. Assistant Dean of Students
   c. Appropriate Residence Hall Staff
   d. Campus Police
2. For on-campus incidents, Campus Police will be notified and dispatched to the scene by the responding University official.
3. The responding University official will contact the Vice President for Student Affairs (or his/her designee) who will act as Crisis Coordinator.

COURTSHIP VIOLENCE AND ABUSIVE BEHAVIOR
According to Walsh University, courtship violence occurs when one person in a dating relationship uses physical force, threatening or intimidating behavior so as to injure or abuse another person in that relationship. Examples include, but are not limited to, slapping, grabbing, pushing, kicking and hitting. Both women and men can be victims of this type of violence.

Walsh University does not condone the use of violence by any individual — even those involved in courting relationships. This type of behavior could result in dismissal from campus. Due to the dynamics involved in courtship violence, judicial procedures may be adapted in order to better meet the needs of the both parties. Counseling for both parties is always recommended and is often required.

FIGHTS AND HARASSMENT
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 or threatening behavior on the part of students will not be tolerated. Depending on the circumstances, this type of behavior could result in dismissal from campus.

SEXUAL ASSAULTS AND HARRASSMENT
Sexual assaults are by far the most prevalent, serious crimes committed on university campuses. Women can be particularly vulnerable to this type of criminal violence, but sexual assaults are not just limited to women. Assaults can be committed by strangers, but the majority are perpetrated by someone the victim knows.

Rape is defined as forced sexual intercourse perpetrated against the will of the victim. The same definition applies to both stranger and acquaintance rape. The word “force” may refer to physical violence, coercion, or the threat of harm to the victim. Sexual harassment is unwelcome sexual advances or requests for sexual favors by someone who uses, threatens to use, or implies that submission to or rejection of such conduct will have an impact upon employment or academic decisions affecting the victim.
Other types of sexual assaults include sodomy, oral copulation, rape by foreign objects and sexual battery (the unwanted touching of an intimate part of a person for the purpose of sexual arousal).

Sexual assaults and attempted sexual assaults severely damage the health and safety of all students, but they especially damage the well-being of victims. A sexual assault committed by a member of the campus community against another member of the campus or local community could result in immediate dismissal from campus and/or from classes. Sexual assaults are in violation of the Ohio Criminal Code, so criminal or civil charges may also be pressed.

If you or a friend of yours is sexually assaulted, it is important to seek immediate medical treatment. The University Counseling Center is available for assistance in coping with the trauma of a sexual assault. Please call campus extension 7348 or check emergency numbers posted in the residence halls.

The University encourages all victims to report sexual assaults. Reporting the crime ensures that victims receive the needed services, gives victims a feeling of control, enhances their recovery and also deters assaults from happening to others.

HAZING
The University prohibits hazing of any description by any individual or campus organization. Any student with questions or concerns on this matter should direct them to the Vice-President of Student Affairs/Dean of Students.

The University prohibits hazing in accordance with the Ohio State Law: Section 2910.20 (12317).

No student or person in attendance at a public, private, parochial, or military school, university or other educational institution shall conspire to or engage in hazing, committing an act that injures, frightens, degrades, or disgraces a fellow student or person attending such institution. Whoever violates this section shall be fined no more than two hundred dollars or imprisoned not more than six months, or both, and in case of fine, the sentence shall be that the defendant be imprisoned until such fine is paid.

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 judicial action.

Individuals who have applied for and successfully completed the application process for the Ohio Concealed Carry permit must follow the law as prescribed. Fire arms are not permitted to be carried on any university grounds or University owned property.

JUDICIAL SYSTEM

SOCIAL CONDUCT
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 judicial 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 judicial 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 Vice-President of Student Affairs/Dean of Students. Each student, along with the staff, has the right to make judicial referrals to the Vice-President of Student Affairs/Dean of Students.

If the violations and/or violators are of such a nature that the Vice-President for Student Affairs/Dean of Students 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 judicial hearing may be scheduled. These incidents, along with those involving sexual harassment and sexual assault, may result in an Administrative Judicial Hearing with the Vice-President for Student Affairs/Dean of Students or his/her designee, who will serve as the sole Hearing Officer.

**JUDICIAL SYSTEM DESCRIPTION**

The mission of the Walsh University Judicial System is to foster a sense of responsibility for personal and community standards through education and personal accountability. This is achieved by consistently reviewing and determining appropriate judicial responses in cases involving any breach of Residence Hall policy, University policy (i.e., cafeteria, game room, inappropriate classroom behavior, or any other area governed by Student Life), and student association regulations.

The judicial system 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 III response for extreme inappropriate behavior.

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 judicial appointment with the official (within five business days from the date of the summons) to discuss the judicial process, particulars of the charges, and resolve the allegations. This time frame may change in serious cases, at the discretion of the Chief Judicial Officer, Vice-President for Student Affairs/Dean of Students or his/her designee. Please be advised that the student’s failure to respond to a written notification is considered a serious violation within itself. Should a student fail to respond or elect not to respond, the Hearing Officer or Student Life Judicial Board will move forward with the case in the student’s absence. In such instances, decisions regarding recommendations or other appropriate sanctions cannot be appealed. Extenuating circumstances (i.e., documented medical emergency) will be reviewed by the Chief Judicial Officer on a case-by-case basis.
STUDENT LIFE JUDICIAL BOARD

The membership of the Student Life Judicial Board shall consist of a one Student Affairs staff member or the Judicial 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 Judicial Officer or his/her designee will appoint members from the Walsh Community. The Chief Judicial Officer, with verified approval from the Vice-President for Student Affairs/Dean of Students, reserves the right to reassign Student Life Judicial Board cases as an Administrative Hearing if the Judicial Board is unable to convene or the circumstances of the case warrant.

Advocates: The student may bring an advocate from the University community to assist him/her in the hearing process. An advocate may assist the student in planning his/her defense and may sit next to the student during the hearing. An advocate cannot speak for the student during the hearing but can speak to the student, reminding him/her of pertinent questions to be asked. An advocate may also be present after the hearing when the chairperson explains the student'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.

Judicial 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.

Legal Counsel: Students who have concurrent criminal charges pending against them may be permitted to consult with legal counsel during their judicial hearing. This requires approval by the Vice-President for Student Affairs/Dean of Students or his/her designee of a formal written request by the accused student. However, the role of the counsel is limited to consultation only with the student. Counsel is not permitted to speak during the hearing other than direct communication with the accused student. If counsel violates this policy, he/she will be removed from this and concurrent judicial 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 student where concurrent criminal charges are not pending, the student will be granted permission to representation by legal counsel as well.

JUDICIAL PROCESS:

1. 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 from a University official(s). Please be advised that a student’s failure to respond to a written summons notification is considered a serious violation within itself and such failure to respond will entail an automatic judicial sanction levied against the student. Should a student fail to respond or elect not to respond, the Hearing Officer will then move forward with the case in the student’s absence. In such instances, decisions made regarding sanctions, Judicial Board referral or other appropriate sanctions cannot be appealed and are not subject to arbitration. Extenuating circumstances (i.e. documented medical emergency) will be reviewed by the Chief Judicial Officer a case-by-case basis.

2. The student has the opportunity to discuss his/her involvement in the incident with the Hearing Officer.
   a. If the student and the Hearing Officer agree on the level of involvement and sanctions, he student will sign a Judicial Agreement form.
   b. If an agreement on the level of involvement is not reached, the case will be referred to the Student Life Judicial Board (see step 4).
   c. If an agreement on the level of involvement is reached but not on the sanctions, the student may elect to use the Judicial Board or the Arbitration process (see step 3).
   d. The Hall Director may, with any case, consult with the Dean who, in his/her discretion, may determine that the case is best resolved by the Judicial Board and refer the case immediately to that entity. This will most likely occur with cases of a serious nature (i.e., theft, assault, etc.), repeat offenders, or students already on judicial sanctions. The Judicial Board process, as written in step 4 below, will then be followed.
3. Arbitration is used in the judicial process once both the Hearing Officer and student agree on the level of the student’s involvement in an incident but do not agree on the sanctions. In order to reach a resolution on the matter, both parties must submit their own recommendation to the Chief Judicial Officer or his/her designee who will review and choose an appropriate course of action. The written recommendations must be received by the Chief Judicial Officer (C.J.O.) within three (3) business days from the date of the original judicial conference. Should the recommendation not be provided with in this timeline, the C.J.O. or his/her designee shall render a decision which is final. In the arbitration process, the C.J.O. must select one or the other judicial recommendations. This will hopefully encourage both parties to be reasonable in their recommendations, knowing that if either offers a recommendation leaning toward either extreme (too harsh or too lenient), their recommendation will most likely be disregarded. Supporting materials and statements in support of either recommendation should be submitted to the C.J.O. If deemed necessary or if requested by either party, the C.J.O. can schedule a hearing with either or both parties before reaching a decision. Once the Chief Judicial Officer or his/her designee has reached a decision, the decision shall be communicated to all parties involved. The parties involved should be aware that the end result of such an arbitration process cannot be appealed.

4. The Judicial Board is used in the judicial process when the student and Hearing Officer cannot agree on the level of involvement in an incident, when the student selects the Judicial Board over the Arbitration Process, or at the discretion of the Chief Judicial Officer. If the alleged infraction occurs during a time when a Judicial Board has not yet been selected or trained, or at such a time that it is a burden for the Judicial Board members to convene (finals week, vacations, etc.), the C.J.O. or his/her designee will hear the case and render a decision.

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 judicial board hearing is available upon request to the Dean. Members of the Judicial Board shall assemble to hear the case.

a. The chairperson shall read the incident report(s) indicating violations of University policy.

b. The accused party shall plead “in violation” or “not in violation” regarding individual allegations.

c. All parties involved will have an opportunity to present information, witnesses, and ask and respond to questions.

d. The involved parties may present up to two character witnesses.

e. 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.

f. After deliberations are completed, the student shall be asked to return to the hearing room where the chairperson shall report and explain the decision of the Board.

5. All judicial proceedings including the Arbitration Process and Judicial Board shall remain confidential unless authorization is provided by the student. Outcomes may become a part of a student’s record and in such cases will be bound by the Family Educational Rights and Privacy Act of 1974.

6. The judicial system, as well as the hearing process, is designed and implemented to be a learning process for all involved.

Appeals: The student shall be informed of the right to appeal the decision of the Board to the Vice President for Student Affairs/Dean of Students. 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 on due process issues. 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 judicial 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 judicial hearing.

2. The right to remain present during the entire judicial 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 judicial 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.

LEVEL I: WARNING STATUS
Infractions: could include, but are not limited to, noise, repeated warnings, first-time alcohol offense, visitation, etc.
Consequences: Student will receive a warning. Student may also have special conditions attached (i.e., community service hours, reflection paper, educational program, etc.)

LEVEL II: STRICT PROBATIONARY STATUS
Infractions: could include, but are not limited to, repeated offenses after Level I; disruptive behavior of a serious nature such as vandalism, harassment, and physical fighting; failure to fulfill sanctions, etc.
Consequences: A Level II will normally include one or more of the following.
1. Probation for a period no less than 30 days, which results in a “Not in Good Standing” status.
2. Loss of participation in any University-sponsored activities and functions, such as athletics, intramurals, student government, etc.
3. Loss of athletic privileges (i.e. representing the University in collegiate contests) and/or scholarships as outlined in the scholarship contracts.
4. Further inappropriate behavior could result in an immediate Level III status.
5. Loss of residence hall privileges or additional conditions.

LEVEL III: SUSPENSION OR EXPULSION STATUS
Infractions: The following is a list of what may be deemed an immediate Level III.
1. Possession of firearms (including B-B and pellet guns), swords, arrows, ninja stars, 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. 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, beer ball, 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 judicial 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 judicial 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.

CONSEQUENCES: A LEVEL III WILL RESULT IN THE FOLLOWING.
1. The student must move off campus no later than 24 hours of signing the Judicial Agreement form or receiving the decision of a judicial hearing. The timeline will be determined by the Hearing Officer.
2. 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 residence life staff’s recommendation (in consultation with the Vice-President of 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 of Student Affairs that the student be suspended or expelled from Walsh University.
3. The student may be on campus to attend classes only.
a. The student may not attend any University-sponsored functions, athletic events, dances, etc.
b. The student may not visit campus, residence halls, dining halls, or the University.

4. The student will suffer the following consequences:
   a. Loss of athletic privileges (i.e., representing the University in collegiate contests) and/or scholarships as outlined in scholarship contracts.
   b. Addition of special conditions.

5. The student will forfeit room and board charges during the time of the suspension or expulsion from residence halls, dining halls, or the University.

6. Violation of Level III terms is grounds for immediate suspension or expulsion.

SPECIAL CONDITIONS
Special conditions are those sanctions — generally, educational in nature — that can be imposed as an outcome of a judicial hearing. These special conditions may include, but are not limited to, the following:

1. A typed, single spaced paper that relates to the violation. The length of the paper will not exceed five (5) pages. This paper can be based upon researching appropriate articles, critiquing an applicable movie, or a one-on-one interview. The appropriate University official(s) will have the final determination.

2. Campus or Community Service: a student may be provided the opportunity to opt for community service in lieu of losing extracurricular privileges which are viewed as positive influences on a student’s development. A specific number of hours will be assigned and must be completed by a specified date. Failure to do so results in loss of the Community Service option and the imposition of other judicial sanctions.

3. Educational Program: work in conjunction with other students and staff on the development and implementation of an educational program that correlates to the violation. The appropriate University official(s) will have final approval on the program.

4. Attend a seminar or meeting that is pertinent to the violation. Examples could be Alcoholics Anonymous (alcohol violation), visit the local fire department (fire safety violation), attend a Residence Hall Council Meeting (personal accountability), etc.

5. Personal interview: interview an official or professional on a topic that is related to the violation. Examples could be a counseling staff member (alcohol), campus police officer (personal safety), Coordinator of Multicultural Affairs (issues of racism or phobias), etc.

6. Reparation/Replacement of University property or personal property of another individual. If University property or the personal property of another is damaged, the violator could be responsible for the reparation or replacement of the item damaged or destroyed.

7. Counseling: a student may be required to complete a mandatory number of counseling sessions, participate in an alcohol assessment, or participate in other assessments/services provided by the Counseling Center. In unique situations, a student may be required to access services at an outside source. The student is responsible for all expenses associated with referrals to off-site mental health providers.

8. Behavioral contracts: a contract that outlines specific standards of behavior that the student will model.

FINES
The following is a summary of infractions that will incur an immediate and automatic fine:

Cleaning Charge ________________________________________________________________ $30.00 (minimum)

Climbing on the roof of any University facility ________________________________ $100.00

Unauthorized possession and/or consumption of alcohol and/or non-prescription drugs _______ varies*

Students will be responsible for costs associated with assigned programs or assessments required through judicial sanctions:

Possession of unauthorized bulk container(s) or alcohol or alcohol paraphernalia _______ $50.00 (per student)

Failure to dispose of trash ______________________________________________________ $25.00 (per student)

Occupancy of room without authorization from Residence Life ________________ $25.00 (per day)

Possession of firearms or other weapons __________________________________________ $150.00

Possession or use of unauthorized key(s) __________________________________________ $125.00

(additional costs will be based on # of keys are re-cores necessary)
Removal of furniture from designated areas $25.00 (first day), $10.00 everyday thereafter
Tampering with fire equipment $150.00
Unauthorized Pets $50.00 (all necessary repair, cleaning, fumigating charges, where applicable)
Unauthorized room change or improper check-out $30.00
Failure to return residence hall room to its original set-up $50.00
Removal of utensil, glasses, dishes and/or other items from Dining Hall $10.00 (per item)
Propping open an entry door to any residence hall $100.00
Providing alcohol to a minor $100.00
Driving on sidewalk or grass area (not approved) $100.00
Failure to vacate room during a fire alarm/drill or campus emergency $100.00

RESIDENT STUDENT RESPONSIBILITIES

CHECK- IN/CHECK- OUT POLICIES
On the first day of occupancy, each student will receive an inventory of the room. This form is to be checked, signed and returned to the Resident Assistant on the first day of occupancy. Each student will be accountable for any deterioration of the room or its contents beyond normal wear and tear. At the end of the occupancy period, the Resident Assistant will inspect the room for damages and make notations regarding the room condition on the inventory form. The student must sign the inventory form and return it to the Resident Assistant. Once all students are checked out, the Hall Director will make a final inspection of all rooms for damage and may make alterations to the damage billing. Students are responsible for leaving their rooms in clean condition. A cleaning fee will be assessed to students who fail to fulfill this obligation. A student must be full-time in order to live in the residence halls or apartments.

The room must be returned to its original condition and set up as when checked into. This includes general cleanliness, furniture placement, beds bunked, etc. Failure to do so will result in the minimum of a $50 fine.

COOKING
Cooking in the residence halls is extremely limited due to sanitary, electrical, and fire safety concerns. Only those appliances listed as permissible under the Electrical Appliance section of this handbook are allowed for cooking purposes. Microwaves are allowed in all the residence halls. Cooking is allowed in Lemmon Hall and University apartments due to the presence of the kitchen facilities and fire safety equipment. Even in these buildings, though, appliances must be of a reasonable safety standard as determined by the judgment of the Residence Life Staff.

DAMAGE CHARGES
Resident students are responsible for their environment. The residence halls are maintained for the convenience of the students. Residents responsible for damages to the buildings and their facilities are charged. These 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 public areas, e.g. lobby, corridors, and phone stations, may be charged to residents of the damaged area unless the vandal’s identity is determined. Each resident should report all damage to his/her Resident Assistant immediately.

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. Window decorations may be permitted if they are within the boundaries of good taste and respect the spirit and intent of Walsh University. The decorations must be acceptable to the Residence Hall Staff.
DEPOSIT
The $200 housing deposit is retained by the University against possible losses or damages incurred by residents during their occupancy. The deposit, less any charges, will be returned to the resident’s University account only when a student:

1. Has returned all residence property in good condition.
2. Has met all financial obligations to the University.
3. Has not renewed his/her housing contract for the next academic year.
4. Has been declared ineligible to enter or return to the University due to academic reasons.
5. Has terminated his/her enrollment at the University or terminated his/her housing contract within the deadline set on the housing contract.

DOOR PROPPING/FORCED ENTRY
Residential students are responsible for helping to maintain a safe environment within the residential halls. Propping any exterior door is not permitted and is considered a breach of building security. Students found propping or forcing open exteriors will face immediate judicial action. The first offense will result in a $100.00 fine and removal from the residence halls for a period not to exceed 30 days. Repeated offenses will face significant judicial action.

ELECTRICAL APPLIANCES
A student may bring a small refrigerator to campus if it is in good working order, and does not exceed 2.2 cubic foot capacity, 115 volts, AC 60 cycles and 1.5 amps. The additional items listed below may also be brought.

- radios
- fans
- TVs
- small George Foreman grills
- stereos
- clocks
- microwaves
- hair dryers
- VCRs
- tape recorders
- computers
- popcorn poppers

Due to safety considerations, the following items are prohibited from the residence halls:

- portable heaters
- halogen lamps
- hot plates
- candles
- propane grills
- incense
- toaster ovens

FURNITURE
Lounge TVs and furniture are for everyone’s benefit. They are not to be removed from lounges. Removal will result in a $25 fine ($10 per day thereafter) plus judicial action. Removal of furniture (bunk beds, chairs, desks, tables etc.) from other University areas will result in severe judicial action, plus a $25 fine. All furniture that is in your residence hall room or in your apartment/suite when you arrive must remain in that space. Storage space is not available. University furniture may not be removed from a residence hall room at any time. This includes the balconies located in Brauchler, Meier, and Stein Halls.

Resident students are not allowed to alter their suite into a living room/bedroom setup. This means that residents cannot move all four beds into one room of the suite. Each room must contain two complete beds, dressers and desks. This policy is designed to reduce damage to the furniture, walls, and carpet and to alleviate the occurrence of a variety of disputes which arise from having four roommates share a living environment designed for two.

GUEST POLICY
All visitors (non-residents and non-students) to the residence halls are the responsibility of the resident who invited and/or admitted that visitor into the building. Visitors must be escorted, at all times, by a resident of the building and have a valid form of identification (i.e. driver’s license) on their person at all times. Unescorted visitors may be asked to leave the building and may be subjecting themselves to judicial action. A visitor who is in the building once Privacy Hours begin is considered a guest and must then conform to the Guest Policy.

Residents allowing nonresidents into the building are putting themselves and others at risk. Our goal is to maintain a safe and secure residence hall environment. Allowing nonresidents into the building means that person becomes your visitor, and, therefore, your responsibility. This includes allowing someone to follow you into the building through the door you opened for yourself or through one that is propped open. Those freely allowing nonresidents into the building (those that are not their guests) are subjecting themselves to serious judicial action and possible removal from on campus living, without refund of fees.

Guests visiting the residence halls between 8:30pm – 8:00am must be registered with the Residence Life through MyWalsh (my.walsh.edu). Upon registering on MyWalsh, the host will receive a confirmation email indicating that Residence Life has been notified of the registration. When applicable, guests will be able to pick-up a residence hall guest parking permit from the hall office during the visitation periods. Overnight guests of the same sex as their host are permitted in the residence halls. 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 those situations in which a guest is utilizing this privilege for the purpose of temporary residency.

A guest may be asked to leave the campus if s/he fails to present valid identification or for behavior in violation of University policies and/or procedures. Violation of this policy will result in judicial action.

**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.

**HANGING BEDS/LOFTS**
Suspending beds 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 face judicial action. Lofts, other than University furniture, are not permitted in the residence halls.

**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.

**MUSICAL INSTRUMENTS**
Musical instruments are not to be played in the residence halls at any time. Students who need to practice their music are encouraged to identify other locations so that the student environment of the hall is not compromised.

**OCCUPANCY OF HALLS**
Dates and times that residents may occupy the residence halls are determined by the Office of Residence Life. 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. For graduating seniors, the halls close on graduation day. Permission from the Director of Residence Life must be obtained to arrive before or stay after the above times. The residence halls will be closed during all University vacation periods. A student’s room may not, at any time, be used by anyone other than the resident(s) to whom it is 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 or restoration of any University or personal property damaged or compromised as a result of this activity.

**PRIVACY**
Walsh University ascribes to the belief that students, by agreeing to live in residence hall communities that support the mission and values of a Catholic institution, agree to certain roommate rights, including the right to sleep undisturbed in one’s room without noise caused by roommates or guests, to have free access to one’s room and its facilities without pressure or interference from roommates, and to personal privacy. 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. Agreements should be made during the first days of the academic year and reviewed periodically by the residents of a room.

Privacy hours, designed to provide adequate privacy, are times when students can expect their personal areas of residence to be free from the presence of members of the opposite sex. Personal areas are defined as individual rooms and corridors on regular floors. Residents wanting to visit with students 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. Privacy hours are midnight to 8 a.m., Monday through Friday mornings, and 2 a.m. to 9 a.m. Saturday and Sunday mornings. Resident students requesting to have
an overnight guest of the opposite sex are required to make arrangements with another resident 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 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 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 judicial action 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/suitmates.
- 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/COURTESY HOURS
Residence Hall quiet hours are 10 p.m. to 10 a.m., Sunday through Thursday, and 1 a.m. to 10 a.m. Saturday and Sunday mornings. 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) from your room. The remainder of the day is regarded as “courtesy hours” where excessive noise, including loud stereos, is unacceptable. During exam week, quiet hours will be extended to twenty-four (24) hours a day.

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.

Members of a residence hall floor may vote to elongate quite hours to start prior to 10:00 p.m. (Sunday – Thursday) or 1:00 a.m. (Friday and Saturday) by a 2/3 majority of vote from the floor and approval from the Hall Director.

ROOM 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. He/she will also require you to obtain the signatures of all those involved in the room change in order to verify their agreement. 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 INSPECTION/ENTRY
Room inspections may be made at the discretion of Student Affairs or Residence Life. 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 an occupant of the room may be physically harmed or endangered.
2. That University property needs inspection.
3. That maintenance, sanitation, and/or repair is necessary.
4. That a violation of Federal, State, Local, or University regulations is occurring.

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.
A room search will not be made unless a search authorization has been obtained for the Vice President for Student Affairs/Dean of Students. 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 demands an immediate entry and/or search, a University official may exercise that right.

SINGLE ROOMS
Student room and board charges are based on a double room occupancy charge. Therefore, a student residing in a room as a single, for any reason, will be billed the single rate. To avoid this charge, a student must:

1. Find another roommate of his/her choice that also has a single and consolidate into one room. Permission from the Hall Director must be obtained before consolidation occurs.
2. Request in writing to the Hall Director of his/her hall that a roommate be assigned to his/her room and/or consolidate to another room once notified by the Hall Director. Once notified, a single room occupant must consolidate within three days or that person will be charged the single room rate regardless of whether a single room contract has been signed. The Office of Residence Life reserves the right to refuse requests for single rooms should enrollment and/or other demands necessitate such action. Single rooms are awarded the second week of each semester according to a priority basis.

SPORTS/GAMES
Under no circumstances are students to be engaging in any kind of sport activity in the residence halls, 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.

WINDOW SCREENS
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, three Full Justices, Alternate Justice, and a Judicial Clerk. 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.

COMMISSIONS
The WUSG President and Senate establish commissions of the WUSG for specific purposes. Commissions may be standing (permanent) or ad-hoc (short term). Each commission consists of a minimum of three members, and a chairperson who is elected by a majority vote of the WUSG. All commissions are to report to the President and WUSG Senate on a regular basis, and are responsible for the proper implementation of that commission’s duties. Commissions include: the Elections Commission, Commuter Commission, Executive Budget Commission, Student Allocation Commission, Diversity Affairs Commission, the Senior Commission, the Environmental Commission, and the Service and Social Outreach Commission.

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 on the first consecutive Monday and Tuesday following April 1st (excluding holidays) in the semester prior to the one in which they will be in office. Polls will be open in the Paul and Carol David Family Campus Center from 9:00a.m. to 6:30p.m. 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
The WUSG office is located in the basement of the David Campus Center. Office hours and availability of WUSG members are posted outside the door of the WUSG office. Students are encouraged to come to the office to share both academic and non-academic concerns with the members of the WUSG. All meetings of the WUSG, which are held every other Thursday, 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.

The WUSG assists students and organizations through funding, and representation regarding various affairs, and university services and policies. Members of the WUSG are 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 _____________________________________________________________________________________ Amy Malaska (330-490-7321)
President ___________________________________________________________________________________________________ Matthew Voytek
Vice-President ______________________________________________________________________________________________ Christian Zwick
Treasurer __________________________________________________________________________________________________ Andy Gromofsky
Senate Chair __________________________________________________________________________________________________ Chloe Zidian
Vice-Senate Chair ______________________________________________________________________________________________ Justin Garcia
Chief Justice ___________________________________________________________________________________________________ Kyle Garrison
Executive Justice _____________________________________________________________________________________________ Derek Anders
Senate Clerk ____________________________________________________________________________________________________ Mike Garcar

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.

**Treasurer:** WUSG Bookkeeper. Elected position. Duties include keeping the financial records of all branches of WUSG and the University Program Board, 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, appointing a Senate Clerk, 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, appointing a Clerk of Courts, 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.

**Judicial Clerk:** Serves as Secretary and record keeper. Appointed position. Duties include recording and making available for public inspection a record of Superior Court sessions, distributing results to WUSG and appropriate administrators, maintaining Court files and assisting the Chief Justice with correspondence.

**Commissions Chairs:** Chair Standing Commissions. Elected positions. Duties of each Standing Commission are available upon request of the WUSG President.

**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.

**ADDITIONAL LEADERSHIP/SERVICE OPPORTUNITIES**

**STUDENT ORGANIZATIONS**
Walsh University has a broad selection of student organizations covering a multitude 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. Interested students should contact the Office of Student Activities at 330-490-7306 or visit www.walsh.edu/student for a complete listing.

**UNIVERSITY PROGRAM BOARD**
The University Programming Board (UPB) is a student run organization responsible for providing diverse social programming for Walsh University. The organization is comprised of fourteen (14) students who design and implement a wide range of programs. These programs include events such as Homecoming, on campus concerts and comedians, outdoor festivals, recreation events and much more. If you would like more information or are interested in joining the University Programming Board, visit www.walsh.edu/university-programming-board

**RESIDENT ASSISTANT POSITIONS**
Resident Assistant: Student Life paraprofessional staff position. Appointed/paid position. Duties include knowing and caring about residents; promoting the total campus program; understanding, supporting and enforcing University and Housing policies; knowing University facilities; supporting maintenance staff; protecting and respecting confidential information; understanding and appreciating persons of minority populations; and abiding by the Department’s ethical standards. Applicants must have been a Walsh student for at least one semester (exception given to graduate students, have a minimum 2.5 cumulative GPA at time of application, and be enrolled as a full-time student. Resident Assistants receive room and stipend as compensation. Interested students should contact the Associate Director of Residence Life at 330-490-7538.

**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. 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. Students generally receive minimum wage. Some positions may include additional benefits such as room and board.

**AWARDS**

**ACADEMIC AWARDS**
Academic awards are presented in the spring at the annual Honors Convocation. These awards include the following:

**Walsh University Outstanding Student Award:** Presented to the student with the highest grade point average, requiring that a minimum of 64 credits were taken at Walsh.

**Walsh University Outstanding Student (By Program) Award:** Various academic departments present an outstanding student award to a senior (and junior in some programs). These awards are decided by each department.
STUDENT AFFAIRS AWARDS
Student Affairs awards are presented in the spring at the annual Servant Leadership Banquet. These awards include the following:

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.

Who's Who Among Students in American Universities and Colleges
Who's Who Among Students in American Universities & Colleges is a national program designed to recognize both academic excellence and service to Walsh University and the community. Recipients must meet the national program guidelines (undergraduate juniors or seniors who have demonstrated consistent excellence) and Walsh requirements (overall grade point average of 3.0 and qualities of character, leadership and participation in college student activities and service). Candidates, nominated by the Walsh community, must submit an application to the Student Affairs Selection Committee, which is charged with selecting the recipients. Recipients are entitled to a lifetime use of the reference/placement service, personalized certificate attesting to the honor, local and national publicity regarding their selection, invitation to participate in national student polls conducted periodically on major issues of the day, and listing in the current volume of Who’s Who Among Students in American Universities and Colleges.

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.

ACADEMIC SERVICES

ACADEMIC SUPPORT CENTER (ASC)
General Information
The ASC provides one-to-one or group tutoring in writing and major academic content areas (like math, science, and foreign language), and it also coordinates the delivery of selected academic accommodations to students who have verified their disability status through the Office of Counseling Services. The center is located in Farrell Hall room 209, and the ASC phone extension is 7235. The Director of the Academic Support Center is Ryan Sweet, who can be reached by phone at extension 7234 or by e-mail at rsweet@walsh.edu. The tutoring lab is staffed with peer tutors who are employed through work-study or payroll. If you are interested in becoming a tutor, please contact the Director.

By the second week of each semester, the ASC posts lab hours for the center around campus both in hard copy and on-line, and sends a mass e-mail to all students through the campus network. Tutorial hours will vary depending on tutor schedules, but by-arrangement opportunities are always available with sufficient early notice. ASC tutoring is not available during examination week, but pre-arranged test proctoring services do continue during this time.

The Center provides free of charge:
- One-on-one tutorials from a half-hour to an hour in length, offered at pre-scheduled tutor times or by mutually-convenient arrangement.
- Group tutoring and/or study groups in selected academic areas. Study groups are usually arranged in advance and are advertised across campus.
- Writing assistance 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 also be sure to bring the assignment sheet, if possible.
- Assistance in MLA, APA, and Turabian research and documentation styles.
• Tutorial assistance for writing in all subject areas. The ASC supports the Writing Across the Curriculum program, as well as the Director of Career Services in constructing resumes and cover letters.
• 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 Center 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.
• Selected academic accommodations for physical and learning disabled students, including two quiet testing areas, untimed testing, and confidential letters to professors. Students who wish to utilize these services must first verify their disability status with the Office of Counseling Services.

PROCEDURES
All students may sign up for tutorials in the notebook located on the Center receptionist's desk in Farrell Hall room 209. Also, students may contact the Center at extension 7235 and request an appointment or a by-arrangement opportunity. 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.

Any student interested in receiving academic accommodations for a verified disability must initiate and attend a simple paperwork-processing meeting at the beginning of each semester before any accommodations can be given for that semester.

This meeting can be arranged with the Director of the Academic Support Center (or his designee) at any time during the semester, although the earlier the process is begun, the better. At this meeting, the student will (1.) give his or her permission to compose and send a Faculty Accommodations Notification to the faculty/staff members which the student indicates should be made aware of his/her academic accommodations (usually the student’s instructors for the semester) and (2.) be apprised of the general procedures and policies of academic accommodations delivery at Walsh.

Students interested in test proctoring through the ASC should be sure to fill out and return an ASC Test Proctoring Form, available in the Center. Please see the Policies section below for a note on the three-day rule for this form.

POLICIES
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’ critical thinking skills, ASC staff do not write papers or do work which is the students’ responsibility. Thus tutors are not employed as proofreaders, but they can look over a paper and suggest areas for improvement. The tutors of the ASC and its Director reserve the right to refuse tutoring to students who do not take responsibility for their own work, who become disruptive while in the Center, and/or do not follow the rules set out by the Center.

Tutoring is an important service that should be available to the entire student body, so students are asked to contact the ASC (x 7235) or its Director to indicate when they will not be able to attend a tutorial for which they’ve signed up. Failure to do this marks students as “no-shows,” and after three (3) such incidents, students will be sent a letter barring them from using the Center 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) half-hour ASC tutorials per week per subject. In the event of special circumstances which require more tutoring time, students should contact the Director.

It is absolutely necessary that the ASC Test Proctoring Form be filled out appropriately and returned to the ASC Director at least three (3) school days (weekends and University holidays do not count) before the date by which the instructor indicates the test is to be taken. This ensures that the test proctor and instructor have sufficient advance notice that the test will be administered by the Center. Failure to turn the form in according to this time-frame will mean that the Center will be unable to provide proctoring services for that test. Please note that the ASC can provide proctoring services only for students with University-verified disabilities.

Faculty and staff reserve the right to refuse academic accommodations to any student who has not had an official Faculty Accommodations Notification processed through the ASC. However, once the Faculty Accommodations Notification has been sent to that faculty/staff member, Federal law enjoins staff to provide the accommodations marked whenever the student requests these within the specified time-frame. If a student wishes to file a complaint because (s)he feels that a faculty or staff member (who has received the notification) is unfairly denying the student the accommodations specified within the
notification, the student must contact the ASC Director by e-mail within two (2) calendar weeks of the incident to begin an investigation.

Finally, any disability services offered by the ASC must by Federal law be initiated by the student and must be initiated in a timely manner. This means that the ASC does not take responsibility for any negative academic repercussions that might arise from a student’s failure to use his or her academic accommodations over the course of a semester, nor for any negative academic repercussions that might arise from a student’s mismanagement of the time necessary to see that those accommodations are carried out or addressed (e.g., failure to submit within the specified time-frame an ASC test proctoring form or failure to notify the ASC Director within the specified time-frame that a faculty member is refusing to allow/provide accommodations).

ADVISING
All full- and part-time students working toward a degree will be assigned an academic advisor in their major fields of study. While the advisor, who is normally a faculty member, 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 at least once each semester, 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 Registrar. Brother Ernest Paquet, F.I.C., is the Coordinator of Academic Advising on the main campus. Note that advisors are assigned normally by Division Heads. The Vice President for Academic Affairs is responsible for overseeing the academic advising program.

BOOKSTORE
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. Checks, Visa, MasterCard, American Express, Financial Aid, and Barnes and Noble gift cards are accepted in payment for merchandise.

The Bookstore’s regular weekday hours are 8:30 a.m. to 4 p.m. When classes are in session during the fall and spring semesters, the Bookstore remains open until 6:00 p.m. on Mondays and Thursdays. Additional hours for the beginning and end of each session, as well as other special University events, are posted in all buildings. Additional information can be obtained by calling ext. 7361 or visiting the bookstore website which is www.walsh.bncollege.com.

FINANCIAL AID
In order to qualify for 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 as a regular student 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 Pell Grant, Stafford Loan, and unsubsidized Stafford Loan
   c. 1/2 time (6-8 hours each semester) — may only be eligible for Pell Grant, Stafford Loan, and unsubsidized Stafford loan
   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.
WALSH UNIVERSITY SATISFACTORY ACADEMIC PROGRESS POLICY

The Financial Aid Office at Walsh University is required under Federal and State 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 financial aid. Both qualitative and quantitative standards must be applied when determining SAP. This policy has four parts. Each condition must be met to be eligible for financial aid.

Part I: Acceptable Passing Rate

Each student must earn a passing grade in at least 67% of all courses attempted at Walsh University. A course is considered “attempted” if the student is enrolled in the course at the end of the “add-drop” period and does not withdraw. “F” (Failed) grades will be counted as hours attempted but not passed. “I” (Incomplete) coursework will be evaluated once a final grade is assessed. Examples:

- John Smith has attempted 30 credit hours during his first year at Walsh University. He would be expected to pass at least 20 (67%) of those credit hours.
- Mary Jones has been at Walsh for three years and has attempted a total of 90 credit hours. She would be expected to have passed at least 60 (67%) of her total credit hours attempted.

Part II: Acceptable Grade Point Average (GPA)

The GPA standards for financial aid eligibility are the same standards set forth by the University. Freshmen with a GPA below 1.75 and sophomores/juniors/seniors with a GPA below a 2.0 are placed in an Academic Probationary Status by the University. If the student does not successfully complete this Probationary Period, he/she is subject to academic dismissal or suspension, and if dismissed or suspended, will therefore be ineligible for financial aid. (For more details about Walsh University’s Academic Standing Policy, please consult the Course Catalog).

Part III: Time Limits

Students cannot exceed 195 attempted hours and continue to receive financial aid. Transfer hours are included in the 195 attempted hours. Please note: State Aid is only available for a maximum of five years and Institutional Aid is limited to four years, regardless of whether or not the student has reached the 195 credit hour limit.

Part IV: Other Provisions

Any student whose academic history shows a pattern of numerous withdrawals or repeated coursework may be regarded as ineligible for future financial aid.

If a student completes all coursework necessary for his/her degree but has not received a degree or certificate, the student cannot receive further financial aid.

SAP will be monitored annually, normally at the end of the spring term. Students who fail to meet the standards outlined on the opposite side of this Policy Guide will not be eligible for future financial aid. Students will be notified in writing if they do not meet SAP Guidelines and of any alternative financing options available to them.

Exception: Students who do not meet the criteria listed in Part I of the SAP Policy will be granted a one-time probationary period in order to increase the percentage of their total hours completed. This probationary period will last for one academic year. If the criteria are not met by the end of that academic year, then the student will not be eligible for any future financial aid.

Students who have lost their eligibility for financial aid due to SAP have a right to appeal and can do so by written notification to the Director of Financial Aid. All appeals must include substantive reasons for failure to comply with the SAP Policy, and all extenuating circumstances must be supported by documentation.

ACADEMIC SCHOLARSHIPS AND AWARDS

In addition to meeting the previously-outlined SAP Guidelines, students who receive Walsh University Academic Scholarships/Awards must also maintain the following Grade Point Average (GPA) standards in order to continue their eligibility for these funds for the following year:

<table>
<thead>
<tr>
<th>SCHOLARSHIP/AWARD TYPE</th>
<th>MINIMUM GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Founder’s Scholarship</td>
<td>3.5</td>
</tr>
<tr>
<td>Vanasse Scholarship</td>
<td>3.0</td>
</tr>
<tr>
<td>Deshayes Scholarship</td>
<td>3.0</td>
</tr>
<tr>
<td>Brothers of Christian Instruction Scholarship</td>
<td>2.5</td>
</tr>
</tbody>
</table>
La Mennais Scholarship................................................................................................................ 2.0
Farrell Award................................................................................................................................. 2.0
Transfer Award............................................................................................................................ 2.0

If a student does not maintain the required GPA indicated above, they will be given a grace period of one academic year to raise his/her GPA to the required minimum. If the GPA does not increase after the end of the grace period, the scholarship or award will be adjusted.

STUDENT TECHNOLOGY SERVICES

Computer Labs: 370+ computer workstations are available in 23 locations across 4 campuses. Printers and paper are provided (although print quotas are in place). Filtered access to the public internet is provided. Lab assistance is available for entry-level individualized help by calling the Office of Information Technology Help Desk at extension 4357 (HELP) or (330) 244-4357.

<table>
<thead>
<tr>
<th>Teaching Labs</th>
<th>Open Labs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Support Center</td>
<td>Library</td>
</tr>
<tr>
<td>Bioinformatics TS117</td>
<td>SC003</td>
</tr>
<tr>
<td>Business BC126</td>
<td></td>
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<tr>
<td>Herttna Counseling Center</td>
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</tr>
<tr>
<td>Computer Science TS120</td>
<td>Residence Hall Labs</td>
</tr>
<tr>
<td>Education HC103</td>
<td>Alexis Hall</td>
</tr>
<tr>
<td>General Studies SC004</td>
<td>Lemmon 1st Floor</td>
</tr>
<tr>
<td>General Studies TS118</td>
<td>Betzler Tower 2nd Floor</td>
</tr>
<tr>
<td>Language FH206</td>
<td>Wilkof Towers 3rd Floor</td>
</tr>
<tr>
<td>Nursing SC105B</td>
<td>Towers Connector Lower Level</td>
</tr>
<tr>
<td>Physics</td>
<td></td>
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<tr>
<td>Psychology</td>
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<tr>
<td>SPS – Akron</td>
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<tr>
<td>SPS – Canfield</td>
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<tr>
<td>SPS – Medina</td>
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</tbody>
</table>

Classes are routinely taught in the rooms designated as “teaching labs”. These labs are only available when classes are not taking place and the responsible departments have made them available. All other labs will be available when the building or area in which they reside is open.

A wide range of Windows-compatible software is available on every lab desktop through a Microsoft Campus Agreement. This includes Microsoft Word, Excel, Access, PowerPoint, Project and Visio. Other software that can be made available includes: InDesign, Paint Shop Pro, Adobe Photoshop, SPSS and Visual Basic.

All uses of computing equipment in Walsh computer labs are governed by the section titled Acceptable Use of Walsh-Managed Information Technology. This policy applies to all students, employees and contractors. All students are provided a limited print quota for each semester. This quota is measured in printed pages (equivalent to one ream of paper). Warning messages are given as this limit is approached. If your quota was reached because of academic requirements, it can be increased by contacting the Office of Information Technology Help Desk at extension 4357 (HELP), (330) 244-4357 or helpdesk@walsh.edu. A student can also visit the help desk on the second floor of Farrell Hall. If the quota was reached by lack of conservation or printing non-academic related material, the student will be required to purchase & deliver a physical ream of paper with receipt to the Office of Information Technology in order for their print quota to be reset.

SPECIFICATIONS FOR STUDENT COMPUTERS

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 (XP 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, Netscape, 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.

**STUDENT RESPONSIBILITIES:**
- Make sure your computer complies with the specifications listed above
- Familiarize yourself with the Student Access policy and the Acceptable Use policy.
- File sharing applications can have a serious impact on the performance of the campus network. Protect your liability to access the Walsh network by reading these policies.
- External organizations are fining and prosecuting students throughout the country for illegal file sharing. Read these policies to understand and comply with federal law.
- Call the Information Systems Help Desk at extension 4357 (HELP), (330) 244.4357, or helpdesk@walsh.edu with any questions.

**LIBRARY**
The Brother Edmond Drouin Library is located in Farrell Hall. It contains 135,000 volumes, 100,000 E-books, 250 current periodical subscriptions on paper and 40,000 on licensed websites. User-friendly web sites are available for finding books, journal articles, and other information. The library web page <library.walsh.edu> provides links to a variety of research databases and information sources.

**BENEFITS OF OHIOLINK:** Membership
- Easier and faster borrowing of books and videos from other Ohio Academic libraries
- 200 databases in all academic disciplines
- Image and video databases that enable you to view and download online
- Your Walsh ID is valid to borrow materials from other academic libraries

**COLLECTIONS**
1. A general book collection tailored to the needs of Walsh students and faculty, including 100,000 E-books
2. A collection of thousands of journals and newspapers, on paper and licensed websites
3. An audiovisual collection of more than 2,000 videos, and 10,000 streaming videos
4. Juvenile collection (children's books)
5. Curriculum library (elementary and secondary textbooks, teacher idea guides and activity books)
6. Microfilm (back issues of newspapers and some journals)

**SERVICES**
1. Help with questions and research, including chat help and online knowledge bank.
2. 200 online databases providing indexing, abstracting and content of articles in all major fields
3. Reservations and holds on reading materials and other items
4. Photoc copiers, microfilm reader-printers, change machines, color copier, faxing, scanning
5. Interlibrary loan for items not in the Walsh library. In some cases, documents can be downloaded immediately via computer. Items in cooperating libraries can be delivered via courier.
6. Reserves desk for course materials and 24/7 E-Reserves
7. University Archives
8. Access to Internet services
9. Snack lounge
10. Quiet study room
11. Group study rooms
12. A screening room for group viewing and listening
13. A conference room for seminars and committee meetings
14. Introductory sessions on library research skills as part of classes with research assignments
15. Application and initial equipment for materials from the National Library Service for the Blind and Physically Handicapped for persons with disabilities.
16. More than 40 computer work stations and laptops and IPads for loan.
17. Popular textbooks on 2-hour reserve.

LIBRARY HOURS
The current schedule is available at library.walsh.edu or 330-490-7185. The library is normally open on the following schedule:
Monday – Thursday............. 8:15 a.m. - 11 p.m.
Friday............................................8:15 a.m. - 5 p.m.
Saturday.................................10 a.m. - 5 p.m.
Sunday.................................1 p.m. - 10 p.m.

The library seeks the cooperation of the entire Walsh community to maintain a serious, quiet and studious atmosphere conducive to learning.

REGISTRAR
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.

STUDENT SERVICE CENTER
The Walsh University Student Service Center is open weekdays during the school year (Fall and Spring semesters) Monday - Thursday, 8 a.m. - 6 p.m.; and Friday, 8 a.m. - 5 p.m. Summer hours are Monday, Tuesday, Thursday and Friday, 8 a.m. - 4 p.m.; and Wednesday, 8 a.m. - 6 p.m.

Payments and any questions concerning your bill or Financial Aid should be directed to the Student Service Center. Work-study checks are given out the 15th of each month, starting October 15. Personal checks up to $100 may be cashed with an I.D. at the Student Service Center.
A Walsh University Student I.D. or driver’s license is required to obtain academic transcripts and enrollment verifications.

STUDENT LIFE

ATHLETIC OFFICE
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 University is a member of the American Mideast Conference (AMC), the Mid States Football Association, and the National Association of Intercollegiate Athletics (NAIA). The University currently offers men & women’s soccer, basketball, cross country, track and tennis and golf; men’s baseball, and football; women’s softball, and volleyball. The Athletic Department is located in the Physical Education Center. Call 330-490-7035 for assistance.
CALENDAR OF EVENTS
In order to keep an accurate account of all activities, Walsh University maintains an Events Calendar on the Walsh website and my.walsh.edu. To post a sponsored event to the web calendar, submit the event title, time, location and event publicity electronically to the Office of Advancement.

CAMPUS MINISTRY
Campus Ministry offers a variety of programs and activities, including retreats, Bible studies, themed prayer experiences, social gatherings, service projects, and educational opportunities to help students grow holistically in knowledge, word and witness, leadership through service (servant leadership), appreciation and good stewardship of all of God’s creation, peace and justice, and transformative prayer. Our programs in Campus Ministry are for ALL people Catholic and Non-Catholic alike. When asked, Campus Ministry will help connect students to various faith communities that meet the requested religious need of the individual.

Christ tells us in Matthew 18:20, "For where two or three are gathered together in my name, there am I in the midst of them." A big part of Campus Ministry is gathering, in Christ’s name, to share the gifts we have in time of fellowship and prayer. Campus Ministry is a safe place for all students, with diverse backgrounds, to gather and share in Christ’s love through each other. 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. Mass times and prayer opportunities can be found on the Walsh website (www.walsh.edu/chapel.htm).

The Campus Ministry offices are located in the Paul and Carol David Family Campus Center and are open for anyone to drop by whenever the Campus Ministers are available. The residence hall chapels (Menard and Wilkof Towers) are always open for private, personal prayer or meditation. For information regarding Campus Ministry programs and events please see the website: www.walsh.edu/campusministry. The Director of Campus Ministry (x7341), Campus Minister (x7344) and Outreach Coordinator (x7182) can be reached either in person or by voicemail.

CAMPUS POLICE
The Walsh University Campus Police Department is a function of the Office of Student Affairs. 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/Dean of Students. Officers are identified by their white police shirts, gold badge, and Walsh University Campus Police sleeve patches. A patrolling officer may be reached at (x7474  or 330-418-1947). The Chief of Campus Police can be reached at (330-490-7373).

CAREER CENTER
Walsh University's Career Center is available to assist students and alumni make the connection between academic preparation and meaningful employment by utilizing the understanding, evaluating, and incorporation of individual values and interests into potential career goals. Career planning is a life process and is fostered during the student’s years at Walsh by facilitating the development of the skills and knowledge necessary to conduct job searches and manage careers. From the moment students step on campus, they will begin to develop their professional resumé, be offered seminars, class presentations, mentoring opportunities, mock interviewing and much more.

For the upper-class student, the Career Center establishes relationships with local and national employers for the purpose of creating opportunities for internships and full-time employment. Walsh University co-sponsors educational, professional, and graduate school fairs at various times throughout the academic year. Our web-based Walsh Career Network (WCN) is available to Walsh students at no charge. This service connects Walsh student résumés with employers nationwide. An updated resource library is available for assistance in career research and selection, corporate literature, and also contains graduate school directories and testing information. For an appointment, call the Career Center (330)490-7390, or stop by the office which is located in the David Center, Suite 101.
COMMUTER STUDENT SERVICES
Commuter Student Services provides a broad range of programs and services designed especially for our commuter population. The office keeps students connected to the University through the commuter newsletter, commuter incentive program, sponsoring various campus events, and maintaining campus facilities designed for commuters.

The Betzler Grille and the David Campus Center are the commuter hubs on campus. The David Campus Center features various lounges, the Cavalier Cafe, cafeteria, a microwave, vending machines, lockers, and the David Center Game Room. 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 televisions, computers, comfortable furniture, video games and billiards.

For more information on the commuter experience contact the Coordinator of Student Activities and Commuter Student Services osa@walsh.edu.

COUNSELING CENTER
The Counseling Services of Walsh University are multifaceted. Located in the David Campus Center, services include professional mental health services in the form of personal counseling for a wide range of issues such as:

- Anxiety and stress
- Depression and loneliness
- Academic problems
- Relationship issues
- Anger management
- Conflict resolution
- Career decision

The primary function of these services is to provide brief counseling, testing, and referral services to students enrolled in the University. ADA accommodations for learning and psychological disabilities and ADHD are processed through Counseling Services. Medical Leaves of Absence and Return from Medical Leaves are also conducted through Counseling Services.

Staffed by Licensed Professional Clinical Counselors, Professional Counselors, graduate counseling interns and graduate practicum students, the short-term counseling is free to all enrolled students. This office offers a confidential place to discuss concerns when difficult situations arise, when problems seem overwhelming or options appear limited. Focusing on helping persons explore solutions, counseling typically lasts between three and five sessions. Groups are available. If necessary, appropriate referrals to outside health care professionals are made.

Appointments may be obtained by calling 330.490.7348 or stopping by the office.

DINING SERVICES
The University’s dining services are operated by Sodexo. The dining room 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:
- Resident students are to present I.D. cards to checker for validation of meal plan.
- Trays are returned to the service area for cleaning.
- Shirts, shoes and appropriate clothing are to be worn in the dining room.
- Utensils or serviceware 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 are not permitted in the dining room.
- The cafeteria provides all you care to eat while in the dining room, but no food or beverage may leave the dining room.

Meal service is not provided during a recess. A recess is defined as a period lasting four days or longer, including the weekend, during which there are no regularly scheduled Monday-Friday classes. The last meal before a break will be on the last day of class, and the first meal back is dinner the evening before classes resume.
WHAT IF I NEED FOOD SERVICE FOR A CLUB EVENT?
One of the jobs of the Dining Service is to assist with events on campus. When planning an on-campus event, first contact Special Programs at ext. 7316 to reserve a room or facility. Next, contact the Catering Department at ext. 7384 to discuss food/beverage needs. The Dining Services are here to ensure that every event on campus is a success.

WHAT IF I AM ILL AND CANNOT GO TO THE CAFETERIA?
In the event a student becomes ill and is in need of a sick tray, please call the kitchen at 330-490-7383 and arrangements will be made.

DINING HALL HOURS
Meal hours are subject to change. Changes will be posted.

Monday through Thursday:
7:15am-6:45pm

Main Serving Line open:
Breakfast...7:15-9:30
Lunch...10:45am-1:30pm
Dinner...4:30-6:45pm

Friday:
Breakfast...7:15-9:30am
Lunch...10:45am-1:30pm
Dinner...4:30-6:30pm

Saturday and Sunday
Brunch...11:15am-1:30pm
Dinner...4:30-6:00pm

MEAL PLANS
Three 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 in the Snack Bar.

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 — 105 block meal plan plus $375 flex dollars per semester

The following two plans are available for Lemmon Hall, the Commons and University Apartment residents:
Meal Plan D — any 7 meals per week plus $50.00 in flex dollars per semester
Meal Plan E — 60 block meal plan plus $150 flex dollars per semester

Commuter Student Meal Plan — 20 meals. Contact the 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.

GLOBAL LEARNING
Global learning programs offer students unique academic experiences that broaden their intellectual awareness, cultural sensitivity, professional preparedness, and exposure to the world. Students are encouraged to participate in our faculty-led courses in Uganda, El Salvador, France, Bosnia and Herzegovina, and at our Rome campus in Castle Gandolfo, Italy. Students may also seek study abroad opportunities through a number of providers or our consortia partner, the Cooperative Center for Study Abroad. Those interested in exploring such opportunities should contact the Office of Global Learning.

HEALTH CENTER
Walsh University maintains a Health Services Office for the benefit of all students. The Health Center emphasizes a program of preventive medicine and encourages students to visit the Health Center before serious symptoms of illness develop. The University reserves the right to take such measures as it judges desirable in any situation involving student health. In the interest of the general well-being of the student body, a resident student may be required to return to his or her home or to enter the hospital.
The Health Center is located on the first floor of the Cecchini Center. The Health Center extension is 7030. A nurse is available during the day when classes are in session. When the nurse is not available, emergencies are handled by the Student Affairs Staff and/or Campus Police. On campus physician services are posted in the Health Center.

A health fee, assessed each semester, enables a student to visit the Health Center as many times as necessary. Other charges a student might incur would be for medication, if prescribed by a doctor, a visit to a doctor’s office, some immunizations, or emergency treatment at urgent care/emergency facilities. Resident students are required to complete a medical history form. Confidential records are kept on each student.

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 the Health Center.

Psychological services are available to all students through Counseling Services. The Health Center staff cannot guarantee to meet every medical need but will do everything possible to help students maintain good health.

**HEALTH INSURANCE**

Walsh University requires all full-time undergraduate students to have health insurance. Requiring health insurance assists students in safeguarding their health and finances in the event of illness or injury.

Health insurance information is available at www.walsh.edu/health-services.

**HOOVER HISTORICAL CENTER**

A vibrant part of Walsh University, the story of the Hoover Legacy unfolds in the Victorian-Italianate-style Hoover family home. Victorian decor provides an elegant backdrop for the story of the Hoover business. Hoover vacuums featured are those with advances in vacuum cleaner technology 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, English War Evacuees who stayed with families in the local community to protect them from the ravages of the War.

Hoover family furnishings and ladies’ vintage fashions, complement this historical review.

Interacts and Hoover advertising are also part of the tour. Herb gardens tended by members of The Herb Society at the Hoover Historical Center add yet another dimension to this unique history. A Gift Shoppe offers souvenirs.

The Hoover Historical Center also provides valuable insight and intern experience to students in the University’s Museum Studies Program.

Tours are conducted hourly at 1, 2, 3 and 4 p.m., Wednesday – Saturday, March – December. The Center is closed Sunday – Tuesday and on holidays; closed in January and February. Advance reservations are required for groups of 8 or more. Morning reservations are available. Admission is $5; under 12 are FREE and Walsh Students (with i.d.) receive FREE admission.

The Center offers a variety of programs throughout the year that have grown to become favored traditions in the community:

- A 1860s baseball team, the Hoover Sweepers, play from May – September, with home matches played at Hoover Park. Visit www.hooversweepers.com for current schedule.
- Members of The Herb Society at the Hoover Historical Center host an annual “Summer Garden Tea” and conduct garden tours in July acquainting visitors with herbs and herbal folklore.
- Storytelling conducted in the herb gardens each summer by some of the area’s best storytellers.
- An annual Christmas Open House includes Santa & Mrs. Claus, live holiday music and a Christmas tree in every display room. Christmas caroling on horse-drawn wagon rides are part of the agenda. Homemade cookies and hot chocolate complement the festivities.

For more information, view www.walsh.edu/hoover-historical-center or contact Center Representative Ann Haines at ahaines@walsh.edu or phone: 330-499-0287
HOUSING
Housing placements for returning students are completed during the spring semester. New resident students are placed after July 1. Housing confirmations and check-in information are sent to all resident students in July and August. Students who apply for housing and then decline are eligible for a housing deposit refund, providing they notify the Chief Housing Officer Life in writing by the deadline listed in the housing contract.

SNOWBIRD PROGRAM
Commuters who are concerned about winter driving may elect to live in the residence halls during the spring semester for the first eight weeks. Cost for the program is prorated from the semester housing fees. Assignments are made on a first-come, space-available basis. Interested students should contact the Residence Life Office at (330)490-7301

STUDY LOUNGES
Study lounges are located in each residence hall and are available for student use. Priority will be given to resident students; however, commuter students may use the facilities if accompanied by a resident of the building. Facility users must observe all residence hall regulations.

INTERNATIONAL STUDENT SERVICES
The Office of International Student Services coordinates, and implements a broad range of student centered activities and programs to promote global learning at Walsh University. The office seeks to foster a sense of community among international students and support their specific needs while expanding opportunities for international and Americans to interact both on and off campus. In addition, this office advises the International Club and provides educational programming for the campus community. International Student Services is located in the David Campus Center and can be reached at 330-490-7105

LOCKERS
Lockers, the Science Center and the David Campus Center, are available to students in need of them on a first-come, first-served basis. For additional information, please contact the Coordinator of Commuter, Evening and Weekend Programming David Campus Center.

MAINTENANCE
The Maintenance Department is responsible for buildings and outside facilities. Students wishing to report a maintenance concern in areas other than the residence halls can complete a work request at the switchboard, located in the David Campus Center. Resident students are asked to complete forms by obtaining them from their floor Resident Advisor or their Hall Director, who will then notify the Maintenance Department.

MULTICULTURAL AFFAIRS
The Office of 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 student organization. This organization facilitates the leadership development of its members and provides them an outlet for student expression and activism.

The Multicultural Affairs Office is located in the David Campus Center. We encourage all students, faculty and staff to contact the Coordinator of Multicultural Programming and Leadership Development at 330-490-7342 or the Coordinator of Multicultural Retention and Outreach at 330-490-4751 with any questions or concerns they may have.

STUDENT AFFAIRS
Walsh University emphasizes formal learning through instruction and study. However, it recognizes other needs — religious, personal, social — and provides for them through a program of student services. With the assistance of the Student Affairs Committee and the Student Government, the Office of Student Affairs determines the student policies and coordinates the organizations that implement them. It clears student requests for the use of University facilities and approves student organizations, sanctioning their functions on or off campus and assisting them in planning activities. The Student Affairs Office is open during posted hours and is located in the David Campus Center. Call 330-490-7301 for assistance.
GUIDELINES FOR STUDENTS REQUESTING SPECIAL SERVICES/PSYCHOLOGICAL/ LEARNING DISABILITY
Walsh University recognizes it has a responsibility for developing an institutional climate in which qualified students with disabilities can achieve. Walsh University does “not discriminate on the basis of...disability (sic) in policies or programs” (Walsh University Student Handbook, 2004) To this end, Walsh University offers reasonable, appropriate services. The Director of Counseling Services is responsible for verifying eligibility for accommodations related to learning and psychological disabilities. The Director of Student Support Services is responsible for verifying eligibility for accommodations related to physical disabilities. The following is an outline of procedures to help students receive services.

Request for Accommodations Form
Submit a completed Request for Accommodations Form to the Director of Counseling Services (psychological or learning disabilities). Forms can be obtained at www.walsh.edu/counselingservices.htm. or in Counseling Services (located in the David Campus Center).

Completed forms include the type of disability involved and the specific modifications desired. The modifications requested must be appropriate to the specific disability and be offered by the University.

Documentation from an Appropriate Professional Practitioner
Submit documentation directly to the Director of Counseling Services or Director of Student Support Services. All documentation 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. This documentation must confirm the specific diagnosis of the disability and detail each diagnostic test administered, if applicable, with the test results. Testing must have been administered within the last three years.

Guidelines for Persons with a Learning Disability
The diagnosis of a learning disability must be based on a comprehensive assessment battery with the resulting diagnostic report to include a diagnostic interview, an assessment of aptitude/cognitive ability, academic achievement, and information processing. Actual test scores (stated as grade equivalents, standard scores and percentiles) from identified, formalized evaluation instruments must be provided.

The practitioner must provide an interpretative diagnostic summary that includes:
1. Evidence that the evaluator ruled out other explanations for academic problems;
2. A description of how the learning disability was determined, i.e., use of patterns in cognitive ability, achievement, and information processing;
3. A description of the limitation to learning caused by the disability; and
4. An explanation as to why specific accommodations are needed and how the accommodations will mediate the specific disability.

Guidelines for Persons with ADHD
The diagnosis of ADHD must be consistent with the Diagnostic and Statistical Manual of Mental Disorders, Fourth Edition-TR (DSM–IV-TR or subsequent editions) and be indicated by documented evidence of both early and persistent patterns of inattention or hyperactivity-impulsivity.

The practitioner providing the documentation must confirm the diagnosis in accordance with this criteria and provide clear evidence that:
1. The current symptoms have been present for at least six months;
2. The impairment is present in two or more settings;
3. Significant impairment in social, academic, or occupational functioning exist; and
4. The symptoms cannot be better accounted for by another mental or pervasive developmental disorder.

The practitioner must have made the diagnosis following an assessment of intellectual ability, memory function, and attention or tracking tests and continuous performance tests. The practitioner must provide:
1. Actual test scores (stated as grade equivalents, standard scores, and percentiles);
2. An interpretative diagnostic summary indicating other diagnoses or explanations for the symptoms or behaviors have been ruled out;
3. A description as to how patterns of behaviors across the life span and across settings are used to determine the presence of ADHD;
4. A statement as to whether the applicant was evaluated while on medication and whether the prescribed treatment produced a positive response;
5. A statement regarding the substantial limitation to learning that results from ADHD; and
6. A statement as to why specific accommodations are needed and how the accommodations will mediate the ADHD.

Guidelines for persons with a psychological disability
The diagnosis of a physical disability must be documented by an appropriate treating physician within the last year.

Guidelines for persons requesting services for online courses
In order to maintain an efficient and confidential process for students to request disability services for consortium courses, Walsh students who have already had their disability status verified through the University and who are seeking accommodations for disabilities should contact the Coordinator of Academic Accommodations (in the Academic Support Center) instead of contacting the provider school directly.

If the student has not had his or her disability status verified by the University, the student should contact the Office of Counseling Services (in case of learning or psychological disability) or Student Support Services (in case of physical disability) to begin the verification process. It is important to note that the required documentation and services available to students may vary between Walsh and the different providing schools; required documentation at the provider school will take priority over Walsh requirements. Students should contact the appropriate office for assistance with determining these requirements.

Since verification is required before requesting any accommodations, and the verification process can sometimes be lengthy, students interested in getting academic accommodations should begin the verification process as early as possible. Verified students must make requests for accommodations no less than two weeks prior to the term start, although 30 days ahead of the start date is preferable, as some services such as audio textbooks or transcribing video/audio feeds may take longer to provide. If the provider is not notified with enough time to make the necessary arrangements, students may be encouraged to take the course in a later term.

Process for Verified Students for Online Courses:
1. Walsh students who are seeking accommodations for verified disabilities, and who are interested in taking an OCICU course, should notify the Coordinator of Academic Accommodations (c/o Academic Support Center) at 330.490.7234 or rsweet@walsh.edu.
2. The Coordinator of Academic Accommodations (not the student) will contact OCICU for contact information at the designated provider school.
3. The provider disability services office will work directly with Walsh to obtain any required documentation, and with the instructor to make any necessary accommodations.

Questions may be directed to Counseling Services (phone: 330/490-7348; fax: 330/490-7018).

POST OFFICE
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 8:30 a.m. to 4 p.m. during the fall and spring semesters. 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 p.m..

RECREATION SERVICES
Campus and Community Programs
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 external events. Chartered University organizations can reserve group activity space by calling Kathy Robertson, Campus Program assistant at (x7379). Jackie Manser, Director of Campus and Community Programs is also available to help you plan and execute any major club event.
**Fitness Centers**

Walsh University offers four separate fitness centers. The Cavalier Fitness Center, located in the Cecchini Center, 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.

Students may obtain up to 3 one-day passes to the fitness center for their visiting family members/guests per semester. Guests need to be above the age of 12 and must be in the company of a Walsh student. Walsh students are responsible for their guests while in The Fitness Center. A waiver of liability must be signed by all guests at the front desk of the Cavalier Fitness Center. Additional fitness centers are located in the lower level of the David Center (locker rooms available across the hall), and the Betzler and Olivieri Towers residence halls. Walsh ID or valid pass is required.

The aerobic/dance floor in the lower level of the David Center may be reserved for special events or on a regular basis. Contact the Director of University Wellness for more information on reserving this space at 330-490-4735.

**General Fitness Center Policies**

- All users must have a valid Walsh ID or pass and show it upon arrival.
- Use equipment and workout at your own risk.
- No one may workout in the fitness center alone.
- Theft or damage to the equipment will not be tolerated.
- Street clothes are not allowed. Athletic attire only.
- SHIRTS MUST COVER UNDERARMS AND MID-DRIFFS.
- CLEAN ATHLETIC RUBBER-SOLED SHOES MUST BE WORN!
- Shirts must be worn at all times.
- No food, drink, or tobacco products. Water bottles permitted!
- Personal radios not allowed without headphones.
- Clean each piece of equipment after use.
- NO fighting, wrestling, horseplay, or abusive language.
- Children under 12 are not permitted to use equipment.
- Courtesy to all staff and other patrons is expected from all.
- Exercise mats, jump ropes, fitness balls and various DVD-led work-outs may be checked out

**Failure to observe these guidelines may result in University judicial action and/or removal from the Fitness Center.**

**Student Wellness Programming**

Student wellness programs focus on the health and well-being of the total individual: mind, body and spirit. Programming is offered throughout the year and includes cardio classes; relaxation massage; Weight Watchers; annual health fair with information from internal and external community resources; and awareness offerings such as blood pressure, cholesterol and body mass index. Lifestyle programming is also offered throughout the year which focuses primarily on cardiovascular health, including nutrition and cardio challenge programs. Tobacco cessation facilitated support groups meet each semester. Please see the Walsh University web site for a complete list of programs – www.walsh.edu under quick links click on “Wellness Center”.

**Game Room**

The Game Room is located in the basement of the David 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 televisions, computers, comfortable furniture, video games and billiards. For reservations of the Game Room, please visit my.walsh.edu/student-activities or e-mail osa@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.

Intramural Program
The Intramural Department 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 league sport offerings include softball tournaments, dodgeball, flag football, indoor soccer, basketball, volleyball, bowling. Special events have included corn hole, billiards, ping-pong, and video game tournaments. Sign-ups for events and teams are publicized via Walsh email, flyers, and cafeteria table tents. Sign-up sheets and schedules are available on the Intramurals website at my.walsh.edu/intramurals. The Department of Intramurals is located in the David Campus Center.

Teams compete for league champion shirts and the coveted Dean's Cup Award. The Dean's Cup Award is presented annually in the Spring to the team that has accumulated the most points yearlong through participation and league standings. For more information on Intramurals offerings, student employment, or any other questions, contact the Coordinator of Intramurals at (330)490-7105.

Outdoor Facilities
Walsh University outdoor facilities include tennis courts, football practice fields, softball and soccer fields (across East Maple Street). 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 gymnasium is available for open recreation during posted hours and for scheduled intramural activities. The intramural department has limited equipment available.

Cavalier Fitness Center — The Cavalier Fitness Center is available for individual student use if a valid Walsh I.D. is presented. Scheduled hours are posted each semester; however the hours are subject to change due to varsity athletics or physical education classes. Individuals are required to have a spotter when using free-standing weights; comply with the no food, beverage or smokeless tobacco policy; return weight plates and dumbbells to the proper rack; respect property by not dropping weights on the floor or abusing equipment; and respect other users by maintaining appropriate noise levels.

Student Organization Center
The Student Organization Center (SOC), located in the David Campus Center provides dedicated workspace and meeting space for Walsh's student organizations. The Student Organization Center (SOC) located in the David Center 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 two open workstations. Contact osa@walsh.edu for more information.

STUDENT INPUT

COURSE EVALUATIONS
Teaching faculty is expected to have students in each class complete evaluations of the course. Full-time teaching faculty who are undergoing portfolio review for decisions about contract renewal, promotion, and/or tenure are required to include student evaluations in their portfolios to document the quality of their teaching. Students' views on courses and the ways they are taught are used by Division Chairs, the Dean of Instruction, the Committee on Faculty Retention, Tenure, and Promotion, and the Vice President for Academic Affairs to evaluate teaching effectiveness. To document student evaluation of instruction, Walsh University uses the IDEA Student Ratings of Instruction system managed by the IDEA Center, Inc., in Manhattan, Kansas. IDEA Student Ratings of Instruction forms are completed anonymously and the results are available to an instructor only after
all grades have been submitted to the Registrar's Office. Faculty and Division Chairs can and frequently do supplement the IDEA Student Ratings of Instruction forms with other methods of soliciting student feedback regarding instruction.

**RESIDENCE HALL EVALUATIONS**
Resident students are provided an opportunity to evaluate the residence halls, staff and services each academic year. Students will receive the survey via university e-mail or by a member of the Residence Hall Association (RHA). Students' views are discussed with staff and used as a basis for staff evaluations. Information provided in the evaluations is also used for planning and budgeting purposes.

**ACADEMIC APPEALS**
All students have the right to appeal a grade or academic decision that he or she believes to be in error or unfair. Students who believe they have been unfairly treated should first voice their concerns directly with the individual faculty member or administrator and attempt to resolve their concerns.

When grading or program issue cannot be resolved through direct meetings with the faculty or administrator responsible, students may appeal or bring their concerns to the Division Chair or Dean of the School. The Division Chair/Dean will review the issues with the student and faculty member and make a determination regarding action to be taken.

When issues are not resolved by the foregoing steps, the student may initiate a formal written appeal to the Office of Academic Affairs, the Dean of Instruction. The Dean of Instruction may forward such appeal to an ad hoc Faculty Review Committee for its review and recommendation. A formal appeal should not be entered upon lightly by the student, nor lightly dismissed by an instructor. A formal written appeal may be made no later than the sixth week of the following semester or by a preset date in cases of suspension and dismissal. The decision of the Dean of Instruction is final.

If a grade is to be changed, the instructor must submit the signed grade change form directly to the Office of the Registrar. Final grades can be changed only because of a clerical error.

**THE GRIEVANCE BOARD**

**PURPOSE OF THE BOARD**
1. To promote and promulgate the standards of conduct approved by Walsh University constituencies.
2. To involve members of the community in further defining appropriate standards of conduct and promoting methods of resolution protective of a community member's Due Process rights.
3. To guide members of the community towards the most appropriate channel of appeal in order to resolve their issue/complaint in the most expeditious and judicial manner.
4. To act as an appellate body to members of the community who feel that the University policies or procedures were unfairly or inappropriately applied.
5. To receive, investigate and resolve issues/complaints from all members of the Walsh community in the manner the Grievance Board deems most appropriate.
6. To make recommendations to the President in order to protect the rights of the student or employee through such means as appropriate, including, but not limited to, sanctioning members of the community (i.e. letter of reprimand, restitution, suspension, dismissal, etc.) or altering campus policies/procedures.

**COMPOSITION OF THE BOARD**
There shall be a Grievance Board (“Board”) comprised of ten individuals: two (2) students, two (2) faculty members, two (2) president's staff members, two (2) professional staff members, and two (2) support staff members. Board members shall be elected at the end of each academic year. At the first meeting in the Fall semester. A Vice Chair of the Board (“Vice Chair”) will be elected from among the first year members of the Board. The Vice Chair will succeed to the Chair in his/her second year term. President's staff members are excluded from holding chairmanship. All members serve two year terms with the terms designed, if at all possible, to keep one veteran member from each constituency on the Board at all times. Each committee member shall sign a confidentiality intent regarding the requirement of confidentiality for all committee proceedings.

**RETRIBUTION**
Every effort will be made to safeguard the privacy and reputation of all individuals involved, and to protect those involved from unprofessional, inappropriate, or retaliatory action resulting from an initial report or complaint, and any subsequent investigation or proceedings.
PROCEDURES
Any employee or student who has an issue/complaint should do the following:

INFORMAL PROCEDURES— An employee or student who has an issue/complaint, and, is unfamiliar with the appropriate internal procedures for resolving the issue/complaint, should notify a member of the Grievance Board as soon as possible after the incident has occurred.

B. Depending on the parties involved, the Grievance Board member may request the presence of an additional Board member to hear the verbal complaint or may name a different Board member.

C. The Grievance Board member explains the procedures to the complainant and answers questions.

D. The Board member's initial response will be to determine where, if appropriate, the student or employee should begin to pursue their issue/complaint within the procedures already in existence within the University Policies. If the student or employee has begun this step on their own, the Board member will determine if the student or employee has chosen any, or all, of the appropriate channels of resolution, and, if so, whether they have exhausted these means. If permission is given by the student or employee, the individual Board member may consult with the entire Board for assistance in reaching such determinations.

E. It is the policy of the Board, in the receipt of any issue/complaint, formal or informal, to initially defer to the jurisdiction of any other authority within the University community under which the issue/complaint may lie. This is to ensure that the Grievance Board is not duplicating the efforts of pre-existing procedures that are, by their nature, protective of the students or employees Due Process rights. The Board may also attempt to resolve the matter informally, if at all possible, including the possibility of a confidential meeting between the parties involved if agreed upon by those parties. In this informal stage of an issue/complaint, the initial Grievance Board member contacted will act as a liaison between the parties.

F. All discussions are confidential.

G. The complainant may want only to talk the situation over with someone and not want to pursue the matter further.

H. The Grievance Board member respects the decision of the complainant regarding further pursuit of the grievance process.

I. No formal record of the consultation is filed.

FORMAL PROCEDURES

A. The complainant must submit the complaint in writing to a member of the Grievance Board. The issue/complaint must identify the individual or entity (“Respondent”) who / which is perceived to be the cause of the issue/complaint. The issue/complaint must provide essential facts (who, what, when, where, why, how) and must identify all individuals with knowledge of the facts involved in the issue/complaint. Copies of any pertinent documents which are material to the issue/complaint must be appended to the issue/complaint. Any effort that was previously attempted to resolve the issue/complaint before submitting this written formal issue/complaint should be documented and presented to the board member.

B. The Board may rule, based on a reasonableness standard, that the issue/complaint has not been filed in a timely manner and cannot be pursued, or, that the student or employee is not the appropriate person to pursue the claim. To be timely, the Formal issue/complaint must be filed within sixty (60) calendar days of a specific incident causing the issue/complaint or within sixty (60) calendar days of a series of incidents which, in totality, cause the student or employee to reasonably believe an unjust situation exists. Consideration will be given for informal actions that have been taken to resolve the situation.

C. If the Board determines that the issue/complaint is timely, that the student or employee has appropriate standing, and that all other avenues of resolve have been attempted, by the student or employee, then the Board, as soon as possible and not to exceed thirty (30) calendar days of the receipt of the issue/complaint, ill issue its determination. The Board’s determination shall be in writing and copies shall be sent to the student or employee and to the Respondent. If needed, the Board can order discovery from both parties and/or order both parties to appear in front of the Board for a hearing.

D. If the Board decides that a hearing is warranted, the Chair will select five (5) Grievance Board members, one from each constituency, to form a Review Board and to hear the complaint.

E. A representative of the Grievance Board may not be a member of the Review Board if he/she or kin is named in the complaint. A representative of the Grievance Board may not be a member of the Review Board if he/she had significant contact with the student or employee in the initial, informal procedures.

F. A respondent or complainant has the right to request revision of the appointed Review Board if just cause is demonstrated through appropriate documentation.
Copies of the complaint will be distributed to the Review Board members and respondent. A Human Resource person can be used as a resource.

HEARING PROCEEDINGS

J. A closed hearing will be conducted within fourteen (14) working days after the Board decides that a hearing is warranted. All information, testimony, and records are confidential.
   A. Both complainant and respondent may choose a liaison from the Grievance Board to assist her/him during the hearing.
   B. Although an attorney may be present, his/her function is limited to consultation with his/her client only.
   C. At this hearing, the complainant shall present her/his complaint, information, and witnesses relevant to the issue/complaint.
   D. The respondent has the right to submit relevant information and witnesses.

II. One of the Review Board members will preside over the hearing and read aloud the written formal complaint.
   A. The respondent and her/his liaison will be given time:
      1. to agree or disagree with the complaint.
      2. to question the complainant and all witnesses at the hearing.
   B. The complainant and his/her liaison will be given time to question all witnesses and respondent at the hearing.
   C. Review Board members may question the complainant, respondent, and witnesses.
   D. The hearing will be audio taped by the Review Board only.
   E. The Chair may consult with the Director of Human Resources and/or a person from the standing list of consultants to advise the Chair as needed during the proceedings. The Chair may also consult the University’s legal counsel for advice, after receiving permission from the University President to do so.
   F. All time requirements are suggested guidelines and may be expanded by the Review Board or Appeal Committee in order to accommodate the academic calendar and/or the schedule of all parties involved (Review Board, Appeal Committee, complainant, and respondent) to insure a fair hearing.

III. After all information and witnesses have been presented, the hearing will be adjourned.
   A. The Review Board will meet after the hearing to consider the issues and reach a decision.
   B. A finding that an issue/complaint has merit shall be determined by the Review Board only when there is a preponderance of evidence in support of such finding.
   C. All deliberations are confidential.
   D. Within three working days of its final decision the Review Board will meet with the complainant, respondent, and advocates to announce the decision.

IV. All parties will receive a written summary of the proceedings and decision. One copy will be locked in the confidential file.

V. The Review Board will recommend to the President (or Chair of the Board of Directors should the President be the respondent) the proposed penalty. If the President (or Chair of the Board of Directors should the President be the respondent) rejects the recommended penalty of the Review Board, a meeting will be held between the Review Board and the President (or Chair of the Board of Directors should the President be the respondent) to attempt to reconcile the differences. Barring such reconciliation, the decision of the President (or Chair of the Board of Directors should the President be the respondent) shall stand.

VI. The decision of the Review Board with the agreement of the President (or Chair of the Board of Directors should the President be the respondent) is binding upon all parties and is reviewable or appealable only if due process has been violated.

APPEAL

I. Grounds for an appeal must be based on due process only; that is, that the process was flawed and the person was denied a fair hearing. There is no appeal of the decision based on matters of judgment or the facts in the case. The appeal must take the form of a written statement clearly outlining the violation(s) of due process and how those violations materially affected the outcome of the case.

II. An appeal must be submitted in writing within three working days to the Chair of the Grievance Board.

III. The Chair of the Grievance Board will convene an Appeal Committee composed of:
   A. Him/herself (or in the event the Chair was a member of the hearing in question, another Grievance Board member).
   B. A second Grievance Board member who was not a member of the hearing in question.
   C. President of the University or designated employee.

IV. The Appeal Committee will review all audio tapes and written information (or those portions thereof related to the
due process challenge) pertaining to the hearing in question.

V. Within five working days the Appeal Committee will meet with the Review Board, respondent, and advocates to announce the decision.

VI. Since the appeal process solely is based on due process considerations, findings of the appeal may result in one of the following outcomes:

A. finding that due process has been violated and that the case, in part or in whole, is remanded back to the Grievance Board for a rehearing in compliance with proper procedural due process; or
B. finding that a due process violation occurred but does not affect materially the outcome of the case, thus, the decision should stand; or
C. finding that no violation of due process occurred and, thus, the decision should stand.

VII. All parties will receive a written summary of the Appeal Committee’s decision. One copy of this summary will be added to the other information pertinent to the case and locked in the confidential file. All documents given to the Appeal Committee except those for the confidential file will be collected and shredded once the decision has been made.

VIII. The decision of the President (or Chair of the Board of Directors if the President is the respondent) is final.

Policy and Procedures approved by University Senate, April 21, 1995; Revised, March 2002

EQUITY BOARD

COMPLAINTS

Equity Board, a committee of University Senate which consists of 10 elected members, two from each of the following University constituencies: students, faculty, support staff, professional staff, and administration, exists to provide education to the University community, and to investigate and resolve alleged incidents of discrimination, discriminatory harassment and sexual harassment at Walsh University. In so far as possible, the membership of Equity Board is balanced by gender, race and ethnicity. The purpose of Equity Board is to provide a way that will allow an employee or student to bring to the attention of the University acts of discrimination and/or sexual harassment. Cases of alleged discrimination and sexual harassment involve sensitive issues and require special attention to ensure confidentiality and fairness. Dissemination of information concerning allegations of discrimination or sexual harassment will be strictly limited on a need-to-know basis. Every effort will be made to safeguard the privacy and reputation of all individuals involved, and to protect those involved from unprofessional, inappropriate, or retaliatory action resulting from an initial report or complaint, and any subsequent investigation or proceedings.

Students and employees may seek information and discuss an alleged incident of discrimination with any appropriate faculty member, department or division chair, or administrator. While the judicial system generally prefers complainants to exhaust internal procedures where possible (i.e., the internal chain of command and/or Equity Board), individuals may choose to utilize external processes to resolve their complaints. Parties may contact the Ohio Civil Rights Commission, the Equal Employment Opportunity Commission, or the U.S. Department of Education, Office of Civil Rights. Individuals who choose to file a complaint directly with one of these external bodies must do so within 180 days (6 months) of the alleged incident of discrimination and/or sexual harassment. The use of informal mediation-oriented procedures is entirely voluntary and is not a prerequisite to making a formal complaint either within the University or with external sources such as those listed above.

PROCEDURES

Any employee or student who may have been a victim of or witnesses discrimination or harassment should do the following:

Informal and/or Formal procedures

I. An employee or student who has a complaint should notify a member of the Equity Board as soon as possible after the incident has occurred.
   A. Depending on the parties involved, the Equity Board member may request the presence of an additional Equity Board member to hear the complainant present the verbal complaint or may refer the complainant to another Equity Board member.
   B. The Equity Board member explains the procedures to the complainant and answers questions.
   C. All discussions are confidential.

II. After consulting with the Equity Board member, the complainant may decide to proceed with one of the following:
   A. An unwritten informal consultation
      1. The complainant may only talk the situation over with someone and not want to pursue the matter further.
      2. The Equity Board member respects the decision of the complainant.
3. No formal record of the consultation is filed.

B. An informal complaint
   1. The complainant must submit in writing an overview of the harassment charges naming the respondent (alleged offender) and explaining the incident(s) and date(s) of occurrence.
   2. The Equity Board member who agrees to work with an informal complaint may seek consultation from the Chair or another Equity Board member at any time during the process. Equity Board members will provide prior notice, in writing, to the complainant of any consultation.
   3. No later than * five (5) working days after receipt of the written complaint, the Equity Board member will notify, in writing, the respondent of the complaint and arrange a time when the complainant, respondent, and Equity Board member will meet to resolve the complaint.
   4. The Equity board member’s role is to resolve the complaint by acting as mediator between both parties. The complaint must be resolved to the satisfaction of all involved.
   5. Within * ten (10) working days of reaching a satisfactory resolution, the Equity Board member will provide all parties with a written summary of the outcome. This summary must be signed by the complainant, respondent, and Equity Board member.
   6. The signed summary will be kept in a locked confidential file.

C. A formal complaint
   1. The complainant must submit in writing an overview of the harassment charges naming the respondent (alleged offender) and explaining the incident(s) and date(s) of occurrence.
   2. The Chair will choose five (5) Equity Board members to hear the complaint and serve on the Review Board.
   3. A representative of the Equity Board may not be a member of the Review Board if he/she or kin is named in the complaint or has another conflict of interest.
   4. A respondent or complainant has the right to request revision of the appointed Review Board.
   5. If five (5) Review Board members can not be assembled from the existing pool of Equity Board members, the Chair will choose from an alternate pool of former Equity Board members.
   6. Copies of the complaint will be distributed to the Review Board members and respondent.
   7. The Chair may consult with the Director of Human Resources and/or a person from the standing list of consultants with expertise in various categories of discrimination to advise the Chair as needed during the proceedings. The Chair may also consult the University’s legal counsel for advice, after receiving permission from the University President to do so.
   8. Both the complainant and respondent may choose an advocate from the Equity Board to assist them.
   9. Both complainant and respondent have the right to submit relevant information and witnesses. Both parties will send the names of all witnesses and a brief description of their testimonies to the Review Board Chair at a predetermined date not less than 48 hours prior to the hearing. Lists will be forwarded immediately to the opposing parties.

* All time requirements are suggested guidelines and may be expanded by the Review Board or Appeal Committee in order to accommodate the academic calendar and/or the schedule of all parties involved (Review Board, Appeal Committee, complainant, and respondent) to insure a fair hearing.

HEARING PROCEEDINGS
I. A closed hearing will be conducted within * fourteen (14) working days after receipt of the written complaint. All information, testimony, and records are confidential. The Review Board will send rules of the hearing to both complainant and respondent.
   A. Either party may have an attorney present. However, his/her function is limited to consultation with his/her client only.
   B. The Review Board Chair will preside over the hearing and read aloud the written formal complaint.
   C. Each party will have one-and-a-half hours to present their cases, beginning with the complainant. The Review Board, the complainant or respondent, and their advocates only can ask follow-up questions of each witness. The order of questioning will be 1) opposing party (complainant or respondent), 2) advocate, 3) Review Board.
   D. The hearing will be audio taped by the Review Board only. After all information and witnesses have been present ed, the hearing will be adjourned.

II. Standards of Proof—A violation of the policy on discrimination or harassment shall be found by the Review Board only when there is a preponderance of evidence the violation occurred.

III. Decisions
A. The Review Board will meet after the hearing to consider the issues and reach a finding as to whether the act or acts alleged in the complaint occurred and whether such an act or acts violate University policy. If the Review Board finds that the act or acts violate(s) University policy a penalty will be proposed.

B. Penalties – The decision of the Review Board shall be designed to remedy the harm done to the complainant and to protect other members of the University Community. Complaints often involve unique elements and the remedy fashioned will depend on the findings and the nature of the complaint. **The following are examples of penalties for administration, faculty, and staff:**

1) permanent prohibition to participate in grading, honors, recommendations, reappointment and tenure or promotion decisions, or other evaluations of the complainant; 2) oral warning; and 3) letter of warning or reprimand placed in personnel file of the respondent; 4) formal disciplinary action (e.g. denial of access to University resources such as travel or merit pay/salary increases for a specified period of time; suspension without pay; or dismissal. Penalties for students will be consistent with those authorized through the Student Handbook and disciplinary system up to and including dismissal. The Review Board will recommend to the President (or Chair of the Board of Trustees should the President be the respondent) the proposed penalty. If the President (or Chair of the Board of Trustees should the President be the respondent) rejects the recommended penalty of the Review Board, a meeting will be held between the Review Board and the President (or Chair of the Board of Trustees should the President be the respondent) to attempt to reconcile the differences. Barring such reconciliation, the decision of the President (or Chair of the Board of Trustees should the President be the respondent) shall stand.

C. No later than *three (3)* working days after the hearing concludes, the Review Board shall report its finding(s) to the complainant and the respondent. A written report will be provided to all parties. One copy of the report will be locked in the confidential file.

D. All deliberations are confidential.

IV. Implementation of the Decision

A. The President (or Chair of the Board of Trustees should the President be the respondent) will consult with appropriate University officials, as needed, in implementing the decision of the Review Board. The decision of the Review Board with the agreement of the President (or Chair of the Board of Trustees should the President be the respondent) is binding upon all parties and is reviewable or appealable only if due process has been violated.

B. All pertinent information of the case will be locked in the confidential file four days after the final decision has been rendered, providing an appeal has not been filed. All documents given to the Review Board except those for the confidential file will be collected and shredded once the case is concluded.

**APPEAL**

I. **Grounds for an appeal must be based on due process only; that is, that the process was flawed and the person was denied a fair hearing. There is no appeal of the decision based on matters of judgment or the facts in the case. The appeal must take the form of a written statement clearly outlining the violation(s) of due process and how those violations materially affected the outcome of the case.**

II. An appeal must be submitted in writing within *three (3)* working days to the chair of the Equity Board.

III. The Chair of the Equity Board will convene an Appeal Committee composed of:

A. Him/herself (or in the event the chair was a member of the hearing in question another equity Board member).

B. A second Equity Board member who was not a member of the hearing in question.

C. President of the University or designated employee.

IV. The Appeal Committee will review all audio tapes and written information (or those portions thereof related to the due process challenge) pertaining to the hearing in question.

A. Within *five (5)* working days the Appeal Committee will meet with the Review Board, complainant, respondent, and advocates to announce the decision.

B. Since the appeal process solely is based on due process considerations, findings of the appeal may result in one of the following outcomes:

1. A finding that due process has been violated and that the case, in part or in whole, is remanded back to the Equity Board for a rehearing in compliance with proper procedural due process; or

2. A finding that a due process violation occurred but does not affect materially the outcome of the case, thus, the decision should stand; or

3. A finding that no violation of due process occurred and, thus, the decision should stand.

C. All parties will receive a written summary of the Appeal Committee’s decision.
D. One copy of this summary will be added to the other information pertinent to the case and locked in the confidential file. All documents given to the Appeal Committee except those for the confidential file will be collected and shredded once the decision has been made.

V. The decision of the Appeal Committee is final.

“All time requirements are suggested guidelines and may be expanded by the Review Board or Appeal Committee in order to accommodate the academic calendar and/or the schedule of all parties involved (Review Board, Appeal Committee, complainant, and respondent) to insure a fair hearing.

STUDENT GOVERNMENT ORGANIZATIONAL CHART

Legislative Branch

- Senate Chair
- Vice-Senate Chair
- Senate Clerk
- Senator-Senior Rep.
- Senator-Junior Rep.
- Senator-Sophomore
- Senator-Freshman Rep.
- Senator-Club Rep.

Executive Branch

- President Executive Staff
- Vice President
- Election Commissions
- Diversity Affairs Commission
- Service & Social Outreach Commission
- Commuter Commission
- Treasurer
- Other Commission
- Appointed Commission Reps
- Senior Commission
- Environmental Commission

Judicial Branch

- Chief Justice
- Executive Justice
- Full Justice
- Full Justice
- Alternate Justice
# OFFICE DIRECTORY

<table>
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<tr>
<th>Department</th>
<th>Phone Number</th>
</tr>
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<tbody>
<tr>
<td>Academic Affairs</td>
<td>330-490-7123</td>
</tr>
<tr>
<td>Academic Support Center</td>
<td>330-490-7235</td>
</tr>
<tr>
<td>Admissions</td>
<td>330-490-7172</td>
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<td>Advancement</td>
<td>330-490-7111</td>
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<td>Alumni</td>
<td>330-244-4752</td>
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<tr>
<td>Athletics</td>
<td>330-490-7035</td>
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<tr>
<td>Bookstore</td>
<td>330-490-7361</td>
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<td>Campus Ministry</td>
<td>330-490-7344</td>
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<td>Campus Police</td>
<td>330-490-7474</td>
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<td>Career Center</td>
<td>330-490-7380</td>
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<tr>
<td>Chaplain's Office</td>
<td>330-490-7277</td>
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<tr>
<td>Class Cancellation</td>
<td>330-490-7005</td>
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<tr>
<td>Commuter Services</td>
<td>330-490-7173</td>
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<td>Counseling Services</td>
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<td>Dining Services</td>
<td>330-490-7381</td>
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<tr>
<td>Global Learning</td>
<td>330-244-4771</td>
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<tr>
<td>Health Services</td>
<td>330-490-7030</td>
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<tr>
<td>Help Desk (Information Technology)</td>
<td>330-490-4357</td>
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<tr>
<td>Human Resources</td>
<td>330-490-7210</td>
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<tr>
<td>International Programs &amp; Services</td>
<td>330-490-7105</td>
</tr>
<tr>
<td>Library</td>
<td>330-490-7185</td>
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<tr>
<td>Multicultural Affairs</td>
<td>330-490-7342</td>
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<tr>
<td>Post Office</td>
<td>330-490-7316</td>
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<tr>
<td>President's Office</td>
<td>330-490-7102</td>
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<tr>
<td>Print Room</td>
<td>330-490-7161</td>
</tr>
<tr>
<td>Residence Life</td>
<td>330-490-7417</td>
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<tr>
<td>School for Professional Studies</td>
<td>330-490-7292</td>
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<tr>
<td>Student Affairs</td>
<td>330-490-7301</td>
</tr>
<tr>
<td>Student Service Center</td>
<td>330-490-7367</td>
</tr>
<tr>
<td>University Relations</td>
<td>330-490-7296</td>
</tr>
</tbody>
</table>
EMERGENCY RESPONSE

EMERGENCY
For assistance, please contact Campus Police at 330-490-7474 or 330-418-1947. If you are using an on-campus phone, you need only dial ext. 7474.

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
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
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
SIGNIFICANCE OF THE WALSH UNIVERSITY LOGO

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,
Assistant Professor of Music, Director of Fine and Performing Arts

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!
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