



Student Handbook



Non-Discrimination Statement

The Ohio State University at Newark and Central Ohio Technical College do not discriminate on the basis of sex, race, age, national origin, sexual orientation, religion, color, veteran status, and/or disability. General information, questions, concerns, or complaints related to these matters are to be directed to the Title IX Coordinator, Holly Mason, Warner Center Suite 226, Ohio State Newark/COTC, 1179 University Drive, Newark, Ohio 43055-1797 (740-364-9578) or ADA/504 Coordinator, Connie Zang, at the same location.

Mission Statement of the Office of Student Life

The Office of Student Life at COTC and Ohio State Newark strives to cultivate a campus community where students can achieve success and become responsible citizens. Our purpose is to support the university's mission by providing services and programs, encouraging student learning in and out of the classroom, and developing a diverse community which is educationally purposeful, open, just, disciplined, caring, and celebrative.

[Office of Student Life-Ohio State Newark](#)

[Office of Student Life-COTC](#)

**The Ohio State University at Newark and
Central Ohio Technical College
1179 University Drive
Newark, Ohio 43055
740-364-9578
1-800-963-9275**

A message from Holly Mason

Greetings,

The Office of Student Life is here to support and assist you. We are excited to have you as a part of our community. Please take the time to familiarize yourself with your student handbook.

I hope you will find this handbook useful; it has been developed to help you understand the organization of the Newark campus and to aid you in making the best possible decisions based on complete and accurate information. Your handbook contains policies, procedures, and guidelines regarding expectations for general student conduct, residential life, information about programs and services, social activities, and student organizations.

As a member of the Newark campus community, you are expected to be familiar with either The Ohio State University or Central Ohio Technical College policies and to take responsibility for your conduct at all times. You will discover that as a member of this community there are many opportunities and avenues for your personal growth, intellectual enrichment, and emotional, cultural and social development. Along with meeting new people and sharing new experiences, you will be confronted with having to make choices and decisions. Some may be easy and rather straightforward; others, a bit more complex and challenging. However, your ability to positively and appropriately meet this responsibility will be a critical element of your success here at the Newark campus and an essential part of mature and successful community membership.

This handbook contains some general academic information and regulations; however, please refer to the Newark campus website, under the heading of academics, for more in-depth and complete descriptions of academic requirements and information.

Our commitment is to provide you with many diverse opportunities and experiences that will assist you in meeting your academic, social, and career goals. The campus recognizes the importance of providing a variety of support services designed to help ensure your academic success. On the pages that follow are descriptions of the services available to you as a member of this community. Whether you are embarking on your academic career or continuing with your study, the faculty, staff, and your peers are eager to help you.

For those of you who are joining us for the first time, let me extend a special WELCOME to you. I am looking forward to meeting you and helping you build the kind of experiences that will serve you well in future years.

On behalf of the Office of Student Life, best wishes for a successful and rewarding career at the Newark campus. If I or any member of the staff of Student Life can be assistance to you, please do not hesitate to ask.

Sincerely,

Holly Mason

Chief Student Affairs Officer

The Ohio State University at Newark and Central Ohio Technical College

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ACADEMIC CALENDARS:

[Central Ohio Technical College Academic Calendar](#)

[The Ohio State University Academic Calendar](#)

Where to go when you have a question about...

[Central Ohio Technical College](#)

[The Ohio State University at Newark](#)

Issue/Concern	Ohio State Newark	COTC
Academic Advising	Advising	Gateway
Activities on Campus	Student Activities	Student Activities
Add/Drop Class	Student Records	Gateway
Address Change	Student Records	Gateway
Admission Application	Advising	Gateway
Athletics, Sports, Intramurals	Athletics	Athletics
Books and Supplies	Bookstore	Bookstore
Career Planning & Job Searching	Career Services	Career Services
Change of Major	Advising	Gateway
Commencement	Advising	Gateway
Community Service Events	Student Activities	Student Activities
Counseling	Counseling	Counseling
Course Bulletins	Admissions	Admissions
Cross Registration	Advising	Gateway
Disability Awareness	Disability	Disability
Dismissal or Reinstatement	Advising	Gateway
Email	Computer Lab	Computer Lab
Emergency Message	Security	Security
Enrollment Verification	Records	Gateway
Fees	Fees & Deposit	Fees & Deposits
Financial Aid	Financial Aid	Financial Aid
Fresh Start		Gateway
Freshman Forgiveness	Advising	Gateway
Grade Appeals	Academic Affairs	Academic Affairs
Graduation Application	Advising	Gateway
Housing	Residential Life	Residential Life
ID Cards	Security	Security
Judicial-Behavioral Issues	Student Life	Student Life

Issue/Concern	Ohio State Newark	COTC
Learning Disabilities Library	Student Life Library	Student Life Library
Loan Deferment		Gateway
Lost and Found	Services Center	Services Center
Math Tutoring	Math Lab	Math Lab
Motorist Assistance	Security	Security
Multi-Cultural Affairs	Student Life	Student Life
Name Change	Records	Gateway
New Student Orientation	Advising	Gateway
Nursing Program		Division Office
Ombudsman	Student Life	Student Life
Organizations and Clubs	Student Life	Student Life
Parking Permits	Security	
Proficiency Exams		Division Office
Program 60		Gateway
Reactivate Student Record	Records	Gateway
Recreational Activities	Athletics	Athletics
Refunds	Fees & Deposits	Fees & Deposits
Registration Information	Advising	Gateway
Residency (Ohio)	Advising	Gateway
Schedule of Adjustment	Advising	Gateway
Schedule of Classes	Advising	Gateway
Scholarships	Financial Aid	Financial Aid
Severe Weather	Security	Security
Security	Security	Security
Student Employment	Financial Aid	Financial Aid
Testing Center	Testing Center	Testing Center
Transcript Request	Advising	Gateway
Transfer Evaluation	Advising	Gateway
Tuition	Fees & Deposits	Fees & Deposits
Tutoring	Tutoring Center	Tutoring Center
Veterans' Affairs	Financial Aid	Financial Aid
Withdrawal	Advising	Gateway

When a phone number is listed with only five numbers, it is a campus extension...

...to reach extension from Newark, dial 36-(plus 5-digit ext.)

...to reach extension from outside Newark, dial 740-36-(plus 5-digit ext.)

From Columbus, dial 292-4093 or 292-4094

Within Ohio, dial 1-800-9-NEWARK

BUILDING DIRECTORY

Adena Hall-1159 University Drive

Athletic Department
Classrooms
Faculty Offices
Gymnasium
Maintenance Department
Weight Rooms

Athletic Complex-Sharon Valley Road

Rotary Pavilion
Titan Field

Baker Hall-950 Sharon Valley Road

Literacy Network of Central Ohio
Newark Earthworks Center
Score
Tech Prep Administration

Founders Hall-1179 University Drive

Administrative offices
Auditorium
Business and Finance Offices
Classrooms
COTC Administration
Dean/Director's Office
Enrollment Management
Human Resources
Information & Technology
Media Support Services (AV)
Ohio State Newark Administration
Ohio State Newark Admissions/Advising
President's Office
Psychology Labs
Purchasing Department
Science Labs
Service Labs
Services Center
Vax Lab

Hopewell Hall-1189 University Drive

Allied Health Program
Classrooms
COTC Division Offices
Education Curriculum Center
Fees and Deposits
Financial Aid
Gateway-COTC Admissions & Advising
Marketing & Public Relations
Testing Center

East Mound Community Center - Newark, Ohio

Digital Media Design Program - The Works in downtown Newark, Ohio

COTC Coshocton Campus – Montgomery Hall

200 North Whitewoman Street
Coshocton, Ohio 43812

LaFevre Hall-1199 University Drive

Art Gallery
Art Studio
Black Box Theatre
Computer Labs
Classrooms
Engineering Labs
Music Labs

Martha Grace Reese Amphitheatre

North Classroom-1159 University Drive

Classrooms

Reese Center-1209 University Drive

Alford Performing Arts Center
Classrooms
Computer Labs
Conference Center/Seminar Rooms
Cyber Café
Development Office
Facilities Planning & Operations
Faculty Offices
Student Lounge

Warner Center-1219 University Drive

Barnes & Noble Bookstore
Career Services
Classrooms
Counseling Services
Disabilities Services
Library
Math Labs-COTC & Ohio State Newark
Multi-Cultural Affairs
Safety & Security
Student Activities
Student Life
Table of Contents
Tutoring Center
Writing Labs-COTC & Ohio State Newark

COTC Knox Campus – Ariel Hall

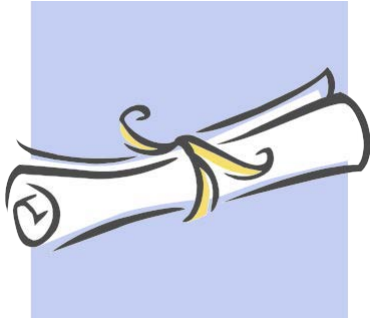
236 South Main Street
Mount Vernon, Ohio 43050

COTC Western Campus

Administrative Offices
621 W. Broad Street Suite 2G
Pataskala, Ohio 43062

Ohio State Newark Annex

595 Country Club Drive
Newark, Ohio 43055



**Have a concern?
Want to make a difference on campus?
The Student Government is here to represent YOU!**

Questions or concerns?

**Visit our Org Sync page
or stop in Warner Center, room 205E**

Easy ways to make **BUCK-ID** work for you:

Your COTC student ID works the same as the BuckID card!

Manage your account online: www.buckid.osu.edu

Check your balance, recent transactions, and make deposits on line via credit/debit card.

With a BuckID card, you can breeze through your day without carrying cash! Think of the BuckID as a purchasing card. Just present it when you pay and the amount of you purchase will be deducted from your account.

At any time, additional funds may be deposited. Any unspent funds carry over semester to semester or can be refunded upon request at the end of spring semester through the Columbus campus Buck ID Office.

- **Use your BuckID at**
 - Barnes and Noble bookstore on campus
 - Table of Contents at Newark
 - Cyber Café at Reese Center
 - Coca Cola vending machines on campus
 - Purchase copies on selected Newark campus copy machines
 - All enrolled OSU students can use their BuckID on the Columbus Campus
- **How do I open a BuckID account?**

All Newark-campus enrolled students should obtain a student ID card at the Newark Campus Security office. This student ID is your BuckID card.
- **How do I add money to my BuckID account?**

Cash, checks, and credit card deposits (Visa and MC only) may be made at the Fees and Deposits office in Hopewell Hall; checks may also be mailed to the Columbus Campus University ID Card Office. Credit and debit card deposits (Visa and MC only) are accepted by phone at 614-292-0400; have your Visa and MasterCard number and student ID number ready.
- **How do I withdraw money from my BuckID card?**

Withdrawals are not permitted from accounts. Exceptions may be made only in cases where excess financial aid was deposited in error.
- **Can my parents call from home to put money in my account?**

Yes; Visa and MasterCard deposits are accepted by phone at 614-292-0400; have your Visa or MasterCard number and student's student number ready.
- **How do I check my balance?**

Most merchants can tell you your balance when you use your card. You may also check your balance online. Statements of accounts are mailed monthly.
- **My balance from the vending machines shows lower than my actual balance. Is there a problem?**

No. Vending machine sales are limited to \$10 per day in order to discourage card theft. Each day your vending account balance is reset at \$10 and is reduced with each sale.

ACADEMIC ADVISING-COTC

[COTC website:](#)

COTC students are assigned an academic advisor after admission and completion of the COMPASS Placement Tests. Advisors are available in the Gateway Center to meet with students to help with planning and career decision-making. Advisors are available to assist students with course selection, program selection requirements, schedule changes, declare new major or academic concerns through appointments, walk-ins, and group advising and information sessions. Students may schedule appointments or group sessions or receive their advisor's walk-in hours at the COTC Gateway Center in Hopewell Hall. The office is open 8 a.m. – 6 p.m. Monday through Thursday and 8 a.m. – 5 p.m. on Friday. Call the Gateway Center at 740-366-9494 for more information.

ACADEMIC ADVISING-OHIO STATE NEWARK

[Ohio State Newark website:](#)

Ohio State Newark Students are assigned an academic advisor according to their major. They are available to assist with academic programs and campus resources including; making schedule changes; assisting in course selection; withdrawal from the University; questions about academic requirements; and help for students in academic difficulty. Students schedule their own appointments. Appointment sheets are at the advising counter. Hours are 8 a.m. -6 p.m. Monday through Thursday and 8 a.m. – 5 p.m. on Friday.

ACADEMIC RULES

[Ohio State Newark website:](#)

Ohio State Newark information on academic rules is available at the Advising Office or online at the Ohio State University website. The following items are included: Registration Information, Change of Major, Course Adds and Drops, Forgiveness Rule, Fresh Start Rule, Grading System, Incomplete, Pass/Non-Pass option, Proficiency Testing, Reinstatement, Transfer Credit, Warning, Probation, Dismissal, and Withdrawal from the University.

[COTC website:](#)

Academic rules pertaining to COTC are published on the COTC website. Information including admissions and costs, a detailed curriculum of technology, academic operations, course descriptions, and the Code of Student Conduct can be found there.

ACADEMIC SUCCESS SKILLS

The Learning Skills Specialist (Warner Center 238) provides FREE programs and services designed to help students sharpen the skills necessary to succeed in college. The Specialist is available for one-on-one sessions to provide learning and study skills assessments and student consultations on an individual or group basis. These sessions generally focus on how the memory works, how one learns, how to study, how to develop efficient study schedules, how to improve note-taking skills, how to prepare for exams, how to take exams, etc. Any topic related to strengthening academic skills can be addressed.

[Ohio State Newark students: Learning Skills Specialist website](#)

[COTC students: Learning Skills Specialist website](#)

[To contact the Learning Skills Specialist](#)

ADMINISTRATION

The Newark campus is home to both Central Ohio Technical College, led by President Bonnie L. Coe and The Ohio State University at Newark, led by Executive Dean of the Regional Campuses and Dean and Director, William L. MacDonald.

ART GALLERY

The LeFevre Art Gallery is located in the lobby of LeFevre Hall and serves both the campus and the community. Hours of operation vary with exhibitions, but the gallery is generally open during regular campus operating hours. Information on current exhibitions can be obtained by call 366-9369.

ASSOCIATE OF ARTS DEGREE-THE OHIO STATE UNIVERSITY

The Associate of Arts Degree can be earned at any regional campus of The Ohio State University. For information on degree requirements, consult the Associate of Arts Degree Brochure available from the Ohio State Newark Admissions and Advising Office in Founders Hall.

ATHLETICS ...[at Central Ohio Technical College](#)
 ...[at The Ohio State University at Newark](#)

The Titan Athletic Department provides athletic, recreation, and fitness opportunities for Ohio State Newark and COTC students. Approximately 85 students per year are involved in the intercollegiate athletic programs on campus. In addition to the intercollegiate teams, approximately 250 students take part in the intramural program annually.

Intercollegiate Teams

Women's Teams-

Volleyball
Basketball
Fast-pitch Softball

Men's Teams-

Basketball
Baseball
Golf (co-ed)

Eligibility Requirements –

- COTC or Ohio State Newark student, carrying at least seven (7) credit hours during semester of competition
- Maintaining a GPA of 1.7 or higher
- Progressing toward an undergraduate degree
- Students are limited to four years of athletic competition at one or more colleges or universities

Conference – Ohio Regional Campus Conference Member schools:

Ohio University Chillicothe
Ohio University Eastern
Ohio University Lancaster
Ohio University Zanesville
Ohio State Lima/Rhodes State
Ohio State Mansfield

Ohio State Newark/COTC
Miami University Hamilton
Miami University Middletown
University of Akron Wayne
Wright State University Lake

Intramurals

Intramural sports offer competition on an informal basis for individuals of varying interests and abilities. Intramural teams are open to all students, faculty, and staff. Each semester's intramural sports are based on participant interest and have included:

3 on 3 Basketball	Co-ed Softball
Flag Football	Co-ed Volleyball
5 on 5 Basketball	Corn Hole
Indoor Soccer	Frisbee Golf
Table Tennis	

At the beginning of each semester, information will be posted on bulletin boards. The Intramural coordinator sets teams and schedules, with competition beginning by the third week of the semester.

Recreational Facilities

Adena Hall serves as an athletic facility for campus and community events. It features –

- 2 gym floors for basketball, volleyball, walking, and jogging
- 2 physical conditioning rooms with cardio and weight equipment
- Locker rooms with showers and dressing area
- Outdoor basketball court, baseball field, flag football, and walking trails

[Adena Hall Open Hours](#)

BOOKSTORE/BARNES & NOBLE AT NEWARK

The bookstore is located in the Warner. Textbooks, supplies, snack, and clothing are available for purchase. Students, faculty, and staff with valid I.D. may order and purchase computer hardware and software at substantial savings. Class rings are also available to order. Consult the manager for current policies regarding textbook refunds and buy-back.

BULLETIN BOARDS

Bulletin boards are located throughout campus buildings. Certain boards are designated for specific purposes. All information pertaining to student clubs and organizations **must** be submitted and approved by the Office of Student Life, Warner Center 226. All non-student clubs or organization materials needing to be posted **must** be submitted and approved by the Office of Student Life, Warner Center 226. Any materials placed on unapproved bulletin boards and/or any materials not approved by the Office of Student Life will be removed immediately without notice.

CAMPUS EMERGENCY ALERT SYSTEM

At The Ohio State University Newark and Central Ohio Technical College our highest priority is the safety and security of our students, faculty, staff and community. With that in mind we are pleased to announce the implementation of a new comprehensive alert notification system for all students and employees. This system is designed to quickly communicate information regarding emergency situations on campus and any campus closures that may be necessary. This system is yet another tool to help our campus be a safe place for everyone we serve.

As a current Ohio State Newark / COTC student or employee, your college email address is already included in the Campus Alert Notification System and you will receive a notice via that communication means. However, if you would like to include additional email addresses or add a mobile phone number to receive text emergency alerts, please log in below using your campus email address and click Create a New Password. Once you complete the initial registration process use your campus email address and this unique password to update your information. In addition, these alerts will also be posted on the Ohio State Newark and COTC Facebook sites.

CAREER DEVELOPMENT & EXPERIENTIAL LEARNING SERVICES –

Career Development Website: [Central Ohio Technical College](#)
[The Ohio State University at Newark](#)

Many students begin college uncertain as to a major. If you are “exploring your options,” please stop by the office as soon as possible for help in learning about majors that fit your interests and aptitudes. Career Development serves both Ohio State Newark and COTC students and is located in the Warner Center 226.

The office can also assist you with preparing your resume, cover letter, exploring careers, and finding suitable employment, with the goal to educate the student and/or graduate about options for successfully managing career transitions and all other job search related activities. Resources address job search strategies; labor market information; employer directories; applications; correspondence; development of effective interviewing skills; information on employers' expectations; career planning and resume referrals. You can also open a credential file that gives the office permission to send your resume to employers when they contact the campus.

Please check the bulletin board outside the office and the Career Services web site for current job postings and other important information. All services are free of charge. Stop by Warner Center 226 or call 740-366-9453.

CLASS CANCELLATION – SEVERE WEATHER LINE

The campus typically does not close except in the event of a Level 3 Weather Emergency. However, should it be necessary to close the campus as a result of severe weather, a recorded message announcing the closure may be heard at 740-366-9216, and announcements will be made over WCLT, WHTH, WNKO, WMVO, WOIO, WTNS, WHIZ, WOSU, WSNY, WCOL, WNCI, and WTVN-AM and all Columbus TV stations. For information on specific course cancellations due to inclement weather, please call 740-366-1351 and speak with the customer service representative during regular business hours or 740-366-9237 after hours.

CLASSROOM/LABORATORY LOCATIONS

COTC - For the most up-to-date classroom/laboratory location information, COTC students should log onto their *my.cotc* portal just prior to their first class meeting. Copies of the Master Schedule of Classes, with room locations, are also posted on the [COTC webpage](#) (on the drop-down list under *Current Students* is a link to *Search for Classes*). The *my.cotc* portal also has accurate information.

Ohio State Newark - Room locations are indicated on your class schedule each semester through Buckeye Link. Schedules are also available on the *my.newark* portal as well as the [Ohio State Newark](#) website under Current Students/Class Schedule.

CLINICAL EMERGENCY AND IMMINENT RISK PROTOCOL

[Link to the campus website for complete details on Clinical Emergency and Imminent Risk Protocol](#)

CODE OF STUDENT CONDUCT

The laws of the State of Ohio, The Ohio State University Code of Conduct and the Central Ohio Technical College Code of Student Conduct govern the conduct of students on the campus. Each student is responsible for reviewing this document. Persons with questions about the code should call 740-364-9578 or stop by the Office of Student Life, Warner Center Room 226. Please refer to [Appendix A](#) for the complete Code of Student Conduct.

COUNSELING AND CONSULTATION SERVICES

College is an exciting and challenging time. It may also be a time of stress and anxiety. Counseling and Consultation services are provided FREE to all students in a confidential setting. Stop by Warner Center 226 or call 740-364-9578 to set up an appointment.

DROPPING COURSES AND FEE REFUNDS

Ohio State Newark and COTC have different schedules for course changes and refunds.

[COTC schedules are in the COTC bulletin and available at this link](#)

[Ohio State Newark information is available at this link](#)

Important Information:

Financial aid recipients must contact the Financial Aid Office to see if dropping or adding credit hours will affect their aid package.

DRUG AND ALCOHOL POLICY

No campus employee or student may use, produce, distribute, sell, or possess drugs or alcohol in a manner prohibited under Ohio law (or applicable campus regulations) while on campus property, or while engaging in any activity sponsored by the campus. The information also identifies penalties that the State and campus may impose for violation of the law or campus rules. Any questions about the policy or its implementation should be referred to the Office of Student Life, Warner Center 226. The policy in its entirety is located in [Appendix B](#) of this publication, or on the web at:

[COTC Policies for a Drug Free Workplace](#)

[Ohio State Newark Policies for a Drug Free Workplace](#)

EDUCATION CURRICULUM CENTER

The Education Curriculum Center in Hopewell Hall 55 is an education department resource center for the undergraduate and graduate education students of Ohio State Newark. The collection includes children's literature, curriculum materials, sample textbooks, science kits, math manipulatives, and educational software. Services available in the Education Curriculum Center include laminating, making of overhead transparencies, book binding, rolls of 3 foot wide colored paper, and an Ellison dies cutting machine.

The materials and services in the curriculum center are available to not only OSU students, but also area teachers, home-schooled students, COTC early childhood program students, and other community members.

For more information, visit the [Education Curriculum Center](#) or call 740-366-9230.

EMAIL ACCOUNTS

Ohio State Newark

[How to activate and begin to use your Ohio State University student email account](#)

[To check your email:](#)

You need to have your account activated (know your Username and password) to access any of the convenient Online Services available on the University Registrar's page. Email is the University's primary mode of communicating with students. Grades and scheduling window openings are among the information that is only sent through student email. Financial Aid information is sent through e-mail as well!

It is very important that all Ohio State University students activate their Newark campus accounts. The Newark campus account is separate from The Ohio State University account. The Newark campus account username and password will be used to log in to Newark campus lab computers, access secure storage, and use the wireless network on the Newark campus.

COTC - All students are provided a student e-mail account upon registration. **My.cotc** is the tool used to access your student accounts. Use **my.cotc** to:

- View your grades,
- Print unofficial transcripts,
- View your current schedule, including room locations,
- Complete online registration (for eligible students)
- Discover your e-mail username.

To log into **my.cotc**:

1. Log into <https://my.cotc.edu>
2. Enter your student ID and enter your PIN (given upon registration). Once you have entered these in, click "access" and explore your student account! If you do not have a PIN or cannot remember yours, you must contact Student Records. Although we cannot share that information via phone, you can stop by or [e-mail](#). Be sure to include your social security number.

Once you have accessed your campus Connect account, you can click on "demographic Information" to discover your COTC e-mail username. To log into your student e-mail account:

1. Visit the [COTC website](#) (click on **Web Mail** in the upper left corner).
2. At the prompt, enter your username (do not include "@cotc.edu") and your PIN as your password.
3. You have accessed your account and can begin using it to send and receive emails.

It is highly recommended that students check their COTC student e-mail account often, at least once per day. It will be the student's responsibility to check and respond to official e-mail messages. Email is the only means of communication the College will use with students. Financial aid, registration, advising notices, and other information crucial to student success will be sent via COTC student email account.

The first part of your COTC email address (e.g., DOE-101) is your username and your Newark campus account. It will be used to log on to Newark campus lab computers, access secure storage and use the wireless network on the Newark campus.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974 (FERPA)

The Family Education Rights and Privacy Act of 1974, as amended, set forth requirements designed to protect the privacy of student records. Student records are confidential.

The only information about a student that may be released without student permission is: name; address; telephone number; major; participant in officially recognized sports and activities; weight and heights of athletic team members; dates of attendance; degrees and awards received; most recent educational agency or institution attended. Students not wishing this information release should contact an academic advisor.

FEES AND DEPOSITS OFFICE

[Fees & Deposits at Ohio State Newark](#)

[Fees & Deposits at COTC](#)

The Fees & Deposits Office is located in Hopewell Hall and handles student tuition and fee payments, refunds and revenue processing for both COTC and Ohio State Newark. They accept cash, check, or MasterCard/Visa as methods of payment. Students can pay tuition and fees online, by mail or in person at the Fees & Deposits office. Upon registration, students will receive a bill or a bill notification and are responsible for paying their tuition by established deadlines, knowing the refund of fees schedule and complying with return of financial aid policies, as applicable. Please call 740-366-9232 or visit our campus website for further information.

FINANCIAL AID

[Financial Aid at Ohio State Newark](#)

[Financial Aid at COTC](#)

The Office of Financial Aid provides information on financial aid eligibility regarding federal and state grants, scholarships, student loans, and student employment. The Office of Financial Aid serves both COTC and Ohio State Newark students. Applicants interested in financial aid should apply as early as possible and are encouraged to submit their Free Application for Federal Student Aid (FAFSA). For more information, please call 740-366-9435.

How to Apply for Financial Aid

[FAFSA on the Web](#) - The Free Application for Federal Student Aid (FAFSA) is available for you to apply for aid. Complete and submit the FAFSA online at www.fafsa.ed.gov to ensure the fastest processing and fewest errors. You may also obtain a PDF version of the FAFSA at www.fafsa.ed.gov by clicking on "FAFSA Filing Options".

COTC Students: Federal School Code for COTC is 011046. Our ***Priority Deadline*** is **February 15** of each year for campus based aid, such as Federal Work Study, Supplemental Educational Opportunity Grant (SEOG), Tuition Assistance Grant, and institutional scholarships. Awards are offered until funds are exhausted. The Office of Financial Aid will contact you once your FAFSA has been received by the school.

Ohio State Newark Students: Federal School Code is 003090. Our ***Priority Deadline*** is **February 15** of each year.

- The Free Application for Federal Student Aid (FAFSA) is the only financial aid application needed. It should be submitted at least twelve (12) weeks before your first quarter to have the funds available when you begin classes.
- To be considered for maximized funding from all sources, refer to the priority deadlines listed on the [Columbus campus financial aid](#) page.
- You will be eligible for some type of Federal aid regardless of your income. The Ohio State University participates in State and Federal grant and loan programs, and has institutional scholarship funds available.
- The admission process is interrelated with the financial aid process. Please complete all requirements for admission as quickly as possible, including submission of all academic transcripts of high schools and colleges attended to the Admission office.

FOOD SERVICES

Table of Contents at Newark, Warner Center

The Table of Contents is a beautiful, state-of-the art, market-style dining facility housed in the Warner Center. Campus Dining offers a satisfying range of meal choices to feed all appetites. Whether you're in the mood for a toasted sub, a salad built to your specifications, or just a cup of our specialty Crimson Cup coffees, The Table of Contents will not let you go hungry.

[Ohio State Newark students: For current information on open hours and dining plan fees](#)

[COTC students: For current information on open hours](#)

Cyber Café at Reese Center

The Cyber Café in the John Gilbert Reese Center is a full service gourmet coffee shop featuring Crimson Cup coffee.

[Ohio State Newark students: For current information on open hours](#)

[COTC students: For current information on open hours](#)

User Scheduling

The Office of Student Life shall handle all requests made by individuals and groups from off campus who wish to have a voice on the Newark campus. The Office of Student Life is located in room 226 of the Warner Center and their telephone number is 740-364-9578.

GATEWAY -COTC

The Gateway at Central Ohio Technical College consolidates the college Admissions, Advising, and Records office process into a one-stop location, allowing students more convenience. Students can apply to the college, register for classes, receive advisor counseling, sign up for testing, request a transcript, and request many other services at one location.

Students needing assistance with academic programs or any requirements in these areas can call 740-366-9422.

GRIEVANCES OR COMPLAINTS

If problems arise, students can handle them in several different ways. If it is a problem with a specific course, the student is encouraged to discuss the problem with the instructor of the course or the Ombudsperson. The Ombudsperson for Ohio State Newark is [Dr. Binaya Subedi](#) and for COTC, [Kim Goudy](#). Students can also discuss the problem with an academic advisor or the Office of Student Life.

If the problem is non-academic in nature, students can consult a member of the Office of Student Life, Warner Center 226 or contact the appropriate administrator.

If concerns relate to a disability, contact [Connie Zang](#), Warner Center 226. Students can also discuss the problem with an academic advisor or the Office of Student Life.

HAZING

The University prohibits any activity, which might reasonably bring embarrassment, emotional, psychological, or physical harm to any individuals involved.

HONORS PROGRAM

[Honors Program Website](#)

The Honors program promotes the intellectual and personal development of high-ability undergraduate students both inside and outside the classroom. Along with admission to Honors classes and recognition on their diplomas and transcripts for high achievement, Honors students receive priority scheduling, unique research opportunities, and fellowships in some cases. Honors students in Newark typically join the Laurel Collegiate Society, a campus organization for high-achieving students, and take advantage of its many field trips and on-campus activities. Each year, outstanding students are also recognized at the Ohio State Newark Salute to Undergraduate Achievement dinner.

Honors classes are not courses that simply require more work; they allow students to engage at a different level. Limited to 15 highly motivated students, Honors classes are structured to provide more interaction among students and faculty. These smaller, more intimate classes typically are presented as discussion seminars rather than lectures. Often students develop projects that allow them to research an area of particular interest, in close consultation with their professors. Some courses, designated as Honors-embedded, also allow students to earn Honors credit in non-Honors classes by working individually with the professor on projects.

To help students meet their Honors coursework requirements, many GEC courses as well as upper-level courses are offered in an Honors format. Freshmen and sophomores can also earn credit for Honors work when they take upper-level, non-honors courses. A one-credit-hour Honors seminar is also offered on a different topic each semester.

Students planning to graduate in one of the majors offered at the Newark campus should review the information on earning and maintaining Honors status and consult with their major advisor. Students planning to finish their degrees on the Columbus campus also are urged to join the program at Newark so that they can begin earning the Honors credits necessary when they seek to join the Honors and Scholars program. Fulfilling an Honors contract in Columbus, for example, likely will require taking Honors versions of GEC courses, and many of those requirements can be met at Newark in the first two years. Without Honors courses in the first two years of study, transfer students will find it difficult to complete an Honors program in Columbus.

INFORMATION AND TECHNOLOGY SERVICES

[Information and Technology Services at The Ohio State at Newark](#)

[Information and Technology Services at Central Ohio Technical College](#)

Information and Technology Services, located in Founders 196, provides Newark campus students with comprehensive computing technology. From wireless connectivity to secure student storage space, Newark Campus ITS delivers state of the art capabilities.

The website contains a complete list of the services the ITS department provides to students. It also has tutorial for webmail, software applications, and more.

As part of ITS, Media Support Services in Founders 186 provides space for students to view class assigned video tapes or listen to audio tapes.

LOST AND FOUND

The campus Lost and Found is located in the Services Center, located in Founders 156.

The Services Center is open Monday-Thursday 7:30 am - 7 pm and Friday 7:30 am - 5 pm. (*Times may vary during breaks.*)

NEWARK CAMPUS LIBRARY

The Newark Campus Library is a full service library serving both Ohio State Newark and COTC students. It is located in the Warner Center

Librarians provide instruction ranging from traditional one-on-one and small group to full classroom lectures in fields as varied as Internet searching, information literacy and library research skills. Occasionally they are invited as guest lecturers in other areas of expertise such as literature and geography as well.

The Newark Library has about 45,000 print volumes, 270 serial subscriptions, and 1,800 videos and DVDs, and 1,200 maps on site. It also provides online access to thousands of additional full text periodicals and books. All Newark campus students, faculty, and staff can borrow from the extensive resources available through The Ohio State University and from OhioLINK. OhioLINK is a consortium of over 8- Ohio academic libraries providing holdings well in excess of 31 million items as well as over 100 research databases (many of which are full-text). All these are accessible through the online library catalog. Materials borrowed usually take 2-4 business days to arrive. Students must use their BuckID/Campus ID to use the pay-to-print printers available in the library.

Laptops can be checked out from the Library for 4 hours with a fine of \$10 for every hour that it is overdue. Also available for use with the laptops are a/c wall chargers, mice, and headphones. All of which are checked out for 4 hours and have a \$10 per hour fine for every hour they are overdue.

Instructors often place materials on closed reserve in the library. Please note processing may take up to 48 hours from the time the materials arrive at the library until they are actually available to be used.

For reference help: Contact the [Answer Man](#)

For more information and hours of operation, visit the [Newark Campus Warner Library](#).

John L. & Christine Warner Library Staff:

Susan D. Scott, Library Director

On Campus: 49513 Off Campus: 740-364-9513

scott.37@osu.edu

[Library information for Ohio State Newark](#)

[Library information for COTC](#)

MARKETING AND PUBLIC RELATIONS

The Office of Marketing and Public relations is responsible for various forms of communications to inform the public and to promote the programs and services of both central Ohio Technical College and The Ohio State University at Newark. These communications include: advertising, press releases, and publications such as brochures, flyers, fact sheets, posters, invitations, and announcements.

MATH LABS

Ohio State Newark Math Center

We are located upstairs in the Warner Center, room 202. Our phone number is: 740-366-9404

[Math Lab Website](#)

[To contact David George, Math Center Coordinator](#)

ABOUT US: We offer free math tutoring on a walk-in basis. More information about the Math Center can be found in the [informational flyer](#).

[Become a Math Tutor](#)

[Request a Math Tutor](#)

COTC Math Lab

The COTC Math Lab, located in the Warner Center, provides academic support to students in math courses and technology courses that use math. We offer one-to-one tutoring by trained math tutors, videotaped lectures, computer tutorials, math workshops on video, math handouts, math placement testing, and individual consultations with the Math Lab Coordinator. The lab offers daytime, evening, and weekend hours.

More information on the Math Lab, including open hours and direct contact numbers, is available at [COTC Math Lab](#).

MESSAGES FOR STUDENTS

Students should make arrangements with friends, family, and child care providers for how to keep in contact while on campus. We are unable to deliver messages to students other than emergency situations.

MULTI-CULTURAL AFFAIRS

The mission of the Office of Multi-Cultural Affairs is to promote cultural awareness events and programs both on and off campus; create an environment that is conducive to the overall collegiate experience for students regardless of ethnicity, socio-economic status, origin, gender, race, sexual orientation, or disability; develop comprehensive programs and support academic resources to increase retention of minority students for academic success and professional development; and collaborate with other offices and the community to create an inviting and relaxed atmosphere that promotes inclusiveness of all students.

Multi-Cultural Affairs is located in Warner Center 226; for services, call 740-366-9443 or email [Vorley Taylor](#).

[Multi-Cultural Affairs website for Ohio State Newark](#)

[Multi-Cultural Affairs website for Central Ohio Technical College](#)

Diversity Programs

- Peer Mentoring
- Student Organizations
- Off-campus trips
- Leadership development

OFFICE FOR DISABILITY SERVICES

[Office for Disability Services website for Central Ohio Technical College](#)

[Office for Disability Services website for The Ohio State University at Newark](#)

The Office for Disability Services (ODS) at the Newark campus offers a variety of services to students with documented disabilities such as learning disabilities, hearing, or visual impairments, mobility impairments, ADD/ADHD, and psychiatric or medical disabilities.

ODS arranges for academic accommodations and support services that are individualized and flexible. Student documentation is reviewed and eligibility for service is determined. ODS staff members are trained to assist students and faculty on issues of academic adjustment, learning strategies advocacy skills, and transition from high school to college and into employment.

Faculty provides the opportunity for students with disabilities to identify their accommodation needs and work with them to make access to all educational experiences possible. ODS staff will assist the classroom instructor to provide necessary accommodations.

Any Student with questions regarding academic performance and who is wondering if a learning disability is present, should contact the ODS Case Manager. After an interview, the Case Manager will make recommendations and referrals for testing and/or for other available services.

- Eligibility for service is determined on an individual basis. Students must self-identify and make individual needs known to a professional in ODS. Documentation of the disability is required; call or write for complete guidelines. Do not send documentation to the Admissions Office.
- Private consultations and confidential handling of documentation is our policy. Students receiving service have complete control over the disclosure of information to faculty and other offices. No record of services provided appears on the transcript documentation.
- Specialized technology is available to increase access to oral and printed text. Training in use of hardware and software adaptations is available in the Office for Disability Services.

PARKING REGULATIONS

Student parking on campus is FREE. Vehicle registration is available through the Security Office or Fees and Deposits Office. The first registration is free. All students and personnel at the Ohio State University at Newark and the Central Ohio Technical College are subject to the traffic and parking regulations of the Newark Campus. In addition, standard traffic regulations and definitions, as enacted in the motor vehicle laws of the State of Ohio, will be enforced on campus property at all times. The posted speed limit is 10 mph in all parking lots and 20 mph on University Drive that encircles the campus. Designated parking areas have been posted and are reserved for holders of Faculty/Staff permits, disabled permits and State vehicles. Students and visitors may park in any unrestricted parking space on campus, which are the white-lined areas. Student, visitors, and employees without Faculty/Staff permits must have a white line on both sides of the vehicle. Parking regulations are in effect and enforced 24 hours a day. The responsibility for finding a legal parking space rests with the motor vehicle operator regardless of weather or crowded conditions.

The Newark Campus reserves the right to remove, or have removed and impounded any vehicle that is parked in such a manner as to constitute a hazard or parking violation. Owners of such vehicles will be required to pay all costs involved. The campus cannot assume responsibility for the care or protection of any vehicle or its contents at any time it is operated or parked on campus property. Owners should ensure that unattended vehicles are locked at all times.

PLAGIARISM

Plagiarism is the representation of another's works or ideas as one's own: it includes the unacknowledged work for word use and/or paraphrasing of another person's work, and/or the inappropriate unacknowledged use of another person's ideas. All cases of suspected plagiarism for COTC students, in accordance with university rules, will be reported to the Office of Student Life. Cases involving Ohio State students are referred to the Office of Academic Affairs.

PUBLIC SAFETY

740-366-9237

Warner Center 105

To report safety and security concerns: 740-366-9237

To report an emergency: 740-366-9300

The vision of the Public Safety Department of the Newark campus is to provide a safe and secure campus that demonstrates openness, trust, honesty and integrity and respects differences in ideas, cultures, and lifestyles. The campus is committed to providing a safe environment for students, faculty, staff, and guests. While we attempt to provide the most secure surroundings possible, all students, employees and visitors must take responsibility for their own personal safety when visiting the campus. The vast majority of crimes committed on our property are crimes against property, not people. Often, the thief simply walks off with unsecured property. Don't leave personal items unattended. Review the information in this handbook and take advantage of the many safety programs offered by the campus. As a campus, we will do our best to provide you with a safe learning and living environment; however we need your help. Let's work together to make the Newark Campus "Safe for All."

Reporting to the Office of Facilities Planning and Operations, the department is staffed by 4 full-time officers, and 1 part-time officer who have full security authority. In addition to full-time security officers, Public Safety employs a modest student security staff that provides services for the University community. The members of this unit do not have statutory arrest powers, but work to assist with security matters.

The department issues IDs and keys for faculty and students, provides security, regulates parking and traffic, campus escort service, and motor vehicle services.

Identification Cards

All students must have an Ohio State University or COTC ID card. All students receive ID cards during orientation and/or obtained at the Safety and Security Office (Warner Center). Student IDs are required for campus events and for use of library materials. Only Ohio State Newark cards are valid at the Ohio State Columbus campus. Additionally, all enrolled students at the Newark campus have Buck ID accounts. Your ID card (both COTC and Ohio State Newark) is your Buck ID, a campus debit card. See the Buck ID section of the handbook for detailed information.

Emergency Procedures

The Public Safety Department provides this information as part of Newark Campus' commitment to campus safety and security and in compliance with the Title II Crime Awareness and Campus Security Act, 1990.

The vision of the Newark Campus Public Safety Department is a safe and secure campus that demonstrates openness, trust, honesty, integrity, and respects differences in ideas, people and lifestyles. These same qualities will be reflected in the Public Safety Department's leadership, personnel, programs and services, and its image, both on and off campus.

The mission of Newark Campus' Public Safety Department is to ensure a safe and secure, and orderly campus for students, faculty, staff and visitors at The Newark Campus, thereby contributing toward a positive learning environment.

The Public Safety Office works closely with local, state and federal law enforcement agencies regarding the reporting and investigation of crime. Students, faculty and staff must respond to reasonable requests of security officers in the exercise of their duties to provide a safe and secure campus. Failure to be cooperative may result in campus disciplinary action.

Officers patrol the campus 24 hours each day using marked security cars, golf cart, and foot patrols. All security officers are unarmed and receive training in the use of force. Our officers do not have arrest powers. However, when a situation warrants they can be in touch with the Newark Police, Ohio State Police or Sheriff's Dept. within minutes.

University security works in conjunction with Newark Police Department through a mutual aid agreement. Newark campus security cooperates with all local security authorities, state authorities and federal authorities in the exercise of its responsibilities. It is the policy of Public Safety to encourage accurate and prompt reporting of all crime to security.

The Office of Student Life is responsible for on-campus student disciplinary proceedings. Public Safety and the Office of Student Life work collaboratively to resolve incidents of student misconduct that violate University policy and procedures.

Newark Campus Public Safety investigates incidents of a criminal nature with assistance provided from Newark Police Department, Licking County Sheriff's Department, Ohio State Patrol, Ohio Bureau of Criminal Identification and the Federal Bureau of Investigation.

RESIDENCE HALLS

929 Sharon Valley Road
Newark, Ohio 43055
Off-campus: (740) 366-9430 or (740) 364-7700
On-campus: 5-9430
From a Residence Hall room 4-7703

The Newark campus provides on-campus housing to create a link between the academic, social, and recreational lives of our students. It is easy to make yourself at home in our residence hall, which offers an independent style of living just steps from class. The hall provides fully furnished kitchens, living rooms, dining rooms, and bedrooms. Each building is air-conditioned and comes complete with laundry facilities.

Beyond the physical aspects of the building, the Residence Life staff provides guidance and support for each resident. Through academic initiatives, community building programs, and educational programs designed to help students achieve greater global perspectives, the staff hopes students will feel closer to their neighbors and the university.

Hall Office

The Hall Office is where all your housing needs can be met. The Hall Office is where you pick up packages, meet with the Hall Director, get access cards to your apartment and have your questions answered.

Resident Advisors (RA)

The Resident Advisors are experienced students who can help residents find the assistance they need on campus. A Resident Advisor serves as a role model and a resource for other residents, coordinates activities that help students get to know each other, assists students in their academic development, and monitors the residence hall environment to create an academically supportive community.

Resident Advisors are salaried positions, which offer a monthly stipend, room, and a workload that varies from week to week. Residence Life hires responsible people committed to the Newark campus and its students. Applicants should have a genuine desire to assist their fellow students. Resident advisors must have sophomore standing of 45 credit hours or more and maintain a semester and cumulative grade point average of at least 2.25.

Office Assistant

Office Assistants work in the Hall Office assisting in the day-to-day operations (distributing packages, checking out access cards and equipment, answering phones, etc.) and answering customer questions and concerns. Positions are filled as vacancies occur from students who submit applications to the Hall Office. Office Assistants are paid an hourly wage. Applications should be customer service-oriented with a genuine desire to assist others. Office Assistants should be in good academic standing.

Hall Director

The Hall Director is a professional staff member who is assigned to help the students in the hall grow as individuals and as a community. The Hall Director is involved with supervising the Residence Life staff, building community, addressing academic concerns, and confronting student behavior detrimental to the community. The Hall Director is your resource and support.

Academic Support

You may think that learning is something that happens only in classroom buildings, not in the residence hall. It has been determined that residence halls can have a significant influence on the academic experience of undergraduates, especially in their first year on campus. Living on campus has been proven to enhance students' success. There are several efforts within the residence hall that contribute to your goals for scholarship:

- ◆ Study lounges
- ◆ Quiet hours to support your academic efforts
- ◆ Ongoing workshops on a variety of strategies to enhance your learning
- ◆ Online resources for quick reference and recommendations

Remember: Your Resident Advisor is an excellent resource for you in not only listening about your academic experiences on campus, but also directing you to the resources and opportunities that can enhance your academic experience at the university.

Getting Involved

It's no secret that doing well academically depends on your commitment to and involvement in your course work. However, finding the right balance between academic responsibilities and extracurricular activities will enrich your experience and contribute to your success and satisfaction as a college student. Students who choose to become involved reap the benefits. Not only do they feel a stronger attachment to the university and form a variety of close friendships through their involvement, but they also do better academically, gain skills and attitudes that contribute to future careers, meet and appreciate people from all walks of life, and find that doors to further leadership opportunities and networks open easily. Involvement can range from serving in a residence hall or university organization to simply caring about the community in which you live. You determine the level of leadership and involvement that's right for you.

Within the residence halls there are a variety of ways to get involved. Through the year, we look for students to serve as leaders or members of our organizations, to offer their advice and opinions about the residence halls, to

plan programs for other students, or to assist with the upkeep and care of the community. The residence hall staff is committed to encouraging your involvement in the community and to help you develop as an involved student and leader. For more information about these opportunities, ask a residence hall staff member.

Hall Community Standards

We want you to look back on your residence hall experience with memories of success – good friend, good times, and good grades. Hall Community Standards are established guidelines to help students live together successfully. These rules and policies include Community Standards of Conduct, given to each student during move-in; Terms & conditions, published in its entirety in the Residence Halls Contract; and the Code of Student Conduct which applies to the conduct of all registered students and registered student organizations while they are on university premises or while they are attending university sponsored events

Residence Life staff members, as well as the various governing bodies within the residential complexes rely on Community Standards of Conduct as a guide to help define acceptable behavior on issues related to university and resident property or resident behavior. Residents choosing to violate policies are held accountable for their behavior. Once an alleged violation of policy is reported, the student(s) alleged to be involved will be asked to meet with the Hall Director to discuss the incident. During this meeting, the administrator may determine whether an individual intervention, community intervention, or judicial hearing is warranted.

If you have questions, please contact your Resident Advisor or the Hall Director.

Diversity Statement

Engaging Diversity, Maximizing Respect

Diversity is the cornerstone of community at The Ohio State University. Defined as an inclusive mixture of all the differences our students bring to campus, it enhances the richness of your college experience. Through exposure, appreciation, and interactions within our residence halls and larger university community, we challenge you to think critically about the wide array of human similarities and differences in an increasingly diverse world. In order to prepare you for the contribution you will make to society, we emphasize that diversity is a way of life – not a part of it. Given this, Residence Life actively integrates these values throughout all programs, services, and interactions.

In practice and ongoing evaluation, we strive to:

- ◆ Increase sensitivity to differences through exposure, dialogue, and personal reflection
- ◆ Address thoughtlessness that may limit your efforts
- ◆ Maintain a talented and qualified staff with a commitment and conviction towards diversity

As a member of the University community, you have daily opportunities to create a successful and positive experience for yourself and other students. Here are some ways to make it happen:

- ◆ Respect the variety of differences in the residence halls through your words, actions, and behaviors;
- ◆ Encourage others to contribute to a welcoming environment that values the unique contributions of all;
- ◆ Confront issues of intolerance or other behaviors that may be offensive to you or another student;
- ◆ Experience the campus with an open mind and personal flexibility in respect to areas of diversity; and
- ◆ Expect to be challenged as you continue with your academic career, but also look to the many resources available on campus to help you as you encounter new experiences.

SCHOLARSHIP INFORMATION

The Newark campus offers a variety of scholarships and grants. All recipients must attend the Newark campus, remain in good academic standing, and begin their studies during the current academic year. A Scholarship Committee awards all Newark campus scholarships.

Scholarship Information for:

- [COTC Students](#)
- [Ohio State Newark students](#)

SERVICES CENTER

The Services Center provides a central campus location for students to connect with their instructors. Faculty mailboxes are located in the lobby area of the Services Center, F156, and students may have assignments time and date stamped to leave them in their instructor's mailbox. Students may call 740-366-9213 to leave a message. The Services Center is open Monday-Thursday 7:30 am - 7 pm and Friday 7:30 am - 5 pm. (*Times may vary during breaks.*)

Copy machines for student use (swipe card) are located in the Warner Library, Hopewell Hall North near the Nursing Lab., Hopewell Hall South, LeFevre Hall second floor balcony, and Adena Hall lobby. Coin operated machines are available in the Warner Library.

SEXUAL HARASSMENT POLICY

Central Ohio Technical College and The Ohio State University have developed sexual harassment policies to assure an environment for work and study that is free from sexual harassment. Sexual harassment is unlawful, impedes the realization of the educational mission of both COTC and Ohio State Newark and will not be tolerated. Through education and by encouraging faculty, staff, students, and volunteers to report concerns or complaints, the College community seeks to eliminate harassment. Prompt corrective measures will be taken to stop harassment whenever it occurs.

The Central Ohio Technical College Sexual Harassment Policy can be viewed in [Appendix C](#) of this handbook.

The Ohio State University Sexual Harassment Policy can be viewed in its entirety in [Appendix D](#) of this handbook.

SMOKING POLICY

The College strives to enhance the general health and wellbeing of its faculty, staff, students, and visitors. The College desires to support individuals to be tobacco free, to achieve their highest state of health, and to launch students into their careers at a high level of health and wellbeing. To support this commitment, the College intends to provide a tobacco free environment. Smoking and the use of tobacco and tobacco products are prohibited in or on all college owned or leased property including vehicles. The Tobacco Free policy can viewed in its entirety in [Appendix E](#) of this handbook.

The Tobacco Free policy can be reviewed on the web:

[Central Ohio Technical College Smoking Policy](#)

[The Ohio State University at Newark Smoking Policy](#)

STUDENT ACTIVITIES OFFICE

Each semester, a variety of cultural, educational, and social programs enhance the learning atmosphere of the campus. Cultural programs include visits to museums, concerts, diversity speakers and workshops. Educational programs include lectures, debates, films, and open forums on topics of regional, national, and international interest. Social programs round out the activities program and include leadership workshops, leisure, community service events, informational tables, specialty fairs, sports events, and themed events. Some activities may require a nominal fee to help defray expense. For more information, please visit the Student Activities Office located in the Warner Center, room 226 or visit our website:

[Student Activities at Central Ohio Technical College](#)

[Student Activities at The Ohio State University at Newark](#)

STUDENT AMBASSADORS

Student Ambassadors serve to set the tone for prospective students, their families, and guests of the Newark campus. They guide, direct, inform, and teach prospective students what to expect from campus. In addition, student ambassadors serve as special event assistants representing the student and broader campus communities. In order to become a Student Ambassador, complete an application – [Student Ambassador Application](#).

STUDENT DISCLOSURE OF FELONY CONVICTIONS OR FELONY CHARGE CURRENTLY PENDING AND CONSENT TO OBTAIN ADDITIONAL INFORMATION

Requirement to Disclose

As part of its admission process, the College requires you to complete an Authorization for Release of Information form to disclose information regarding any felony conviction you may have.

Reasons for Requirement

The College has this requirement for several reasons. First, the College has a responsibility to ensure a safe environment for all members of our community and their property. Second, the College has an interest in evaluating the character, maturity, and responsibility of its applicants. Third, the College needs to determine whether a student may be appropriately placed in college housing. Finally, the College can better academically advise students of difficulties that may arise in the course of the student's efforts to obtain internship placements, professional licensure or other job placement. This is because some internship sites and professional licensing boards are required by law and/or policy to exclude people who have certain convictions.

College Use of the Information Disclosed

The existence of a felony conviction does not necessarily mean a student will be denied admission to the College, its programs and/or its housing. Each case will be evaluated on its facts. Generally speaking the rational relationship of the nature, severity, and timeframe of the crime to the interests and needs of the College will be assessed, and the responsibility and repentance of the person convicted will be carefully considered and weighed.

Full Disclosure Required

You must complete the Authorization for Release of Information form to the best of your ability. This means your answers must be truthful, accurate, and complete. If you know of certain information yet you are unsure whether to disclose it, you must disclose the information. The College will later determine whether the disclosure was required and, if so, whether the information is material. By your signature on the Authorization for Release of Information form, you verify your understand and agreement to these requirements.

Consequence of Failure to Disclose

By your signing the Authorization of Information form, you certify you understand and agree your failure to disclose material information in response to this form may result in immediate suspension or expulsion from a course, program, housing, and/or the College.

Continuing Duty to Disclose

By submitting and signing the Authorization for Release of Information form, you certify you understand and agree to notify the College immediately of any inaccuracies in, or corrections to the information you disclose here. You also certify that you understand and agree that you have a continuing duty to notify the College of any felony arrest or conviction during the time you are enrolled at the College.

Definition of Felony Conviction

For purpose of the Authorization for Release of Information Form, a felony conviction has the following meaning:

- You must disclose any instance in any state or country where you have plead guilty or were found to be guilty by a judge or jury charge(s).
- This includes 1) pleas of no contest or nolo contendere; 2) juvenile offense; and 3) any conviction you are currently appealing.
- You need not disclose any instance where you 1) were arrested but not charged; 2) arrested and charged but the charges were dropped; 3) arrested and charged but found not guilty by a judge or jury; 4) arrested, found guilty by a judge or jury but the conviction was overturned on appeal; or 5) where you received an executive pardon.

STUDENT EMPLOYMENT

[Student Employment Opportunities at Central Ohio Technical College](#)

[Student Employment Opportunities at Ohio State Newark](#)

Campus-based job experiences will help prepare you for future career opportunities. You will learn time management skills, employee responsibility, and in some cases gain leadership experience, while earning a paycheck.

Along with strong work habits and job skills you will also develop an excellent source for future job references to enhance your résumé. Having acquired these skills and taking on increasingly greater work responsibilities will be an advantage to you as you enter the job market. In addition, the convenience of working on campus will help you develop ties to the campus community through new friendships and experiences.

STUDENT GOVERNMENT

Warner Center 205E

Contact the Advisor: [Holly Mason](#)

Phone: 740-366-9172

The Student Government exists to represent the student bodies of both Central Ohio Technical College and The Ohio State University at Newark. The Senate, composed of several individuals from each institution, discusses matters such as parking on campus, food services, academic programs, facility improvements, and allocation of money to fund campus-wide organizations and events.

Mission Statement and Goals of the Student Government shall be preservation of government, providing an outlet for student opinions on matters of student interest, building leadership among our members, and enabling students to contribute to the overall objectives of the Newark campus and the welfare of the community.

The Student Government is the representative body for all students on the Newark campus and is responsible for conveying their wishes and desires to the faculty, staff, and administration. Through the process of passing legislation we work toward bettering the campus in all areas of the college experience. The Student Government offers leadership opportunities to all students on campus through membership and development and training sessions and initiatives.

Ensuring Student Rights

As the representative body for the students of the Newark campus, the Student Government is here to protect the rights of our constituents. By representing students on Faculty Assemblies, Judicial Review Panels, and Academic Misconduct Juries we are striving to ensure that the rights of students are honored. We promise to do anything and everything within our power to make certain that the rights of students are guaranteed.

STUDENT HEALTH INSURANCE

Students at The Ohio State University who are enrolled for more than 6 credit hours have access to the Ohio State Student Health Insurance Program. The Student Insurance Program offers coverage at an economical cost. OSU students who are already covered by their own comparable health insurance plan must opt out of OSU student health insurance coverage by accessing the OSU Registrar's Web Registration for Courses-Fee Options web page. [Consult the Student Health Insurance website](#) to view the online plan, benefits, rates, and additional information.

STUDENT ORGANIZATIONS

Student organizations are open to all students of the Newark campus. Participation in student organizations is important as extracurricular activities enhance a student's college experience. Organizations are funded from campus with dollars through the Office of Student Life and the Student Government.

[Detailed Instructions for Starting a New Student Organization for Ohio State Newark Students](#)

[Detailed Instructions for Starting a New Student Organization for COTC students](#)

TESTING CENTER

The Testing Center for Central Ohio Technical College and The Ohio State University at Newark is located in H53.

Many types of tests are administered in the Testing Center, including, but not limited to, COMPASS placement testing, proficiency tests, make up tests, and class tests for students with authorized accommodations. All testing is done individually – that is, no full classes are proctored.

The Testing Center provides a testing space for students with documented disabilities. Their accommodations may include extended time, soundproof room, a reader and/or scribe. A student must present the instructor with a signed accommodation form from the Office for Disability Services. The Testing Center has two soundproof rooms for use by students who require a distraction-reduced environment. The rooms are scheduled on a first-come first-served basis by stopping by Hopewell 53 with the ODS accommodation form. The accommodation sheet must be presented each time the student takes a test in the Testing Center.

If a student misses an exam and presents the instructor with adequate justification for the absence, the faculty member may request that a make-up test be proctored in the Testing Center. The instructor must fill out a Proctoring Request form for each test brought to the Testing Center. These forms are available in the front office in H53.

Students should check with the Testing Center regarding the open hours available. Monday through Thursday, the last test is handed out at 6:00 pm; on Friday, the last test is handed out at 3:00 pm. Instructors determine the amount of time allotted for each exam; therefore, students must arrive early enough to allow themselves at least this much time to complete any exams before the Testing Center closes.

Students must bring – photo ID, their own testing supplies, ODS Accommodation Sheet.
Students should not bring food or drinks to the Testing Center.

TUTORING CENTER

Programs/Services Offered by the Tutoring Center

The Warner Library and Student Center, Room 211, is the hub of tutoring activity on campus. The Ohio State University at Newark and the Central Ohio Technical College students learn from peers about how to be more successful in class. Tutors share information about course content as well as teach their tutees how to study for certain types of tests.

Over the years, the Tutoring Program has become one of the most popular student centered programs on the Newark campus and the COTC extended campuses. Hundreds of students have been employed as Peer Tutors and thousands more have received free tutoring.

Students work together to learn concepts, study for tests, plan projects, complete assignments and generally figure out how to make the most of the classroom experience.

Tutors are students and instructors employed to work at hours they arrange, before and after classes. They are recommended by faculty to be tutors and trained to be effective as one-to-one communicators.

Students requesting tutors select which hours are most convenient for them. Requests can be made for tutoring in any subject. Assignments are made on a first-come first-served basis according to tutor availability. Two hours a week are scheduled for each class, but more hours can be given as needed.

Tutoring is FREE to all students.

[Office for Disability Services website for Central Ohio Technical College](#)

[Office for Disability Services website for The Ohio State University at Newark](#)

WRITING LAB

The Writing labs (Ohio State Newark-Warner Center 210 and COTC-Warner Center 206) are available to students for help with writing assignments for any class. Our peer writing consultants assist writers in all aspects of the writing process, from invention to revision and editing. The labs also offer an editing workshop facilitated by an experienced faculty member.

The Writing Labs are not a proofreading or evaluation service, but rather exist to help students discover new writing strategies and gain insight into their own work and writing processes. Hours are posted at the beginning of each semester. Call 740-366-9411 for more information.

[The Writer's Studio at Ohio State Newark](#)

[Communications Resource Center \(CRC\) for COTC Students](#)

APPENDIX A

Code of Student Conduct

[Ohio State Student Code of Conduct](#)
[COTC Student Code of Conduct](#)

The Code of Student Conduct listed below is accurate at the time of publication in September 2013; however there are often changes made prior to the beginning of the new academic year in June. Students are responsible for visiting and reading the most up-to-date Code of Student Conduct, which can be found at www.sja.osu.edu or www.studentaffairs.osu.edu/resource_csc.asp.

Introduction and purpose

The code of student conduct is established to foster and protect the core missions of the university, to foster the scholarly and civic development of the university's students in a safe and secure learning environment, and to protect the people, properties, and processes that support the university and its missions. The core missions of the university are research, teaching and learning, and service. Preservation of academic freedom and free and open exchange of ideas and opinions for all members of the university are central to these missions

Jurisdiction

The code applies to the on-campus conduct of all students and registered student organizations, including conduct using university computing or network resources. This code also applies to the off-campus conduct of students and registered student organizations in direct connection with:

- A. Academic course requirements or any credit-bearing experiences, such as internships, field trips, or student teaching;
- B. Any activity supporting pursuit of a degree, such as research at another institution or a professional practice assignment;
- C. Any activity sponsored, conducted, or authorized by the university or by registered student organizations;
- D. Any activity that causes substantial destruction of property belonging to the university or members of the university community or causes or threatens serious harm to the safety or security of members of the university community; or
- E. Any activity in which a police report has been filled, a summons or indictment has been issued, or an arrest has occurred for crime of violence.

The code governs all campuses of the university. However, students attending at regional campuses, centers, or institutes are advised to consult their local resources for additional information or rules pertaining to those campuses, which may create hearing boards or processes for the locations, which may create hearing boards or processes for the locations, consistent with these rules.

The university reserves the right to administer the code and proceed with the hearing process even if the student withdraws from the university, is no longer enrolled in classes, or subsequently fails to meet the definition of a student while a disciplinary meeting is pending.

Students continue to be subject to city, state, and federal laws while at the university, and violations of those laws may also constitute violations of the code. In such instances, the university may proceed with university disciplinary action under the code independently of any criminal proceeding involving the same conduct and may impose sanctions for violation of the code even if such criminal proceeding is not yet resolved or is resolved in the student's favor.

Definitions

As used in the code,

- A. "University premises" means all lands, buildings, facilities, and resources owned, leased, managed, or operated by the university.
- B. "Student" includes an individual who has paid an acceptance fee, registered for classes, or otherwise entered into any other contractual relationship with the university to take instruction.
 1. It further includes persons who are eligible to receive any of the rights and privileges afforded a person who is enrolled at the university, including, but not limited to, those individuals admitted to the University and attending orientation programs.
 2. Student status lasts until an individual graduates, is dismissed, or is not in attendance for two (2) complete, consecutive semesters.
 3. "Student" also includes registered student organizations.
- C. "Members of the university community" include, but are not limited to, students, faculty, staff, and visitors to the campus.
- D. "Complaint" includes a written statement, alleging a violation of the code of student conduct or other published rule applicable to students at the university, provided to an authorized university official, per section 3335-23-05 A. Information submitted by other means will be reviewed and may, at the university's discretion, be acted upon but will not be treated as a formal complaint.
- E. "Crime of violence" includes the offenses stated in Ohio revised code 2901.01

335-23-4 Prohibited conduct

Any student found to have engaged, or attempted to engage, in any of the following conduct while within the university's jurisdiction, as set forth in section 3335-23-02, will be subject to disciplinary action by the university. For the purposes of this section, attempt shall be defined as conduct that, if successful, would constitute or result in the prohibited conduct. Any student

who abandons an attempt or prevents the prohibited conduct from occurring under circumstances that demonstrate a complete and voluntary renunciation of the prohibited conduct will not be subject to disciplinary action by the university.

- A. **Academic misconduct.** Any activity that tends to compromise the academic integrity of the university or subvert the educational process. Examples of academic misconduct include, but are not limited to:
1. Violation of course rules as contained in the course syllabus or other information provided to the student;
 2. Knowingly providing or receiving information during examinations such as course examinations and candidacy examinations; or the possession and/or use of unauthorized materials during those examinations;
 3. Knowingly providing or using assistance in the laboratory, on field work, in scholarship or on a course assignment;
 4. Submitting plagiarized work for an academic requirement. Plagiarism is the representation of another's work or ideas as one's own; it includes the unacknowledged word-for-word use and/or paraphrasing of another person's work, and/or the inappropriate unacknowledged use of another person's ideas;
 5. Submitting substantially the same work to satisfy requirements for one course or academic requirement that has been submitted in satisfaction of requirements for another course or academic requirement without permission of the instructor of the course for which the work is being submitted or supervising authority for the academic requirement;
 6. Falsification, fabrication, or dishonesty in creating or reporting laboratory results, research results and/or any other assignments;
 7. Servings as, or enlisting the assistance of a substitute for a student in any graded assignments;
 8. Alteration of grades or marks by the student in an effort to change the earned grade or credit;
 9. Alteration of academically related university forms or records, or unauthorized use of those forms or records;
 10. Engaging in activities that unfairly place other students at a disadvantage, such as taking, hiding or altering resource material, or manipulating a grading system; and
 11. Violation of program regulations as established by departmental committees and made available to students.
- B. **Endangering health or safety**
1. **Endangering behavior.** Taking or threatening action that endangers the safety, physical or mental health, or life of any person, or creates a reasonable fear of such action. Relationship violence or intimate partner abuse may constitute endangering behavior.
 2. **Stalking.** Engaging in a pattern of unwanted conduct directed at another person that threatens or endangers the safety, physical or mental health, or life or property of that person, or creates a reasonable fear of such a threat or action.
- C. **Sexual misconduct.** Physical contact or other non-physical conduct of a sexual nature in the absence of clear, knowing and voluntary consent, including but not limited to:
1. Non-consensual sexual intercourse, defined as any sexual penetration (anal, oral, or vaginal), however slight, with any body part or object by any person upon any person without consent.
 2. Non-consensual sexual contact, defined as any intentional sexual touching, with any body part or object by any person upon person without consent.
 3. Sexual exploitation, defined as taking non-consensual, unjust or abusive sexual advantage of another. Examples include, but are not limited to, prostituting another student, non-consensual video or audio-taping of sexual activity, going beyond the boundaries of consent (such as knowingly allowing another to surreptitiously watch otherwise consensual sexual activity), engaging in non-consensual voyeurism, and knowingly transmitting or exposing another person to a sexually transmitted infection (STI) without the knowledge of the person.
 4. Sexual harassment, as defined in applicable university policy.
 5. Indecent exposure, defined as the exposure of the private or intimate parts of the body in a lewd manner in public or in private premises when the accused may be readily observed.
- For the purposes of this rule, consent shall be defined as the act of knowingly and affirmatively agreeing to engage in a sexual activity. Consent must be voluntary. An individual cannot consent who is substantially impaired by any drug or intoxicant; or who has been compelled by force, threat of force, or deception; or who is unaware that the act is being committed; or whose ability to consent is impaired because of a mental or physical condition; or who is coerced by supervisory or disciplinary authority. Consent may be withdrawn at any time. Prior sexual activity or relationship does not, in and of itself, constitute consent.
- D. **Destruction of property.** Actual or threatened damage to or destruction of university property or property of others, whether done intentionally or with reckless disregard.
- E. **Dangerous weapons or devices.** Storage or possession of dangerous weapons, devices, or substances including, but not limited to, firearms, ammunition, or fireworks unless authorized by an appropriate university official or permitted by a university policy, even if otherwise permitted by law. Use or misuse of weapons, devices, or substances in a manner that causes or threatens serious harm to the safety or security of others.
- F. **Dishonest conduct.** Dishonest conduct, including, but not limited to: knowingly reporting a false emergency; knowingly making false accusation of misconduct; misuse or falsification of university or related documents by action such as forgery, alteration, or improper transfer; submission of information known by the submitter to be false to a university official.

- G. **Theft or unauthorized use of property.** Theft, or the unauthorized use or possession of university property or services, or the property of others.
- H. **Failure to comply with university or civil authority.** Failure to comply with legitimate directives of authorized university officials, law enforcement or emergency personnel, identified as such, in the performance of their duties, including failure to identify oneself when so requested; or violation of the terms of a disciplinary sanction.
- I. **Drugs.** Use, production, distribution, sale, or possession of drugs in a manner prohibited under law. This includes, but is not limited to, the misuse of prescription drugs.
- J. **Alcohol.** Use, production, distribution, sale, or possession of alcohol in a manner prohibited under law or applicable university policy or facility policy.
- K. **Unauthorized presence.** Unauthorized entrance to or presence in or on university premises.
- L. **Disorderly or disruptive conduct.** Disorderly or disruptive conduct that unreasonably interferes with university activities or with the legitimate activities of any member of the university community.
- M. **Hazing.** Doing, requiring or encouraging any act, whether or not the act is voluntarily agreed upon, in conjunction with initiation or continued membership or participation in any group that causes or creates a substantial risk of causing mental or physical harm or humiliation. Such acts may include, but are not limited to, use of alcohol, creation of excessive fatigue, and paddling, punching, or kicking in any form.
- N. **Student conduct system abuse.** Abuse of any university student conduct system, including but not limited to:
 - 1. Failure to obey the summons or directives of a student conduct body or university official;
 - 2. Falsification, distortion, or misrepresentation of information before a student conduct body;
 - 3. Disruption or interference with the orderly conduct of a student conduct proceeding;
 - 4. Knowingly instituting of a student conduct proceeding without cause;
 - 5. Discouraging an individual's proper participation in, or use of, a university student conduct system;
 - 6. Influencing the impartiality of a member of a student conduct body prior to, and/or during, and/or after a student conduct proceeding;
 - 7. Harassment and/or intimidation of a member of a student conduct body prior to, and/or during, and/or after a student conduct proceeding;
 - 8. Failure to comply with one or more sanctions imposed under the code of student conduct; and
 - 9. Influencing another person to commit an abuse of a university student conduct system.
- O. **Violation of university rules or federal, state, and local laws.** Violation of other published university regulations, guidelines, policies, or rules, or violations of federal state, or local law. These university regulations, guidelines, policies, or rules include, but are not limited to, those which prohibit the misuse of computing resources, sexual harassment, rules for student groups or organizations, and residence hall rules and regulations.
- P. **Riotous behavior**
 - 1. Participation in a disturbance with the purpose to commit or incite any action that presents a clear and present danger to others, causes physical harm to others, or damages property.
 - 2. Proscribed behavior in the context of a riot includes, but is not limited to:
 - a. Knowingly engaging in conduct designed to incite another to engage in riotous behavior; and
 - b. Actual or threatened damage to or destruction of university property or property of others, whether done intentionally or with reckless disregard; and
 - c. Failing to comply with a directive to disperse by university officials, law enforcement, or emergency personnel; and
 - d. Intimidating, impeding, hindering or obstructing a university official, law enforcement, or emergency personnel in the performance of their duties.
 - 3. This rule shall not be interpreted as proscribing peaceful demonstrations, peaceful picketing, a call for a peaceful boycott, or other forms of peaceful dissent.
- Q. **Recording of images without knowledge.** Using electronic or other means to make a video or photographic record of any person in a location where there is a reasonable expectation of privacy without the person's prior knowledge, when such a recording is likely to cause injury, distress, or damage to reputation. This includes, but is not limited to, taking video or photographic images in shower/locker rooms, residence hall rooms, and restrooms. The storing, sharing, and/or distributing of such unauthorized records by any means is also prohibited.

Student conduct procedures

Initiation and investigation of code violations

- A. **Initiation.** Person(s) witnessing or experiencing what they believe to be a possible code violation should provide an authorized university official with the information.
 - 1. Information and/or complaints about possible code violations occurring in residence halls should be provided to the residence hall director.
 - 2. Information and/or complaints about possible non-residence hall related code violations should be provided to the director of student conduct or chief student conduct officer for the regional campuses.
 - 3. Information and/or complaints regarding academic misconduct should be referred to the coordinator of the committee on academic misconduct.
 - 4. In cases where the alleged activity may involve a violation of criminal law in addition to a violation of the code, information and/or complaints should be provided to the Ohio state university police or other appropriate law

enforcement agency. The university will review all information and/or complaints received and may conduct preliminary investigation of the alleged violation.

B. Investigation

1. Role of the university

- a. The Ohio state university police or other appropriate law enforcement agency shall have primary responsibility for the investigation of acts that involve suspected violation of federal, state, local laws or applicable university policies.
- b. Residence hall directors, assistant hall directors, the director of student conduct, the chief conduct officer for the regional campuses, and other designated university personnel are authorized to investigate alleged violations other than those involving academic misconduct.
- c. The coordinator of the committee on academic misconduct is authorized to investigate allegations involving academic misconduct.

2. Role of other participants

- a. During the investigation, the student allegedly involved in misconduct may be:
 - i. Notified of the alleged violation,
 - ii. Requested to make an appointment to discuss the matter, and
 - iii. Provided a date by which the appointment must be made.
 - b. Any person believed to have information relevant to an investigation may also be contacted and requested to make an appointment to discuss the matter.
3. Failure to comply with a request to make and keep an appointment relevant to an investigation may result in a disciplinary hold being placed on a student's registration and records and/or initiation of charges for student conduct system abuse.
 4. Upon completion of an investigation, the investigator will decide upon an appropriate course of action, which may include, but is not limited to:
 - a. Taking no further action,
 - b. Deferring further action with or without conditions, or
 - c. Initiating charges with the appropriate university student conduct body.

Filing of complaint and initiation of charges

A written complaint alleging a violation of the code of student conduct should be filed with the university as soon as practicable following the discovery of the alleged violation. Absent extraordinary circumstances, the written complaint must be filed within six (6) months for cases of non-academic misconduct (3335-23-04 (B-Q)), and one (1) month for academic misconduct (3335-23-04 (A)), from the date upon which a university official becomes aware of the alleged violation and identifies the student(s) who allegedly committed the violation. Absent extraordinary circumstances, the university must initiate charges, if any, within one (1) year of the filing of the complaint.

Notice of charges

- A. **Notification.** Students shall be notified of university charges in writing, unless a more effective form of notification is deemed appropriate. Charges may be presented in person, by placement in a student's residence hall mailbox, by email to the accused student's official university email address (which may direct the student to view the notice on a secure website) or by mail to the accused student's local or permanent address on file in the office of the university registrar.
- B. **Current address.** All students are required to maintain an accurate and current local and permanent address with the University Registrar.
- C. **Meeting with university official.** Following notification of charges, students are strongly encouraged to and shall be afforded the opportunity to meet with a university official for the purpose of explaining the university student conduct process and discussion of the charges.
- D. **Failure to respond.** Failure of the accused student to respond to the initiation of charges or schedule a preliminary meeting shall in no way prevent the university from scheduling and conducting a hearing in the absence of the accused student.

Administrative decision

In all cases, a student charged with one or more violations of the code of student conduct has the right to a hearing. However, in a case where a charged student admits to such violation(s) in writing, the student may request in writing to have a decision as to appropriate action made administratively by a hearing officer rather than have the charges referred to a hearing officer or board for a hearing. In such situations, the student waives the right to a hearing and the related procedural guarantees provided by a hearing officer or board hearing. Administrative decisions in academic misconduct cases involving graduate students are to be made in consultation with the graduate school. Following an administrative decision, the student retains the right to request an appeal of the original decision, but may do so only upon the ground that the sanction is grossly disproportionate to the violation committed.

Notice of hearing

- A. **Notice.** If a hearing is to be held, written notification will be provided. The notice may be hand delivered; placed into a student's residence hall mailbox; sent by email to the accused student's official university email address, which may direct the student to view the notice on a secure website; or mailed to the last known address of the student, by first class mail, no fewer than ten (10) calendar days prior to the hearing. Unless already provided to the student, the notification will include the charge(s), date, time, and location of the hearing, the designated hearing officer or board, a statement of the student's rights, and information on the hearing procedures.
- B. **Postponement.** The accused student may request a postponement for reasonable cause or a separate hearing from other accused persons. A request for a postponement for reasonable cause must be made in writing, include supporting rationale, and be received by the person sending the hearing notification at least two (2) business days before the scheduled hearing.

Hearing procedures

Although the procedural requirements are not as formal as those existing in criminal or civil courts of law, to ensure fairness, the following procedures will apply and, unless already provided to the student, be included within the hearing notice:

- I. **Attendance.** Attendance at hearings is limited to those directly involved or those requested by the hearing officer or board to attend. The hearing officer or board will take reasonable measures to assure an orderly hearing, including removal of persons who impede or disrupt proceedings.
- II. **Advisor.** The accused student may have an advisor throughout the disciplinary process. The advisor may only counsel the student and may not actively participate in the disciplinary process, unless clarification is needed as determined by the hearing officer or board.
- III. **Written statements & witnesses.** The accused may: submit a written statement, invite relevant factual witnesses to attend, invite character witnesses to submit written statements, ask questions of witnesses called by others, and will be notified of potential witnesses to be called. The accused must submit a list of potential witnesses to the hearing officer at least two (2) business days prior to the hearing. The university may present witnesses as well as question those presented by the accused.
- IV. **Witness absence.** The hearing officer or board coordinator may allow written statements if, for good reason, a witness cannot attend the hearing.
- V. **Consultants.** In cases requiring special expertise, the board coordinator may appoint individuals with appropriate expertise to serve as consultants to the board. The consultants may be present and provide information as called upon during the hearing but will not vote.
- VI. **Standard of evidence.** A student will only be found in violation if a preponderance of evidence supports the charges. In the event of a tie, the board will continue to deliberate. If after the board determines that exhaustive deliberations have occurred and a majority decision is not reached, the student will be found not in violation.
- VII. In cases where prompt review is essential (e.g., when graduation or the end of the academic year is imminent) the accused may be offered the option of an expedited administrative review consisting of an administrative decision or administrative hearing. The accused student may decline such expedited review without the expectation that the process can be completed on an expedited timeline.

Attendance

Because the most accurate and fair review of the facts can best be accomplished when all parties are present, the accused is expected to attend and participate. If an individual does not choose to attend a hearing, the charges will be reviewed as scheduled on the basis of the information available, and a decision will be made. Although no inference may be drawn against a student for failing to attend a hearing or remaining silent, the hearing will proceed and the conclusion will be based on the evidence presented. No decision shall be based solely on the failure of the accused student to attend the hearing or answer the charges.

Record of proceedings

A single record consisting of written notes, tape recording, or other method selected by the hearing board or officer, will be made of all hearings. Such a record will remain the property of the university but will be made available to the accused for review during the appeal period. A written notice of the decision and, if found in violation, information regarding appeal procedures will be provided to the accused student.

Hearing bodies

- A. In addition to the committee on academic misconduct, student conduct boards for residence life, and the university conduct board, the director of student conduct, hearing officers within the office of student conduct, the coordinator of the committee on academic misconduct, and university housing professional staff are to be considered as official university hearing officers, and may hear cases of alleged violations of the code affording accused students the same procedural guarantees as provided in hearings by a committee or board.
- B. The accused student has the right to accept responsibility for the charges, which will result in an administrative decision, or choose to have a hearing.
- C. Students will generally be afforded the right to choose an administrative or board hearing, except under special circumstances where, in order to ensure a fair and just process, the hearing officer may determine the appropriate hearing venue.

Committee on academic misconduct

- A. On behalf of the committee, the coordinator may investigate and resolve all reported cases of student academic misconduct that fall under the committee's jurisdiction. The coordinator and chair shall establish procedure for the investigation and resolution of cases. The committee does not hear cases involving academic misconduct in professional colleges having a published honor code. These colleges shall follow their own codes and procedures which can be obtained in their respective central offices. Some allegations against graduate students that fall under the committee's jurisdiction may also implicate the university policy and procedures concerning research misconduct and/or graduate school policy on the investigation of allegations of research misconduct by a graduate student. Upon receipt of such an allegation, the coordinator shall meet with the dean of the graduate school or designee, and/or the senior vice president for research or designee, and these parties shall mutually agree on the appropriate procedure for adjudicating the case. Notice of this decision and a description of the procedure to be used shall promptly be given to the student who has been charged. The coordinator or chair may refer complaints to the office of student conduct if it is determined that the academic misconduct allegation is incidental to some other misconduct.
- B. The committee on academic misconduct is constituted according to rule 3335-5-48.7 of the administrative code.
- C. All complaints of academic misconduct shall be reported to the coordinator of the committee.
- D. Students have an obligation to report suspected misconduct.
- E. A quorum for a hearing shall be no less than four (4) voting members of the committee which shall include no fewer than one (1) student member and two (2) faculty members.

For cases involving graduate students, reasonable efforts will be made to have graduate students serve as the student members of the hearing committee.

Student conduct boards for residence life

The boards may hear only those cases that involve code violations that occur within university housing, whether committed by residents or nonresidents. The boards are composed of students who currently reside or have resided in university residence halls within the previous academic year. The boards may initiate any sanction with the exception of suspension or dismissal. If it appears during the hearing, to the board or to the board advisor, that the violation may be serious enough to warrant suspension or dismissal, the board will adjourn and refer the case back to the hearing officer for referral to the office of student conduct.

University conduct board

- A. **Membership.** The university conduct board is responsible for adjudicating allegations of non-academic misconduct referred by the student conduct hearing officers. The board consists of:
 1. Fifteen (15) faculty and/or administrative members recommended by the director of student conduct to the vice president for student life for three-year terms which begin with the autumn term;
 2. Twelve (12) undergraduate student members, appointed by the undergraduate student government;
 3. Six (6) graduate student members, appointed by the council of graduate students;
 4. Two (2) professional student members, appointed by the inter-professional council; and
 5. The director of student conduct or designee shall serve as panel coordinator ex-officio without vote.
- B. **Quorum.** A quorum for a hearing shall be no fewer than four (4) voting members of the board which shall include no fewer than two (2) student members. A hearing board shall consist of no more than eight (8) voting members.
- C. **Appointment.** All student appointments shall be staggered for two-year terms beginning in the autumn term. Six (6) of the undergraduate student members, three (3) of the graduate student members, and one (1) of the professional student members shall be appointed in odd-numbered years, with the remainder appointed in even-numbered years.
 1. To be eligible for appointment or service, a student must possess a minimum 2.5 cumulative grade point average and not be under current disciplinary sanction from the university.
 2. Additional alternate members may be appointed as needed.
- D. **Removal.** The director of student conduct may remove university conduct board members for cause, including but not limited to, not attending training, falling below the minimum grade point average, repeated absences, violating the code of student conduct or other applicable laws or policies, or not responding to repeated attempts at communication. Notification shall be made in writing to the university conduct board member prior to removal, whenever possible.

University Sanctions

General guidelines for sanctions

Sanctions should be commensurate with the violation(s) found to have occurred. In determining the sanction(s) to be imposed, the hearing officer or board should take into account any mitigating circumstances and any aggravating factors including, but not limited to, any provocation by the subject of the conduct that constituted the violation, any past misconduct by the student, any failure of the student to comply fully with previous sanctions, the actual and potential harm caused by the violation, the degree of intent and motivation of the student in committing the violation, and the severity and pervasiveness of the conduct that constituted the violation. Misconduct, other than constitutionally protected expression, motivated by bias based on age, color, disability gender identity or expression, national origin, race, religion, sex, sexual orientation, or veteran status may be considered an aggravating factor for sanctioning. Impairment resulting from voluntary use of alcohol or drugs (i.e., other than medically necessary) will also be considered an aggravating, and not a mitigating, factor. One or more of the following courses of action may be taken when a student has been found to have violated the code of student conduct.

- A. **Informal admonition.** An oral or written admonition issued by a hearing office or residence hall advisor resulting from the student's misconduct. No formal charges are required before the issuance of an informal admonition. However, following issuance of an informal admonition, the student shall be entitled to a hearing upon written request, under the procedures provided in the code of student conduct. A written request for such a hearing must be filed with the university official who administered the informal admonition, within five (5) working days of the student's receipt of the informal admonition. An informal admonition shall not be considered a disciplinary sanction, but may be considered in any subsequent hearings.
- B. **Disciplinary sanctions**
1. **Formal reprimand.** A written letter of reprimand resulting from a student's misconduct.
 2. **Disciplinary probation.** This probationary condition is in effect for a specified period of time and may involve the loss of specified privileges. Further violation of university policies during the probationary period will additionally be viewed as a violation of the probation, which shall result in further action up to and including suspension or dismissal.
 3. **Suspension.** Suspension is a sanction that terminates the student's enrollment at the university for a specified period of time. Satisfactory completion of specified stipulations may be required for readmission at the end of the suspension period.
 4. **Dismissal.** Dismissal is a sanction which permanently separates a student from the university without opportunity to re-enroll in the future.
- C. **Conditions of suspension and dismissal.** A student who has been dismissed or suspended from the university shall be denied all privileges afforded a student and shall be required to vacate campus at a time determined by the hearing officer or board. In addition, after vacating campus property, a suspended or dismissed student may not enter upon campus and/or other university property at any time, for any purpose, in the absence of express written permission from the vice president for student life or designee. To seek such permission, a suspended or dismissed student must file a written petition to the vice president for student life for entrance to the campus for a limited, specified purpose or to have the terms of this condition modified or reduced.
- D. **Failing or lowered grades.** In cases of academic misconduct, a hearing officer or board may authorize the instructor to award a failing or lowered grade in the course, a loss of credit on the graded coursework, and impose any of the above-listed sanctions including suspension or dismissal from the university.
- E. **Other sanctions.** Other appropriate sanctions may be imposed by a hearing officer or board singularly or in combination with any of the above-listed sanctions. Examples include, but are not limited to, making restitution for property damage or misappropriation of university property or services, or the property of any person, residence hall contract termination or reassignment to another room, restriction of access to specified campus facilities and/or property, research assignments, community service projects, special workshop participation, and/or referral to medical resources or counseling personnel.

Appeal Process

Appellate process

- A. **Right to appeal**
1. A student found to have violated the code of student conduct has the right to appeal the original decision. The appeal is not intended to re-hear or re-argue the same case and is limited to the specific grounds outlined below. The appeal must state the specific grounds for the appeal and should include all supporting documentation. The appeal must be postmarked or hand delivered to the appropriate appeal officer, or sent via email, as provided below, within five (5) working days after the date on which notice of the decision is sent to the student. Each student shall be limited to one appeal. The decision of the appeal officer is final.
 2. In cases involving charges relating to sexual harassment as defined in applicable university policy, the victim may appeal the original decision in accordance with the appeals procedures provided in this section. Such charges include, but are not limited to, sexual misconduct and stalking.
 3. A student who has accepted responsibility for violating the code of student conduct waives the right to appeal, except on the basis that the disciplinary sanction is grossly disproportionate to the violation(s) committed.
 4. Each party shall be limited to one appeal. The decision of the appeal officer is final.
- B. **Grounds for appeal.** An appeal may be based only upon one or more of the following grounds:
1. Procedural error that resulted in material harm or prejudice to the student (i.e., by preventing a fair, impartial, or proper hearing). Deviations from the designated procedures will not be a basis for sustaining an appeal unless material harm or prejudice results;
 2. Discovery of substantial new evidence that was unavailable at the time of the hearing, and which reasonably could have affected the decision of the hearing body; or
 3. Disciplinary sanction imposed is grossly disproportionate to the violation(s) committed, considering the relevant aggravating and/or mitigating factors.
- Non-attendance by the accused student may not be the sole grounds for an appeal.

C. Appropriate appeal officers

1. Appeals from residence hall hearings:
 - a. All appeals from residence hall hearings, other than contract terminations, shall be submitted to the director of residence life or designee.
 - b. All appeals where the sanction imposed by the residence hall hearing is contract termination shall be submitted to the director of student conduct or designee.
2. Appeals of a decision of a student conduct hearing officer or from the university conduct board will be submitted for decision to the vice president for student life or the designee.
3. Appeals of decisions of the committee on academic misconduct or its coordinator will be submitted for decision to the executive vice president and provost or designee.

D. Appeal proceedings

1. The appeal officer will dismiss the appeal if the appeal is not based upon one or more of the grounds set forth in Section (B) above.
2. The appeal officer will decide the appeal based upon a review of the record and supporting documents (e.g., prior disciplinary history).
3. The appeal officer may consider additional relevant information from any party to the proceeding and then decide the appeal based upon the enhanced record.

E. Possible dispositions by the appeal officer. The appeal officer may, after a review of the record:

1. Uphold the original decision and/or sanction(s);
2. Dismiss the case or individual charge(s) against the student and vacate any portion or all of the sanction(s);
3. Modify or reduce the sanction(s), or in cases involving charges relating to sexual harassment as defined in applicable university policy, enhance the sanction; or
4. Remand the case to the original hearing body or refer the case to a new hearing officer or board to be reheard. If possible, a new hearing officer or board should be different from the one that originally decided the case. If a case is reheard by a hearing officer or board, the sanction imposed can be greater than that imposed at the original hearing.

Minor deviations from procedure

A student and hearing officer may agree in advance to minor deviations from procedure. Such deviations are not then subject to appeal. Other minor deviations are acceptable as long as such deviations are not found upon appeal to be materially harmful to the accused student.

335-23-20 Interim suspension

When the vice president for student life or designee has reasonable cause to believe that the student's presence on university premises or at a university-related or registered student organization activity poses a significant risk of substantial harm to the safety or security of themselves, others, or to property, the student may be immediately suspended from all or any portion of university premises, university-related activities or registered student organization activities. This temporary suspension will be confirmed by a written statement and shall remain in effect until the conclusion of a full hearing or administrative decision, without undue delay, in accordance with the rules of the Ohio state university. The student may, within three (3) working days of the imposition of the suspension, petition the vice president for student life for reinstatement. The petition must be in writing, and must include supporting documentation or evidence that the student does not pose, or no longer poses, a significant risk or substantial harm to the safety or security of themselves, others, or to property. A decision on such petition will be made without undue delay by the vice president for student life or designee.

Administrative disenrollment and other restrictions

- A. A student may be disenrolled from the university; prohibited from all or any portion of university premises, university-related activities or registered student organization activities; and/or permitted to remain only under specified conditions when the vice president for student life or designee finds that there is clear and convincing evidence that the student's continued presence poses a significant risk of substantial harm to the health or safety of themselves, others, or to property.
- B. In those cases under paragraph (A)(1) of this rule in which it appears that the risk posed by the student is a result of a health condition or a disability as defined by the Americans with Disabilities Act, the vice president for student life or designee shall also determine whether the risk or disruption can be eliminated or sufficiently reduced through reasonable accommodation and, if so, shall take appropriate steps to ensure that accommodation is made. The vice president for student life or designee may request the student to undergo an appropriate examination, as specified by the vice president for student life or designee, to determine whether any such condition exists and whether any such accommodation is possible. If the student fails to undergo such an examination, and if the other available evidence supports a finding under paragraph (A), the vice president for student life or designee shall, to the extent reasonably possible, take the least restrictive measure or combination of measures necessary to resolve the risk or disruption.
- C. A student who has been disenrolled; prohibited from university premises, university-related activities or registered student organization activities; or permitted to remain only under specified conditions may petition the vice president for student life for revision of that status. The petition must include supporting documentation or evidence that:
 1. The conditions found to have existed under paragraph (A) no longer exist and will not recur; and

2. The student meets all normal and appropriate standards for admission and enrollment in any academic unit in which the student seeks to re-enroll. Upon receipt of such a petition, the vice president for student life or the vice president's designee shall evaluate the evidence and may consult with the student, any appropriate university personnel, and any other persons whom the vice president for student life or designee deems appropriate. The vice president for student life or designee may deny the petition, grant the petition in whole or in part under specified conditions, or grant the petition in whole or in part without condition.

Authority

The bylaws of the university board of trustees and rules of the university faculty provide that the university president shall have the final responsibility and authority for the discipline of all students of the university (see rule 3335-11-01 (A) of the administrative code). This responsibility and authority has been delegated by the president to the vice president for student life, whose office is also charged with responsibility for promulgation of rules governing student conduct (see rule 3335-1-03 (H) of the administrative code).

The deans of colleges and of the graduate school, the directors of schools, and the chairpersons of departments, respectively, are responsible to the president through regular disciplinary channels for the discipline of all students in the activities of their respective colleges, schools, and departments. (See rule 3335-11-01 (B) of the Administrative Code.) Likewise, the deans and directors of the regional campuses are responsible to the president through the executive vice president and provost for the discipline of all students in the activities of their respective campuses.

The Ohio State University Code of Student Conduct is an official publication of the university board of trustees. All petitions for revision and amendment of this code of student conduct should be submitted through the office of the vice president for student life. Proposed revisions of the code shall be reviewed, in draft form, by the office of the president, the office of academic affairs, and the steering committee of the university senate before being presented for approval to the university senate by the council on student affairs. No revision shall become effective unless approved by the university board of trustees and until printed notice of such revisions is made available to students.

Minor variations of this policy occur between Ohio State University and COTC. Specific questions can be directed to the Office of Student Life in WC226.

[Ohio State Student Code of Conduct](#)

[COTC Student Code of Conduct](#)

APPENDIX B

Policy for Drug Free Schools and Campuses

THE OHIO STATE UNIVERSITY AT NEWARK AND CENTRAL OHIO TECHNICAL COLLEGE

Policy for Drug Free Schools and Campuses

Introduction

The illegal or improper use of drugs and alcohol is a challenge for individuals and schools. The [Policy for Drug Free School and Campuses booklet](#) will identify rules regarding drug and alcohol use by faculty, staff, and students whether they are on campus property or engaging in campus-sponsored activities.

The booklet will describe the policy and potential disciplinary actions for violations. It will also identify on and off campus resources where employees and students could seek assistance.

This policy and its related program will be distributed annually to students enrolled in one or more credit bearing classes and all employees. There is a similar policy issued directly from OSU Columbus campus. Should there be a difference, the OSU Columbus campus policy will apply for OSU students and employees.

<http://studentlife.osu.edu/pdfs/osu-policy-on-alcohol.pdf>

Responsibility to implement and amend this policy for these institutions rests with the Senior Administrative Staff. Questions and suggestions are encouraged.

This policy and an overview of its supporting programs and information will be presented as follows:

- I. Standards of Conduct for employees and Students relating to drug and alcohol violations.
- II. Possible sanctions for violations imposed by state and federal authorities.
- III. Health risks associated with illicit drug use and abuse of alcohol.
- IV. Counseling and treatment programs for employees and students.
- V. Adjudication and setting penalties for violation of drug and alcohol policy.

[Policy for Drug Free Schools and Campuses – COTC and Ohio State Newark](#)

APPENDIX C

Sexual Harassment Policy for Central Ohio Technical College

SEXUAL HARASSMENT POLICY FOR CENTRAL OHIO TECHNICAL COLLEGE

The College administration, faculty, staff, student employees, and volunteers are responsible for assuring that the College maintains an environment for work and study free from harassment. Harassment is unlawful and impedes the realization of the College's mission. Harassment violates the dignity of individuals and will not be tolerated. The College community seeks to eliminate harassment through education and by encouraging faculty, staff, student employees, and volunteers to reports concerns or complaints. Prompt corrective measures will be taken to stop harassment whenever it occurs.

POLICY GUIDELINES

I. Definition

Harassment – Conduct whether verbal, non-verbal, or physical constitutes harassment if it creates an intimidating, hostile, or offensive work or academic environment that unreasonably interferes with work or academic opportunities. Harassment can occur between any individuals associated with the College, e.g., an employee and a supervisor; coworkers; faculty members; a faculty, staff member, or student employee and a customer, vendor, or contractor; or a student and a faculty member. Central Ohio Technical College is committed to providing a workplace that is free of harassment.

Sexual harassment – Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other physical or verbal conduct of a sexual nature when it meets any of the following:

- A. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic status.
- B. Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individuals.
- C. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive environment for working, learning, or living on campus. Sexual harassment can occur between an individuals associated with the College, e.g., an employee and a supervisor, coworkers; faculty members; a faculty, staff member, or a student and a customer, vendor, or contractor; student; or a student and faculty member.

II. Examples of Sexual Harassment

Examples of sexual harassment include, but are not limited to:

- A. Some incidents of physical assault.
- B. Direct or implied threats that submission to sexual advances will be a condition of employment, work status, promotion, grades, or letters of recommendation.
- C. Direct propositions of a sexual nature and/or subtle pressure for sexual activity that is unwanted and unreasonably interferes with a person's work or academic environment.
- D. A pattern of conduct that unreasonably interferes with the work or academic environment (not legitimately related to the subject matter of a course) including:
- E. Sexual comments or inappropriate references to gender.
- F. Sexually explicit statements, questions, jokes, or anecdotes regardless of the means of communication (oral, written, electronic, etc.)
- G. Unwanted touching, patting, hugging, brushing against a person's body, or staring.
- H. Inquiries and commentaries about sexual activity, experience, or orientation.
- I. The display of inappropriate sexually oriented materials in a location where others can view them.

III. Regulations

- A. Consensual relationship
No person involved in a consensual relationship will have direct responsibility for evaluating the employment or academic performance or for making decisions regarding the promotion, tenure, or compensation of the other party to the relationship. Consensual romantic and sexual relationships between supervisor and employee or between faculty and student are strongly discouraged.

These relationships may be subject to concerns about the validity of consent, conflicts of interest, and unfair treatment of other students or employees. Further, such relationships can undermine the atmosphere of trust essential to the educational process and the employment relationship.

In the event of an allegation of sexual harassment, the College will strictly scrutinize a defense based upon consent when the facts established that an institutional power differential existed within the relationship.

B. Confidentiality and non-retaliation

The College will make every reasonable effort to conduct all proceedings in a manner that will protect the confidentiality of all parties. Parties to the complaint should treat the matter under investigation with discretion and respect for the reputation of all parties involved.

College policy and state and federal law prohibit retaliation against an individual for reporting harassment, or for participating in an investigation. Retaliation is a serious violation that can subject the offender to sanctions independent of the merits of the harassment allegation.

The College has a compelling obligation to address allegations and suspected instances of harassment when it obtains information that would lead a reasonable person to believe that this policy has been violated. The College is not precluded from taking any action it deems appropriate, including informing the alleged harasser of the complaint and pursuing an investigation even in cases when the complainant is reluctant to proceed. The complainant will be notified in advance when such action is necessary.

C. Corrective measures

When it has been determined that harassment has occurred, steps will be taken to ensure the harassment is stopped immediately. Corrective measures consistent with the severity of the offense will be imposed consistent with applicable College procedures and may include sanctions.

Sanctions imposed on the harasser may include, but are not limited to, a reprimand, suspension, or dismissal from the College. In the event that a record of such sanctions will become a part of the harasser's personnel records, prior notice will be given to the harasser.

Sanctions also may be imposed on any individual with a duty to act under this policy and associated procedure who fails to respond to a complaint of sexual harassment in a manner consistent with the provisions of this policy and the associated procedures. The complainant will be informed of the corrective measures taken.

D. False allegations

It is a violation of this policy for anyone to knowingly or with reckless disregard for the truth make false accusations of harassment. Failure to prove a claim of harassment is not equivalent to a false allegation. Sanctions may be imposed on individuals who knowingly or with reckless disregard for the truth make false accusations of harassment.

E. Use of harassment allegations in employment actions

When making decisions affecting an individual's employment or academic status, allegations of harassment may be considered only if they have been addressed through this policy or procedure, a court of law, or other administrative proceeding. Whenever such an allegation is discussed as part of a determinant in the terms and condition of an employment or academic status, the affected party should be given notice.

IV. Policy and Procedure Administration

The Office of Human Resources is responsible for the administration of this policy and the associated procedures. The president, dean of faculty, and each cabinet member, academic director, faculty member, and supervisor is responsible for assuring compliance with this policy. Any such individual who obtains information that would lead a reasonable person to believe that this policy has been violated must refer the matter to the supervisor or the Director of Human Resources at (740)366-9407. Students should notify the Director of Student Life at (740)364-9578 or the Director of Human Resources at (740)366-9407.

PROCEDURE

I. **Educational Program Goals and Objectives**

The College is committed to eliminating and preventing harassment of faculty, staff, students, student employees, and volunteers and to fostering an environment of respect for all individuals. The College promotes educational programs coordinated by the Office of Human Resources to meet the following goals:

- A. Informing all individuals about their rights through training and dissemination of the harassment policy.
- B. Including the harassment policy in orientation materials for new faculty, staff, students, and volunteers.
- C. Notifying persons of prohibited conduct.
- D. Informing all individuals of the appropriate procedures and reporting mechanisms for addressing concerns of harassment.

II. **Who Can Make Allegations**

Harassment concerns can often be resolved by the person being harassed addressing the matter directly with the alleged harasser. When such resolution is not feasible, any faculty, staff, student, or volunteer may bring an allegation against any member of the College community or any customer, vendor, or contractor of the College.

III. **Confidentiality**

To the extent possible, all information received in connection with the filing, investigation, and resolution of allegations will be treated as confidential except to the extent it is necessary to disclose particulars in the course of the investigation or when compelled to do so by law. All individuals involved in the process should observe the same standard of discretion and respect for the reputation of everyone involved in the process.

IV. **Retaliation**

College policy and state federal law prohibit retaliation against an individual for reporting harassment, or for participating in an investigation. The College will not tolerate retaliation in any form against any faculty, staff, student, or a volunteer, who files an allegation, serves as a witness, assists an alleged, or participates in an investigation of harassment. Retaliation is a serious violation that can subject the offender to sanctions independent of the merits of the harassment allegation. Allegations of retaliation should be directed to the Office of Human Resources.

V. **Counseling and Support**

A person seeking counseling or support may contact any of the following departments:

- A. University Faculty and Staff Assistance Program for faculty and staff (UFSAP is a benefit provided by The Ohio State University which is available to COTC employees.)
- B. Personal Counselor for students

The role of the above offices is not to investigate allegations but to provide counseling and support.

VI. **Receipt and Referral of Allegations**

- A. An alleged violation of the College's harassment policy may be taken to any of the following designated individuals:
 1. The Director of Human Resources, (740)366-9407
 2. Any supervisor, faculty member, faculty or staff administrator, or cabinet member
- B. If the alleged harasser is the alleged's supervisor, the alleged should directly contact either a cabinet member of the Office of Human Resources.
- C. Cases involving student on student harassment not in the employment setting will be handled in accordance with the Code of Student Conduct and are not covered under this procedure. The Office of Student Affairs will be responsible for the investigation and resolution of such allegations.
- D. When the above individuals receive an allegation of harassment, they will promptly refer the matter to the Director of Human Resources for investigation.
- E. The Office of Human Resources is available to provide consultation to any person who has a potential harassment concern. Likewise, the Director of Human Resources is available to assist any supervisor in handling an allegation.

VII. Complaints

Complaints can be filed by contacting the Office of Human Resources or by submitting a completed Discrimination/Harassment Complaint Form to the Office of Human Resources. Complaints of discrimination/harassment should be filed within 180 calendar days of notice of the event(s) that gave rise to the complaint. Filing a complaint with Central Ohio Technical College Office of Human Resources does not preclude the individual from filing a complaint with an external agency *nor does it extend time limits with those agencies.*

- A. In simple situations, talk with the responsible party or seek to resolve the situation in consultation with the supervisor and/or cabinet member.
- B. If the issue is not resolved, contact the Office of Human Resources. Submit a completed Discrimination/Harassment Complaint Form.
- C. Provide witness and/or documentation from individuals that have first-hand knowledge of the situation.
- D. Respect the confidentiality of all parties.
- E. Keep the investigator informed of any concerns or retaliation.

VIII. Recordkeeping

The Office of Human Resources will maintain a written record of all witness interviews, evidence gathered, the outcome of the investigation, and any other appropriate documents. Investigation records will not be maintained in personnel files or student files unless they are part of a formal corrective action. Investigation records will be maintained in accordance with college record retention schedules. When a complaint is filed outside the College, information gathered in the course of the internal investigation may be disclosed to the investigating agency.

A full set of investigation paperwork will be housed in the Office of Human Resources, including complaint form and/or notes, investigation notes, any relevant documentation or evidence, case report if appropriate, and letters of notification of findings and recommendations. If corrective action is issued, a letter documenting the action should be included in the harassment investigation file. If corrective action is recommended, the Office of Human Resources will house a file including the case report, letter of findings, and corrective action documents.

RESOURCES

For more information:

- Director of Human Resources 740-366-9407
- Director of Student Life 740-364-9578
- University Faculty and Staff Assistance Program (Faculty and Staff) 614-292-4472
- Personal Counselor (Students) 740-364-9578
- [Ohio State Student Code of Conduct](#)
- [COTC Student Code of Conduct](#)

APPENDIX D

Sexual Harassment Policy for The Ohio State University

SEXUAL HARASSMENT POLICY FOR THE OHIO STATE UNIVERSITY

Sexual Harassment Policy 1.15 Applies to: Faculty, staff, student employees, students, and volunteers.

The University administration, faculty, staff, student employees, and volunteers are responsible for assuring that the University maintains an environment for work and study free from sexual harassment. Sexual harassment is unlawful and impedes the realization of the University's mission of distinction in education scholarship, and service. Sexual harassment violates the dignity of individuals and will not be tolerated. The University community seeks to eliminate sexual harassment through education and by encouraging faculty, staff, student employees, and volunteers to report concerns or complaints. Prompt corrective measures will be taken to stop sexual harassment whenever it occurs.

POLICY GUIDELINES

I. Definition

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other physical or verbal conduct of a sexual nature when it meets any of the following:

- A. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic status.
- B. Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual.
- C. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive environment for working, learning, or living on campus. Sexual harassment can occur between any individuals associated with the University, e.g., an employee and a supervisor, coworkers; faculty members; a faculty, staff member, or student and a customer, vendor, or contractor; students; or student and faculty member.

II. Examples of Sexual Harassment

Examples of sexual harassment include, but are not limited to :

- A. Some incidents of physical assault.
- B. Direct or implied threats that submission to sexual advances will be a condition of employment, work status, promotion, grades, or letters of recommendation.
- C. Direct propositions of a sexual nature and/or subtle pressure for sexual activity that is unwanted and unreasonably interferes with a person's work or academic environment.
- D. A pattern of conduct that unreasonably interferes with the work or academic environment (not legitimately related to the subject matter of course) including:
 1. Sexual comments or inappropriate references to gender.
 2. Sexually explicit statements, questions, jokes, or anecdotes regardless of the means of communication (oral, written, electronic, etc.)
 3. Unwanted touching, patting, hugging, brushing against a person's body, or staring.
 4. Inquiries and commentaries about sexual activity, experience, or orientation.
 5. The display of inappropriate sexually oriented materials in a location where others can view them.

III. Romantic and/or Sexual Relationships

Romantic and/or sexual relationships between individuals in a supervisory, teaching, evaluation, advising, coaching, or counseling relationship constitute a conflict of interest. The person in the position of higher institutional authority has the responsibility to eliminate the conflict of interest. The conflict of interest must be eliminated in a way which minimizes potential for harming the person with lower institutional authority. Faculty, staff, and students who are in the position to influence academic or employment decisions about others with whom they are in a romantic and/or sexual relationship should recuse themselves from such decisions.

In the event of an allegation of sexual harassment, the University will strictly scrutinize a defense based upon consent when the facts establish that an institutional power differential existed within the relationship.

A. Prohibited relationships

1. Romantic and/or sexual relationships between faculty/staff/graduate/associates/undergraduate TAs and students, and between attending physicians and medical residents/interns/fellows, cannot continue whenever there are supervisory, teaching evaluation, advising, coaching, or counseling responsibilities for the student. Alternative academic/supervisory arrangements must be made to avoid being in a prohibited relationship; if acceptable alternative arrangements are not feasible, the relationship cannot continue.

Romantic and/or sexual relationships between supervisor and employee are prohibited. No person involved in a romantic and/or sexual relationship will have direct responsibility for evaluating the performance or for making decisions regarding the hiring, promotion, tenure, compensation, or termination of the other party to the relationship. Supervisors, including faculty supervisors, must take immediate steps to make acceptable alternative arrangements regarding their supervisory responsibility for the other party to avoid an actual or apparent conflict of interest. If acceptable alternative arrangements are not feasible, the relationship cannot continue.

2. Notification responsibilities to avoid prohibited relationships

University faculty/staff/graduate associates/undergraduate TAs must notify their supervisor (e.g. dean, chair, vice president, direct supervisor, etc.) or any prohibited relationship in which they are involved; and have a duty to cooperate in making acceptable alternative arrangements. The Office of Human Resources, Organization and Human Resource Consulting, is available to facilitate or consult with parties about notification and making acceptable alternative arrangements.

Individuals who engage in prohibited relationships (i.e., who do not notify their supervisors and do not make acceptable alternative arrangements) are in violation of this policy. Supervisors, including faculty supervisors, who obtain information that would lead a reasonable person to believe that the Romantic and/or Sexual Relationships section of this policy has been violated, have an institutional duty to report the violation to the Office of Human Resources, Organization, and Human Resource Consulting.

Individuals in positions of power, who engage in a series of exploitive sexual or romantic relationships, whether or not notification has occurred, may be held in violation of the romantic and/or sexual relationship policy.

3. Acceptable alternative arrangements mean removing any supervisory, teaching, evaluation, advising, coaching, or counseling responsibilities between the person with institutional power and the student or employee. The alternative arrangements should avoid negative consequences for the student or employee; if acceptable alternative arrangements are not feasible, the relationship cannot continue.

B. Corrective action

After a thorough review of the facts, corrective action will be taken with any faculty/ staff/student employee who violates this romantic and/or sexual relationship policy by:

1. Entering into or engaging in a prohibited relationship without notification and without making immediate acceptable alternative arrangements, or
2. Failing to follow any part of this policy, or
3. Failing to implement any responsibility of supervisors or identified in this policy. This applies to all supervisors, including faculty who serve in supervisory roles.
4. The corrective action process will be in accordance with university policies, faculty rules, or Code of Student Conduct.
5. An individual who promptly provides notification of a prohibited relationship and cooperates in making acceptable alternative arrangements in a timely manner will not be held in violation of the romantic and/or sexual relationship policy.

C. Important advisory statement on romantic/sexual relationships

Individuals in positions of power must be aware that romantic or sexual relationships with students are fraught with danger for exploitation and pose a legal risk to both the individual and the institution.

There are special risks in any sexual or romantic relationship between individuals in inherently unequal positions of power. These relationships may be subject to concerns about the validity of consent and unfair treatment of other students or employees. Such relationships can undermine the atmosphere of trust essential to the educational process and the employment relationship. They may, moreover, be less consensual than the individual whose position confers power believes. The apparent consensual nature of the relationship is inherently suspect due to the fundamental asymmetry of power in the relationship and it thus may be difficult to establish consent as a defense to a charge. Even when both parties consented at the outset to a romantic or sexual involvement, this past consent does not remove grounds for or preclude a charge or subsequent finding of sexual harassment based upon subsequent unwelcome conduct.

The greater the institutional power differential that exists the greater the risk there is for exploited consent. Exploited consent exists when consent to a relationship is given as a function of the position of power one occupies over another within an institution.

Many international students, faculty, and staff come from cultures in which deference to any authority figure is important and sexual harassment laws do not exist. Some individuals may be especially vulnerable to exploitive relationships given cultural, language, and immigration/visa issues. Faculty, staff, and students should be very careful to avoid relationship that may be exploitive in nature.

The University discourages romantic and/or sexual relationships between faculty and students, for all the reasons provided above.

The University strongly discourages romantic and/or sexual relationships between faculty and graduate students when in the same department; between faculty and undergraduate students majoring in the faculty member's area of expertise; when the faculty member has any influence over academic judgments about the student; and, in any context when the perceived power differential may be significant.

Finally, it is important to be aware that in some cases non-consensual relations may constitute sexual harassment, and allegedly consensual relations that "go bad" may later result in allegations of sexual harassment.

IV. Duty to Act

Any Human Resource Professional (HRP); supervisor, including faculty supervisors; chair/director; or faculty member who becomes aware of information that would lead a reasonable person to believe that sexual harassment has occurred will notify the Office of Human Resources, Organization and Human Resource Consulting, by ensuring that a Discrimination/Harassment Complaint Form or other appropriate documentation is filed within five working days of becoming aware of the information. The Complaint Form/documentation will initiate collaboration between the Office of Human Resources, Organization and Human Resource Consulting and the unit HRP to determine how to proceed with resolving the complaint.

V. Regulations

A. Confidentiality and non-retaliation

The University will make every reasonable effort to conduct all proceedings in a manner that will protect the confidentiality of all parties. Parties to the complaint should treat the matter under investigation with discretion and respect for the reputation of all parties involved.

University policy and state and federal law prohibit retaliation against an individual for reporting sexual harassment, or for participating in an investigation. Retaliation is a serious violation that can subject the offender to sanctions independent of the merits of the sexual harassment allegation.

The University has a compelling obligation to address allegations and suspected instances of sexual

harassment when it obtains information that would lead a reasonable person to believe that this policy has been violated. The University is not precluded from taking any action it deems appropriate, including informing the alleged harasser of the complaint and pursuing an investigation even in cases when the complainant is reluctant to proceed. The complainant will be notified in advance when such action is necessary.

B. Corrective measures

When it has been determined that sexual harassment has occurred, steps will be taken to ensure the harassment is stopped immediately. Corrective measures consistent with the severity of the offense will be imposed consistent with applicable University procedures and may include sanctions.

Sanctions imposed on the harasser may include, but are not limited to, a reprimand, suspension, dismissal from the University. In the event that a record of such sanctions will become a part of the harasser's personnel records, prior notice will be given to the harasser. Sanctions also may be imposed on any individual with a duty to act (under this policy and associated procedures) who fails to respond to a complaint of sexual harassment in a manner consistent with the provisions of this policy and the associated procedures. The complainant will be informed of the corrective measures taken.

C. False allegations

It is a violation of this policy for anyone to knowingly or with reckless disregard for the truth make false accusations of sexual harassment. Failure to prove a claim of sexual harassment is not equivalent to a false allegation. Sanctions may be imposed on individuals who knowingly or with reckless disregard for the truth make false accusations of sexual harassment.

D. Use of sexual harassment allegations in employment actions

when making decisions affecting an individual's employment or academic status, allegations of sexual harassment may be considered only if they have been addressed through this policy or procedure, a court of law, or other administrative proceeding. Whenever such an allegation is discussed as part of a determinant in the terms and conditions of an employment or academic status, the affected party should be given notice.

VI. Policy and Procedure Administration

The Office of Human Resources is responsible for the administration of this policy and the associated procedures. The president and each vice president, dean, department chair, director, administrator, faculty member, and supervisor is responsible for assuring compliance with this policy. Any such individual who obtains information that would lead a reasonable person to believe that this policy has been violated must refer the matter to the appropriate individual for investigation or, if so authorized, initiate a prompt and thorough investigation.

PROCEDURE

Issued: 10/01/1980

Revised: 7/01/2006

I. Educational Program Goals and Objectives

The University is committed to eliminating and preventing sexual harassment of faculty, staff, students, student employees, and volunteers and to fostering an environment of respect for all individuals. The University promotes educational programs coordinated by the Office of Human Resources to meet the following goals:

- A. Informing all individuals about their rights through training and dissemination of the sexual, harassment policy.
- B. Including the sexual harassment policy in orientation materials for new faculty, staff, students, and volunteers.
- C. Notifying persons of prohibited conduct.
- D. Informing all individuals of the appropriate procedures and reporting mechanisms for addressing concerns of sexual harassment.
- E. Informing the community about the problems caused by sexual harassment.
- F. Addressing issues of sexual harassment from a multicultural perspective.

II. Who Can Make Allegations

Sexual harassment concerns can often be resolved by the person being harassed addressing the matter directly with the alleged harasser. When such resolution is not feasible, any faculty, staff, student or volunteer may bring an allegation against any member of the University community or any customer, vendor, or contractor of the University.

III. Confidentiality

To the extent possible, all information received in connection with the filing, investigation, and resolution of allegations will be treated as confidential except to the extent it is necessary to disclose particulars in the course of the investigation or when compelled to do so by law. All individuals involved in the process should observe the same standard of discretion and respect for the reputation of everyone involved in the process.

IV. Retaliation

University policy and state and federal law prohibit retaliation against an individual for reporting sexual harassment, or for participating in an investigation. The University will not tolerate retaliation in any form against any faculty, staff, student, or volunteer, who files an allegation, serves as a witness, assists an alleged, or participates in an investigation of sexual harassment. Retaliation is a serious violation that can subject the offender to sanctions independent of the merits of the sexual harassment allegation. Allegations of retaliation should be directed to the Office of Human Resources, Organization and Human Resource Consulting.

V. Counseling and Support

A person seeking counseling or support may contact any of the following units:

- A. University Faculty and Staff Assistance Program
- B. Student Wellness Center, Sexual Violence Education and Support
- C. University Housing Administration
- D. Counseling and Consultation Service
- E. Office of Student Life

The role of the officers is not to investigate allegations but to provide counseling and support.

VI. Receipt and referral of Allegations

- A. An alleged violation of the University's sexual harassment policy may be taken to any of the following designated individuals:
 1. The human resource professional within a department or unit.
 2. A consultant in the Office of Human Resources, Organization and Human Resource Consulting.
 3. Any supervisor, faculty member, or faculty or staff administrator.
- B. If the alleged harasser is the alleged's supervisor, the alleged should directly contact either a higher level administrator in the college/unit or the Office of Human Resources, Organization and Human Resource Consulting.
- C. Cases involving student on student sexual harassment not in the employment setting will be handled in accordance with the Code of Student Conduct and are not covered under this procedure. The Office of Student Affairs will be responsible for the investigation and resolution of such allegations.
- D. When the above individuals receive an allegation of sexual harassment, they will promptly refer the matter to the appropriate individual for investigation, or if so authorized, initiate a prompt and thorough investigation.
- E. The Office of Human Resources, Organization and Human Resource Consulting, is available to provide consultation to any person who has a potential sexual harassment concern. Likewise, consultants are available to assist any administrator in handling an allegation.

- F. All individuals who are designated to receive allegations are expected to participate in training provided by the Office of Human Resources, Organization and Human Resource Consulting, related to handling sexual harassment allegations.

VII. Complaints

Procedures for filing and the investigation of allegations of sexual harassment are addressed in Guidelines for Investigating Complaints of Discrimination and Harassment.

RESOURCES

For consultation:

- Office of Human Resources, Organization and Human Resource Consulting 614-292-2800
- Office of Academic Affairs 614-292-5881
- [Ohio State Student Code of Conduct](#)

For more information:

- [Ohio State Discrimination/Harassment Investigation Guidelines](#)
- Frequently Asked Questions: Sexual Harassment
[General Questions](#)
- [The Ohio State University Record Retention Policy](#)
- [Rules for Classified Civil Service](#)
- [Code of Student Conduct](#)

For counseling and support:

- University Faculty and Staff Assistance Program (UFSAP) 614-293-2442
- Student Wellness Center, Sexual Violence Education and Support 614-292-4527
- University Housing Administration 614-292-3930
- Counseling and Consultation Service 614-292-5766
- Office of Student Life 614-292-9334

For issues of academic freedom:

- [Council on Academic Freedom and Responsibility \(CAFAR\)](#)

APPENDIX E



COTC Tobacco Free 2.5.20

The College strives to enhance the general health and wellbeing of its faculty, staff, students, and visitors. The College desires to support individuals to be tobacco free, to achieve their highest state of health, and to launch students into their careers at a high level of health and wellbeing.

To support this commitment, the College intends to provide a tobacco free environment. Smoking and the use of tobacco and tobacco products are prohibited in or on all college owned or leased property including vehicles.

Definitions

Term	Definition
Tobacco	Tobacco is defined as all tobacco-derived or containing products, including and not limited to, cigarettes (clove, bidis, kreteks), electronic cigarettes, cigars and cigarillos, hookah smoked products, pipes, oral tobacco (e.g., spit and spitless, smokeless, chew, snuff) and nasal tobacco (e.g., snus). It also includes any product intended to mimic tobacco products, contain tobacco flavoring, or deliver nicotine other than for the purpose of cessation.

Policy Details

- II. The college is strongly committed to supporting individuals to become tobacco free.
 - A. Tobacco cessation programs and support will be available to employees and students as identified in the Cessation and Resources sections.
 - B. Nicotine replacement or delivery products for the purpose of cessation are permitted under this policy.
 - C. Additional exceptions are identified in the "Approved Exceptions" section of this policy.
- III. Policy Success

The success of this policy depends upon the thoughtfulness, consideration, and cooperation of tobacco users and non-tobacco users. Leaders, faculty, staff, students, and visitors share the responsibility for adhering to and enforcing the policy.

 - A. Concerns about tobacco use should be respectfully addressed in the moment whenever feasible.
 - B. Continued concerns should be referred to the appropriate department for review and action. For faculty, staff, and student employees, issues should be referred to the employing department head. For students in the non-employment setting, issues should be referred to Student Life. For volunteers and visitors, issues should be referred to the hosting unit head.
- IV. The college will not advertise tobacco on college owned, operated or leased property or at any college sponsored event or college owned or sponsored media.
- V. Sale of tobacco is prohibited on college owned, operated, or leased property.
- VI. Donations, gifts, or sponsorships of any kind from tobacco industry or firms representing the tobacco industry are not accepted.

PROCEDURES

- I. Cessation
 - A. The college is committed to supporting all faculty, staff, and students who wish to stop using tobacco/nicotine products.
 - B. Assistance to employees to overcome tobacco/nicotine addiction is available through The Ohio State University Health Plan and the resources identified below.
 - C. Assistance to students to overcome tobacco addiction is available from the resources identified below.

- II. Communication
 - A. Leaders, managers, supervisors, and building supervisors are responsible for leading by example and respectfully communicating the policy to faculty, staff, students, visitors and volunteers.
 - B. Faculty, staff, students, volunteers and visitors who observe individuals using tobacco on college property are encouraged and empowered to explain respectfully that its use is prohibited.
- III. Signage
 - A. Installation and maintenance of signage are the responsibility of the Facilities Department in consultation with the Office of Human Resources.
 - B. Signage must be placed appropriately on entrances to, and exits from, buildings, including parking garages, and on college owned and leased vehicles.
 - C. Areas that experience difficulties with tobacco use may request special signage from the Facilities Department.
- IV. Compliance with Ohio Smoke-Free Workplace Law (ORC Chapter 3794)
 - A. The Office of Human Resources is available to consult with and support units that receive a complaint from a public health department.
 - B. When complaints are sent directly to a college department by a health department, the college department must:
 - 1. Make a good faith effort to find out what behaviors are occurring or occurred to trigger the complaint.
 - 2. Follow up with involved faculty, staff, students, volunteers, vendors and/or visitors to ensure that prohibited behavior stops.
 - 3. Issue a letter of response to the health department (see Letter of Response to an Allegation of Violation of the Ohio Smoke Free Workplace Law) within 30 days of the college receiving the complaint.
 - 4. Ensure that state law and college policy are being followed.
 - 5. Communicate to faculty, staff, students, vendors, volunteers and/or visitors the requirements of the college's tobacco free policy and state law.
 - 6. Work with the Facilities Department to ensure that signage is appropriately displayed on building entrances and exits.
 - C. When complaints are received by the Office of Human Resources, or other departments not the subject of the alleged violation, by a public health department:
 - 1. The Office of Human Resources or other receiving department must forward the complaint within five days to the head of the appropriate department for response.
 - 2. The department head must respond to the complaint as described in IV-B above.
- V. Compliance
 - A. All students, faculty, staff, vendors, volunteers, and visitors are expected to comply with this policy. Individuals are encouraged and empowered to respectfully inform others about the policy in an ongoing effort to support individuals to be tobacco free, improve individual health, and encourage a culture of compliance.
 - B. College leaders, managers, supervisors, and building supervisors are expected to support individuals becoming tobacco free and to promote compliance in their areas of responsibility and throughout the college.
 - C. Student Life staff have a special responsibility to promote compliance among students.
- VI. Approved Exceptions

Listed below are exceptions to the Tobacco Free Policy. The Ohio Smoke Free Workplace Law remains in effect—any smoking in these areas must not cause smoke to enter into buildings. Allowing smoke to enter the building through entrances, windows, ventilation systems, or other means violates the Ohio Smoke Free Workplace Law.

 - A. Smoking by a Native American as part of a traditional Native American spiritual or cultural ceremony is permitted and must be approved by the director of student life for students and the vice president for institutional planning and human resources development for employees. A Native American is a person who is a member of an Indian tribe which is recognized as such by the state or Federal government (American Indian Religious Freedom Act).
 - B. Teaching when integral to the content of the course.
 - C. Theatrical productions in which representation of smoking is required by copyright.

Responsibilities

Position, or Office	List of Responsibilities
All persons	<ul style="list-style-type: none"> • Comply with this policy. • Individuals are encouraged and empowered to inform others respectfully about the policy in an ongoing effort to support individuals to be tobacco free, improve individual health, and encourage a culture of compliance. • Use cessation resources as desired
College leaders, managers, supervisors, and building supervisors	<ul style="list-style-type: none"> • Ensure compliance in their areas of responsibility and on the larger campus and extended campuses to support individuals becoming tobacco-free. • Communicate policy expectations to college community. • Hold individuals responsible for compliance with the policy. • Communicate policy violations to leaders and managers in specific areas where problems occur. • Forward complaints of violation of the Ohio Smoke Free Workplace Law to the appropriate department within five days. • Address and respond to complaints of violation of the Ohio Smoke Free Workplace Law.
Employing or volunteer sponsoring department	<ul style="list-style-type: none"> • Communicate policy expectations to individuals. • Work with Facilities Department to ensure that signage is appropriately displayed on building entrances and exits. • Provide information on tobacco cessation resources. • Address policy violations with faculty, staff, and student employees. • Forward complaints of violation of the Ohio Smoke Free Workplace Law to the appropriate department within five days. • Respond to complaints from a health department about the Ohio Smoke Free Workplace Law.
Facilities	<ul style="list-style-type: none"> • Communicate policy expectations to individuals. • Install and maintain signage. • Communicate policy violations to leaders and managers in specific areas where problems occur.
Human Resources	<ul style="list-style-type: none"> • Communicate policy expectations to individuals. • Consult with departments on this policy. • Forward complaints of violation of the Ohio Smoke Free Workplace Law to the appropriate department within five days. • Consult with and support departments that receive complaints of violation of the Ohio Smoke Free Workplace Law.
Student Life	<ul style="list-style-type: none"> • Ensure compliance among students to support individuals becoming tobacco-free. • Communicate policy expectations to individuals. • Address policy violations with students in the non-employment setting. • Offer tobacco cessation support to students.
The Ohio State University Health Plan	<ul style="list-style-type: none"> • Offer tobacco cessation support through the health plan.

Resources

- Addressing violations of the Ohio Smoke-Free Workplace Law
- Frequently Asked Questions
- Letter of Response to an Allegation of Violation of the Ohio Smoke Free Workplace Law
- Talking with someone who is using tobacco on college property
- American Indian Religious Freedom Act, http://teeic.ani.gov/lr/dsp_statute.cfm?topic=11&statute=183
- Ohio Smoke Free Workplace Law, <http://codes.ohio.gov/orc/3794>
- Tobacco Cessation Support:
 - The Ohio State University Healthplan: <http://osuhealthplan.org/>
 - The Ohio State University Employee Assistance Program: <http://osuhealthplan.org/OhioStateEAP/>
 - Coshoccon County Health Department: www.coshocconcounty.net/agency/health/
 - Knox County Health Department: www.knoxhealth.com
 - Licking County Health Department: www.lickingcohealth.org
 - Ohio Department of Health: www.healthyohioprogram.org

Contacts

Individual or Office	Office	Telephone	E-mail/URL
Facilities	Reese Center 124 1204 University Dr Newark OH 43055	740-366-9363	http://www.cotc.edu/faculty-and-staff/facilities-department/Pages/default.aspx
Human Resources	Founders Hall 1014 1179 University Dr Newark OH 43055	740-366-9367	http://www.cotc.edu/faculty-and-staff/hr/Pages/HR.aspx
Student Life	Warner Center 266 1219 University Dr Newark OH 43055	740-366-9366	http://www.cotc.edu/student-life/Pages/default.aspx

History

Issued: 04/01/2005
Revised: 01/01/2007
Reviewed: 03/01/2009
Revised: 08/01/2013—renamed “Tobacco Free”

The smoking policy in its entirety can be reviewed on the web:

[Central Ohio Technical College Smoking Policy](#)
[The Ohio State University at Newark Smoking Policy](#)

APPENDIX F



Tobacco Free Ohio State Policy 7.20

**THE OHIO STATE
UNIVERSITY**

Ohio State strives to enhance the general health and wellbeing of its faculty, staff, students, and visitors, to become the world's healthiest university. We desire to support individuals to be tobacco free, achieve their highest state of health, and to launch students into their careers at a high level of health and wellbeing. To support this commitment, we intend to provide a tobacco free environment. Smoking and the use of tobacco are prohibited in or on all university owned, operated, or leased property including vehicles.

Definitions

Term	Definition
Tobacco	Tobacco is defined as all tobacco-derived or containing products, including and not limited to, cigarettes (e.g., clove, bidis, kreteks), electronic cigarettes, cigars and cigarillos, hookah smoked products, pipes, and oral tobacco (e.g., spit and spitless, smokeless, chew, snuff) and nasal tobacco (e.g. snus). It also includes any product intended to mimic tobacco products, contain tobacco

Policy Details

- I. The university is strongly committed to supporting individuals to become tobacco free.
 - A. Tobacco cessation programs and support will be available to faculty, staff, and students as identified below.
 - B. Nicotine replacement therapy products for the purpose of cessation are permitted.
- II. The success of this policy depends upon the thoughtfulness, consideration, and cooperation of tobacco users and non-tobacco users. Leaders and those to whom this policy applies share the responsibility for adhering to and enforcing the policy.
 - A. Concerns about tobacco use should be respectfully addressed in the moment whenever feasible.
 - B. Continued concerns should be referred to the appropriate unit for review and action. For faculty, staff, and student employees, issues should be referred to the employing unit head. For students in the non-employment setting, issues should be referred to Student Conduct. For volunteers and visitors, issues should be referred to the hosting unit head.

Applies to: Faculty, staff, students, vendors, volunteers, and

- III. The university will not advertise tobacco on university owned, operated, or leased property or at any university sponsored event or university owned or sponsored media.
- IV. Sale of tobacco is prohibited on university owned, operated, or leased property.
- V. Research involving tobacco is an exception from this policy. Acceptance of tobacco-funded research grants will be evaluated by the vice president for research and the appropriate dean/administrator prior to acceptance of the funds.
- VI. Additional exceptions are identified in Tobacco Free Policy Exceptions.

PROCEDURE

Issued: 07/01/1987 Issued as Nonsmoking
Adopted: 06/01/2013 Adopted as Tobacco Free Ohio State
Effective: 01/01/2014 Renamed to Tobacco Free Ohio State

- I. Cessation
 - A. The university is committed to supporting all faculty, staff, and students who wish to stop using tobacco or nicotine products.
 - B. Assistance to faculty and staff to overcome tobacco or nicotine addiction is available through The Ohio State University Health Plan and the resources identified below.
 - C. Assistance to students to overcome tobacco or nicotine addiction is available through the Student Health Center, Student Wellness Center, student health insurance, and the resources identified below.

- II. Communication
 - A. Leaders, managers, supervisors, and building coordinators are responsible for leading by example and respectfully communicating the policy to faculty, staff, students, volunteers, and visitors.
 - B. Faculty, staff, students, volunteers, and visitors who observe individuals using tobacco on university property are encouraged and empowered to respectfully explain that its use is prohibited.
- III. Signage
 - A. Installation and maintenance of signage are the responsibility of Facilities Operations and Development (FOD), in consultation with the Office of Human Resources.
 - B. Signage must be placed appropriately on entrances to and exits from buildings, including parking garages, and on university owned and leased vehicles.
 - C. Areas that experience difficulties with tobacco use may request supplemental signage from FOD.
- IV. Compliance with Ohio Smoke Free Workplace Law (Ohio Revised Code [ORC] Chapter 3794).
 - A. The Office of Human Resources is available to consult with and support units that receive a complaint from a public health department (see Addressing Violations of the Ohio Smoke Free Workplace Law).
 - B. When complaints are sent directly to a unit by a public health department, the unit must:
 - 1. Make a good faith effort to find out what behaviors are occurring or occurred to trigger the complaint.
 - 2. Follow up with involved faculty, staff, students, vendors, volunteers, and/or visitors to ensure that prohibited behavior stops.
 - 3. Issue a letter of response to the public health department (see Letter of Response to an Allegation of Violation of the Ohio Smoke Free Workplace Law) within 30 days of the university receipt of the complaint.
 - 4. Ensure that state law and university policy are being followed.
 - 5. Communication to faculty, staff, students, vendors, volunteers and/or visitors the requirements of our tobacco free policy and/or state law (see Sample Email Regarding Tobacco Free Policy and Ohio Smoke Free Workplace Law).
 - 6. Work with FOD to ensure that signage is appropriately displayed on building entrances and exits.
 - C. When complaints are received by the Office of Human Resources, or other units not the subject of the alleged violation, by a public health department:
 - 1. The Office of Human Resources or other receiving unit must forward the complaint within five days to the head of the appropriate unit for response.
 - 2. The unit head must respond to the complaint as described. In IV-B above.
- V. Compliance
 - A. All students, faculty, staff, vendors, volunteers, and visitors are expected to comply with this policy. Individuals are encouraged and empowered to respectfully inform others about the policy in an ongoing effort to support individuals to be tobacco free, improve individual health, and encourage a culture of compliance.
 - B. University leaders, managers, supervisors, and building coordinators are expected to support individuals becoming tobacco free and to promote compliance in their areas of responsibility and on the larger campus.
 - C. Student Life staff have a special responsibility to promote compliance among students.

Responsibilities

Position or Office	Responsibilities
University leaders, managers, and supervisors	<ol style="list-style-type: none"> 1. Communicate policy expectations to the university community. 2. Hold individuals responsible for compliance with the policy. 3. Communicate policy violations to leaders and managers in specific areas where problems occur. 4. Forward complaints of violation of the Ohio Smoke Free Workplace Law to the appropriate unit within five days. 5. Address and respond to complaints of violation of the Ohio Smoke Free Workplace Law and this policy.
Office of Human Resources	<ol style="list-style-type: none"> 1. Communicate policy expectations to the university community. 2. Consult with units on this policy. 3. Forward complaints of violation of the Ohio Smoke Free Workplace Law to the appropriate unit within five days. 4. Consult with & support units that receive complaints of violation of the Ohio Smoke Free
OSU Health Plan	Offer tobacco cessation support through the health plans.
Office of Student Life	<ol style="list-style-type: none"> 1. Communicate policy expectations to the university community. 2. Address policy violations with students in the non-employment setting. 3. Offer tobacco cessation support to students.
Employing or volunteer sponsoring unit	<ol style="list-style-type: none"> 1. Communicate policy expectations to individuals. 2. Work with FOD to ensure that signage is appropriately displaced on building entrances and exits. 3. Provide information on tobacco cessation resources. 4. Address policy violations with faculty, staff, and student employees. 5. Forward complaints of violation of the Ohio Smoke Free Workplace Law to the appropriate unit within five days. 6. Respond to complaints from a public health department about the Ohio Smoke Free Workplace Law and this policy.
Facilities Operations and Development, building coordinators	<ol style="list-style-type: none"> 1. Communicate policy expectations to individuals. 2. Install and maintain signage. 3. Communicate policy violations to leaders and managers in specific areas where problems occur.
Individuals	<ol style="list-style-type: none"> 1. Comply with the policy. 2. Inform others about the policy when possible. 3. Use cessation resources as desired.

Resources

- Addressing Violations of the Ohio Smoke Free Workplace Law – hr.osu.edu/policy/resources/720smokefreelaw.pdf
- Approved Exception – hr.osu.edu/policy/resources/720exceptions.pdf
- Frequently Asked Questions – hr.osu.edu/policy/resources/720faq.pdf
- Ohio Smoke Free Workplace Law (ORC 3794) – codes.ohio.gov/orc/3794
- Sample Email Regarding Tobacco Free Policy and Ohio Smoke Free Workplace Law – hr.osu.edu/policy/resources/720email-policylaw.pdf
- Sample Letter of Response to an Allegation of Violation of the Ohio Smoke Free Workplace Law – hr.osu.edu/policy/resources/720letter-smokefreelaw.pdf
- Talking with Individuals who Use Tobacco on University Property – hr.osu.edu/policy/resources/720talkwithusers.pdf
- Tobacco Cessation and Stress Management Resources – hr.osu.edu/policy/resources/720cessation.pdf

Contacts

Subject	Office	Telephone	E-mail/URL
Concerns regarding faculty	Office of Academic Affairs	614-292-5881	oa.osu.edu
Policy questions, concerns regarding staff and student employees	Employee and Labor Relations; Office of Human Resources	614-292-2800	ohrc@hr.osu.edu hr.osu.edu
Policy questions, corrective action for	Employee Relations, Health System Human Resources	614-293-4988	
Concerns regarding students in the non-employment setting	Student Conduct, Office of Student Life	614-292-0748	sja@studentlife.osu.edu studentconduct.osu.edu/
Signage and other facilities issues	Facilities Operations and Development, Administration and Planning	614-292-4357	service2facilities@osu.edu fod.osu.edu

History

Issued: 07/01/1987 Issued as Nonsmoking
Revised: 02/04/1993
Edited: 10/31/1997
Edited: 03/20/2000
Revised: 07/01/2006
Revised: 07/07/2006
Adopted: 06/01/2013 Adopted as Tobacco Free Ohio State