



Student Handbook 2010-2011



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, John Berry, 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 Central Ohio Technical College and The Ohio State University at 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 John Berry,

*Vice President for Student Life and Enrollment Management-Central Ohio Technical College
Director of Student Life-The Ohio State University at Newark*

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 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,

John M. Berry

Vice President for Student Life and Enrollment Management-Central Ohio Technical College
Director of Student Life-The Ohio State University at Newark

ACADEMIC CALENDARS:

[Central Ohio Technical College Academic Calendar](#)

[The Ohio State University Academic Calendar](#)

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

<u>Issue/Concern</u>	<u>Resource</u>	<u>School</u> <i>(Applies to both COTC and Ohio State Newark if not specified)</i>	<u>Location</u>	<u>Ext</u>
Academic Advising	Gateway Advising	COTC Ohio State Newark	HP Mall FH 1075	422 333
Activities on Campus	Student Activities		WC 226	6-9171
Add/Drop Class	Gateway Student Records	COTC Ohio State Newark	HP Mall FH 1075	422 333
Address Change	Gateway Student Records	COTC Ohio State Newark	HP Mall FH 1075	422 333
Admission Application	Gateway Advising	COTC Ohio State Newark	HP Mall FH 1075	422 333
Athletics, Sports, Intramurals	Athletics		AD 106	245
Books and Supplies	Bookstore		Warner Center	277
Career Planning & Job Searching	Career Services		WC 226	453
Change of Major	Gateway Advising	COTC Ohio State Newark	HP Mall FH 1075	422 333
Child Care	Child Dev. Center		CDC	340
Commencement	Gateway Advising	COTC Ohio State Newark	HP Mall FH 1075	422 333
Community Service Events	Student Activities		WC 226	171
Coshocton Education Center			740-622-1408	
Counseling	Counseling Services		WC 226	464
Course Bulletins	Admissions Admissions	COTC Ohio State Newark	HP 148 FH 1075	222 333
Cross Registration	Gateway Advising	COTC Ohio State Newark	HP Mall FH 1075	422 333
Disability Awareness	Disability Services		WC 226	441
Dismissal or Reinstatement	Gateway Advising	COTC Ohio State Newark	HP Mall FH 1075	422 333
Email	Computer Lab		RS 206, F174/180, F106A	
Emergency Message	Security		Warner Center	237
Enrollment Verification	Gateway Records	COTC Ohio State Newark	HP Mall FH 1075	422 333
Fees	Fees & Deposit		HP Mall	231
Financial Aid	Financial Aid		HP Mall	435
Fresh Start	Gateway	COTC	HP Mall	422
Freshman Forgiveness	Gateway Advising	COTC Ohio State Newark	HP Mall FH 1075	422 333
Grade Appeals	Office of Student Life		WC 226	4-9578
Graduation Application	Gateway Advising	COTC Ohio State Newark	HP Mall FH 1075	422 333
Housing	Res. Life		Res. Hall 204	430
ID Cards	Security		Warner Center	237
Judicial-Behavioral Issues	Student Life		WC 226	578
Learning Disabilities	Disability Services		WC 226	441
Library	Library		Warner Center	307
Loan Deferment	Gateway	COTC	HP Mall	422
Lost and Found	Services Center		FH 156A	213
Math Tutoring	Math Lab	COTC Ohio State Newark	WC 202 WC 202	121 404
Motorist Assistance	Security		Warner Center	237

<u>Issue/Concern</u>	<u>Resource</u>	<u>School</u> <i>(Applies to both COTC and Ohio State Newark if not specified)</i>	<u>Location</u>	<u>Ext</u>
Mount Vernon Office			740-392-2526	
Multi-Cultural Affairs	Multi-Cultural Office		WC 226	443
Name Change	Gateway Records	COTC Ohio State Newark	HP Mall FH 1075	422 333
New Student Orientation	Gateway Advising	COTC Ohio State Newark	HP Mall FH 1075	422 333
Nursing Program	Division Office	COTC	HP 63	285
Ombudsman	Student Life		WC 226	578
Organizations and Clubs	Student Life		Warner Center	171
Parking Permits	Security		Warner Center	237
Proficiency Exams	Division Office	COTC	HP 63	287
Program 60	Gateway	COTC	HP Mall	422
Reactivate Student Record	Gateway Records	COTC Ohio State Newark	HP Mall FH 1075	422 333
Recreational Activities	Athletics		AD 106	245
Refunds	Fees & Deposits		HP Mall	231
Registration Information	Gateway Advising	COTC Ohio State Newark	HP Mall FH 1075	422 333
Residency (Ohio)	Gateway Advising	COTC Ohio State Newark	HP Mall FH 1075	422 333
Schedule of Adjustment	Gateway Advising	COTC Ohio State Newark	HP Mall FH 1075	422 333
Schedule of Classes	Gateway Advising	COTC Ohio State Newark	HP Mall FH 1075	422 333
Scholarships	Financial Aid		HP Mall	435
Severe Weather	Security		Warner Center	237
Security	Security		Warner Center	237
Student Employment	Financial Aid		HP Mall	435
Testing Center	Testing Center		HP 53	246
Transcript Request	Gateway Advising	COTC Ohio State Newark	HP Mall FH 1075	422 333
Transfer Evaluation	Gateway Advising	COTC Ohio State Newark	HP Mall FH 1075	422 333
Tuition	Fees & Deposits		HP Mall	231
Tutoring	Tutoring Center		WC 236	168
Veterans' Affairs	Financial Aid		HP Mall	435
Withdrawal	Gateway Advising	COTC Ohio State Newark	HP Mall FH 1075	422 333

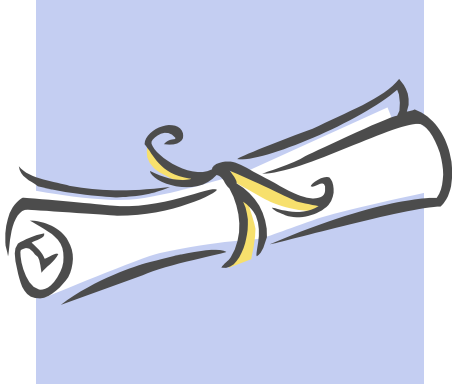
Phone numbers are campus extensions...

...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



**Have a concern?
Want to make a difference on campus?
Run for an open senate seat!**
The Student Government is here to represent YOU!
**If you ever have any questions or concerns, don't
hesitate to contact us at 364-9647
or stop in Warner Center, room 205E**

Easy ways to make



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 quarter to quarter or can be refunded upon request at the end of spring quarter 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

NO CHARGE printing allotment in the computer labs

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 social security 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 social security number ready.

◆ **How do I check my balance?**

Most merchants can tell you your balance when you use your card. You may also check you 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 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 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 740-366-9422 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.

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 Dean and Director William L. MacDonald.

In partnering to oversee the campus, these two leaders share a Campus Council comprised of John M. Berry, who serves as Vice President for Student Life and Enrollment Management (COTC) and Director of Student Life (Ohio State Newark); David Brillhart; Vice President for business & Finance (COTC) and Director of Business & Finance (Ohio State Newark); Jackie Parrill, Vice President for Institutional Planning & Human Resources Development (COTC) and Director of Human Resources, Campus Relations & Planning Support (Ohio State Newark), Howard Imhof, Director of Information & Technology Services for both institutions, and Jennifer Roberts, Director of Development.

Within their institutions, President Coe and Dean/Director MacDonald also have administrative cabinets that include academic officers. Richard Prystowsky serves COTC as Vice President for Academic Affairs and Paul Sanders serves Ohio State Newark in the role of Associate Dean.

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 called extensions 369.

Associate of Arts Degree-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
- Soccer

Men's Teams-

- Basketball
- Baseball
- Golf
- Soccer

Club Team-

- Football

Eligibility Requirements –

- COTC or Ohio State Newark student, carrying at least seven (7) credit hours during quarter 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

University of Cincinnati Clermont

Ohio State Rhodes

Miami University Hamilton

Miami University Middletown

University of Akron Wayne

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

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 –

- Monday through Thursday 9 a.m. – 10 p.m.
- Friday 9 a.m. – 5 p.m.
- Saturday 12 noon – 5 p.m.

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 the five campus buildings. Certain boards are designated for specific purposes. All information pertaining to student clubs and organizations **must** be submitted, approved, and stamped 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 (WC 226) will be removed immediately without notice.

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.

Child Development Center

The Newark campus operates a childcare and education service for children of students, faculty, and staff. Supervised observation and practicum experiences are incorporated within the children’s program. Children must be 18 months old (can be in diapers) through school age (13 years). A summer program for children up to age 13 years is available. The Center participates in the Ohio Child and Adult Care Food program – breakfast, lunch, and snacks are provided. The Center follows a developmentally appropriate curriculum where play is encouraged as child’s vehicle to learning. Teachers guide the children through activities that enhance the child’s total development. Financial assistance is available to parents who qualify. The Center is accredited by NAEYC, the National Association for the Education of Young Children. The Center enables parents to attend classes while their children are safe and where they can learn and play. For more information, call 740-366-9340

Class Cancellation – Severe Weather Line

The campus typically does not close except in the event of a Level 3 Weather Emergent. 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, WTHS, WHIZ, WHOK, WOSU, WXLE, and WNCI 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 Campus Connect accounts just prior to their first class meeting. Copies of the Master Schedule of Classes, with room locations, are also posted on the [COTC web page](#) (on the drop-down list under **Current Students** is a link to **Schedule of Classes**). Campus Connect account information has accurate information.

Ohio State Newark

Room locations are indicated on your class schedule each quarter through Buckeye Link. Room Locator Sheets, indicating rooms and instructors for each course, are also posted on bulletin boards approximately three days prior to the first day of classes.

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 740-366-9464 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](#)

COTC Quarter Courses

Last day to drop a course and receive a "W" – 40th day

COTC Full Quarter Course Refund Schedule:

Drop by end of	Receive Refund of
1 st week	100%
2 nd week	50%
3 rd week	25%
After 3 rd week	0%

*Please note: COTC term, flex and micro courses are separate refund schedules

Ohio State University Quarter Courses

Last day to drop without a "W" – end of third week.

Period to receive a "W" if drop course: end of third week, through end of seventh.

Last day to drop a course with a "W" without petition – end of seventh.

OSU Refund Schedule:

Drop by end of	Receive Refund of
1 st week	100%
2 nd week	80%
3 rd week	70%
4 th week	60%
5 th week	50%
After 5 th week	0%

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 dean of Students, Hopewell Hall 61. 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-schoolers, COTC early childhood program students, and other community members.

The Education Curriculum Center is open Monday through Thursday 8 a.m. – 9 p.m., Friday from 8 a.m. – 5 p.m. During the summer and break weeks the hours are Monday through Friday 8 a.m. – 5 p.m.

For more information call the Education Curriculum Center at 740-366-9230.

Email Accounts and Newark Campus Accounts

Ohio State Newark

How to activate and begin to use your Ohio State University student email account

[Activate your account by visiting the Office of Information Technology's website](#)

1. Click on "OSU Internet Username"
2. Select "Activate Account"
3. Fill in the form on the page

If you are unable to activate your account this way, contact Office of Information Technology at 614-688-HELP or email <mailto:8help@osu.edu>.

[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. Also, 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 as well by logging on this [link](#). 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. Campus Connect is the tool used to access your student accounts. Use Campus Connect 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 Campus Connect

1. At the [COTC website](#) (click on **COTC Connect**).
2. Enter your student ID (your social security number) 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.

Emergencies (Fire)

Reporting Procedures:

Fire and smoke is reported by calling extensions 300 (from a campus phone). The proper agencies will be contacted in the case of a fire. Persons noticing fire or similar emergencies should activate an alarm. The "FIRE ALARM" is activated to evacuate the building. If unable to contact the campus operator, call the Newark Fire Department by dialing extension "98-911" (public phone call "911" or "0")

Response Procedures-upon hearing an alarm

1. Evacuate the building using nearest escape routes away from smoke and fire DON'T PANIC – WALK
2. Do not use the elevator
3. Assemble outside the building. Stay clear of responding equipment and personnel.
4. Do not enter or re-enter the building until an authorized person announces an "ALL CLEAR".

Emergencies (Tornado)

Response Procedures – security offices will notify campus

Each building has the designated shelter area identified in the main lobby.

Family Education Rights and Privacy Act of 1974 (FERPA) at Ohio State Newark

The Family Education Rights and Privacy Act of 1974, as amended, sets 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.

Family Education Rights and Privacy Act of 1974 (FERPA) at COT

The Family Education Rights and Privacy Act of 1974, as amended, sets 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; major; dates of attendance; degrees and awards received to include honors. Students now wishing this information release should contact the COTC Gateway.

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 & 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.

Student Disclose 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 Disclose 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) please 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) arrest, found guilty by a judge or jury but the conviction was overturned on appeal; or 5) where you received an executive pardon.

Office of Financial Aid

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 OSU 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) prior to March 1 of the year for which they are applying. The Office of Financial Aid is located in Hopewell Hall and is open from 8 a.m. – 6 p.m. Monday – Thursday and 8 a.m. – 5 p.m. on Fridays. For more information, please call 740-366-9435.

How to Apply for Financial Aid

You can complete your FAFSA online at www.fafsa.edu.gov.

The first step to completing your FAFSA is having a PIN. If you do not have one, you can apply online at www.pin.edu.gov. You will use your PIN to electronically sign your FAFSA. If you are dependent student, your parents will also need to request a PIN. The next step is to complete the actual FAFSA online, then click on “**submit My FAFSA Now.**” The Office of Financial Aid will contact you once your FAFSA has been received by the school.

How to Maintain Eligibility for Financial Aid

Federal regulations require you to maintain the standards of **Satisfactory Academic Progress (SAP)**, which are measured using the following criteria:

COTC STUDENTS

1. **GPA.** Students must maintain a minimum quarterly *and* cumulative GPA of 2.0. This will be monitored every quarter.
2. **Completion Ratio.** Students must complete at least 67% of the number of hours attempted each quarter. Completion Ratio will be monitored quarterly and cumulatively and is calculated by dividing the number of hours successfully completed by the number or hours attempted.
3. **Maximum Time Frame (MTF).** Students must complete their academic program within 150% of the published credit hours needed to graduate. This includes proficiency and transfer credits as well as the credits included in Freshman Forgiveness or Fresh Start. Students who attempt more than 150% of the published number of hours for their program will be placed on Cancellation Status. Progress will be assessed quarterly after grades are posted.

OHIO STATE UNIVERSITY STUDENTS

1. **GPA** as monitored by college offices according to their own standards of acceptable performance.
2. **Completion Ratio.** Successful completion of a percentage of hours attempted, based on earned hours.

Numbers of Earned Hours	Required Completion Rate
0-44	65%
45-89	70%
90 and above	75%

3. **Maximum Time Frame.** Students must complete their academic program within a specified maximum time frame for the program, not to exceed 150% of the required program hours for a first undergraduate degree. A student working on a second undergraduate degree cannot exceed 113% of the required program hours, unless they are Pharmacy students, who may attempt 150%. Students who attempt more than the maximum time frame for their program will go to Cancellation Status.

If students do not meet the minimum standards of SAP for any one quarter, they will be placed on conditional Status. Students will be eligible to receive aid for the next term of enrollment, but they must meet the SAP requirement during that term to remain eligible. Cancellation Status (which renders students ineligible for aid) is assigned to students who have not met the minimum standards of SAP for two consecutive quarters.

Food Services

Table of Contents at Newark, Warner Center

Hours: 7 a.m. – 7 p.m. Monday-Thursday

7 a.m. – 1:30 p.m. Friday

Breakfast: 7 a.m. – 10 a.m.

Lunch: 10:30 a.m. – 3 p.m.

Dinner: 3:30 p.m. – 6:30 p.m.

Cyber Café at Reese Center

Hours: 7 a.m. – 7 p.m. Monday-Thursday

7 a.m. – 5:30 p.m. Friday

COTC Gateway

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 transcript, and request many other services at once locations. Students needing assistance with academic programs or any requirements in these areas can call (740) 366-9422. Hours are from 8 a.m. – 6 p.m. Monday – Thursday and 8 a.m. – 5 p.m. on Friday.

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 faculty member who is the Ombudsperson. Students can also discuss the problem with an academic advisor, a member of Student Government, or the Dean of Students.

If the problem is non-academic in nature, students can consult a member of the Office of Student Life, Warner Center 226 or Student Activities Office in 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, a member of the Student government, or the Dean of Students.

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 consists of two parts: the academic program and the Ohio State Newark Honors Society. To be eligible, an Ohio State or transfer student must achieve a cumulative 3.4 GPA and complete at least 15 hours of non-remedial course credit. New students must have an ACT composite score of 29 or higher and a high school class rank in the top 10% **OR** an ACT composite of 32 or higher with a high school class rank in the top 15%.

The academic program includes honors sections of required courses, honors-embedded courses, elective one-credit honors courses, and the opportunity to complete an honors thesis and graduate with distinction. Honors courses are offered regularly for a academic credit. The courses have small enrollment. Listings of courses are available in the Academic Advising Office in Founders Hall.

The Honors Society provides activities and events for honors students, opportunities for community service, honors trips, and other enrichment activities.

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's ID 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.

Information and Technology Services

Websites:

[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. To view the services that ITS offers students, please visit our website at the URL above. The website contains a complete list of the services ITS 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.

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 volumes, 380 periodical subscriptions, and 1200 videos and DVDs 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.

Two photocopiers are available for student use at the rate of ten cents per page.

The Library provides 15 wireless networked laptop computers to be used at any location within the library. Students **MUST** have a Newark wireless account to use the laptops. Student **MUST** also have a Buck ID to print from any library computer. Other resources available include Internet access, video/DVD players, audio books, microform readers, and the Discover Program for career selection assistance.

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.

*Will McElhane*y, is the Reference Librarian (ext. 308). He conducts course and assignment-specific library instruction sessions to better prepare students and faculty for conducting more effective research. He is also readily available to assist in locating information and other needs to your classes. His desk is located under the "Answer Man" sign. He can be contacted through the library's home page.

Recommendation for the purchase of books, periodical subscriptions, databases, videos, and other formats should be submitted to the attention of *John D. Crissinger* (ext. 306)

The Library hours of operation are:

Autumn, Winter, and Spring Quarters

Monday through Thursday:	8 am – 10 pm
Friday:	8 am – 5 pm
Saturday:	10 am – 4 pm
Sunday:	1 pm – 5 pm

Summer Quarter hours:

Monday through Thursday:	8 am – 9 pm
Friday:	8 am – 5 pm
Saturday:	10 am – 4 pm
Sunday:	closed

Break hours:

Monday through Friday:	8 am – 5 pm
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The Newark Campus Library is closed for all University/College holidays

Library personnel may be contacted by any of the following:

Director of Library	Susan Scott
Telephone: 786 or 740-364-9786	
scott.37@osu.edu	

Instruction/Reference Librarian	Will McElhaney
Telephone: 308 or 740-366-9308	
mcelhaney.8@osu.edu	

Circulation/Reserves	Tauni Graham
Telephone: 307 or 740-366-9307	
graham.151@osu.edu	

Evening Supervisor	Shawn Brookbank
Telephone: 307 or 740-366-9307	
brookbank.14@osu.edu	

Weekend Supervisor	Jamie Ashworth
Telephone: 307 or 740-366-9307	
glesek-ashwroth.1@osu.edu	

[Library information for Ohio State Newark](#)

[Library information for COTC](#)

Mailing address:

Newark Campus Library
1179 University Dr.
Newark, Ohio 43055

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 Dr. Rose K. Hart, Coordinator](#)

ABOUT US: We offer free math tutoring on a walk-in basis, including Saturdays and/or Sundays!

The Ohio State Newark math Center was founded in 1986. It is an open lab offering walk-in help about fifty hours per week. We also provide a math tutor in the Library on Saturdays and/or Sundays. We help students in all of our Math Courses. We've been known to help students in Statistics, Physics, Chemistry, and many other math-related courses, depending on our personnel.

Student lab monitors, math faculty and the lab coordinator help math students in the lab. Math professors may hold their office hours in the lab and help all students, if they wish.

We help students according to the following priorities:

1. Math students at Ohio State Newark
2. Other students from Ohio State Newark that have math related questions
3. All other Ohio State Newark students
4. Students from other Ohio State University campuses
5. Ohio State Newark internet users
6. Students from other colleges or schools

WHAT RESOURCES DO WE HAVE? All of our resources are FREE!

Students may borrow graphing or scientific calculators when they forget their own or need one for a quiz or a test. Calculators can be checked out for up to two days within a current Ohio State University ID card.

We have math CDs that accompany our textbooks for in-lab use.

We have math videotapes for many courses for overnight check-out with a current Ohio State University ID card.

We also have videotapes on how to use graphing calculators: TI 82, 83, 85, 86, 89, as well as calculator manuals for TI 83, 86.

We have copies of old exams (with answers) for copying and we also have old exam copies on our website. We have math handouts with valuable formulas and studying tips (i.e./ the unit circle, factoring, logarithms, word problems, and many more). We also have all current math textbooks to be used only in the Math Center.

However, you may check-out old textbooks and many other math books.

To prepare for math 050, you may want to use Apangea. This is an online, self paced, individualized math review. See Rose Hart in WC 202.

WHO CAN WORK IN THE MATH CENTER?

Students who are good in math and have a solid grade of A (and recommendation of their professor) in at least one calculus class can apply for a job in the math center by contacting Rose Hart. Students can also apply for the job in the Financial Aid Office, Hopewell Hall Mall.

Lab monitors are expected to:

- Help all students sign-in and out of the math lab
- Ensure that all students in the lab are being helped
- Check in and out calculators, videotapes, books, and exams
- Update folders with new exams and their answers
- Answer the phone and take messages
- Keep math lab clean

WHY SHOULD YOU WORK IN THE MATH CENTER?

If you have the above qualifications, you can work in the OSUN Math Center because:

- It is good pay
- It is rewarding to help other students
- You will improve your own math skills by helping other students
- You will meet lots of new people and make new friends
- You can work flexible hours (work between classes)
- We have a friendly atmosphere and nice surroundings

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. Please call 740-366-9421 to speak with the Math Lab Coordinator

Messages for Students

Students should make arrangements with friends, family, and child care providers for mean of keeping in contact while one 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, phone (740) 366-9443 or email taylor.1051@osu.edu or vtaylor@cotc.edu

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

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

Diversity Programs

- Cultural Transitions (C-Tran – Social event to meet, greet, and network with other ESOL students
- Assist ESOL (English Speakers of Other Languages) students with academic resources
- 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 determined. ODS staff members are trained and knowledgeable 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 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

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.

- Privacy

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.

- Technology

Specialized technology is available to increase access to oral and printed text. Training in use of hardware and software adaptations is available in ODS.

Online Services

Some of the [online services](#) that are available to all Ohio State University students on the University Registrar's pages are:

- Advising report
- Change address
- Degree audit report
- Enrollment verification
- Financial aid status
- Statement of account
- Transcript requests
- View Class Schedule
- View course availability
- View grades
- Waiver of health insurance
- Web registration for courses

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. The Newark Campus Parking Regulations publication outlines information about parking requirements and is available at the Safety/Security Office, Warner Center.

Parking is abundant at the Newark Campus. Students must park in the **White Lined** areas **only**. Yellow striped areas are reserved for faculty, staff, and persons with disabilities. Parking rules are enforced 24 hours per day; violators will be cited and fines assessed according to the published rules. Remember, parking lot speed limit is 10 mph and University Drive speed limit is 20 mph.

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, in accordance with university rules, will be reported to the Director of Student Life.

Registration of Classes

Ohio State Newark

Students are assigned a registration date according to hours earned. Registration notices (with appointment times) are sent by email in the second week of each quarter. Students are encouraged to discuss course selections with an academic advisor. Students should register through "BuckeyeLink" on the web at their appointed time. Courses may be cancelled on occasion due to low enrollment or staffing difficulties. Check our website for additional information: Buckeyelink.osu.edu

COTC

Approximately six weeks into the quarter, the registration process will begin for the upcoming quarter; the new schedules are posted on the website during the fourth or fifth week. To complete your registration card, you should examine your plan of study and determine which courses you are eligible for. You are required to adhere to course prerequisites, which can be found within the Course Description book, also available on the website. If you have an academic advisor, he/she must sign your registration card to verify your eligibility. Finally, submit your registration information to the COTC Student Records Office at the Gateway Center on your assigned registration date.

Residence Halls

The Newark campus Residence Halls provide on-campus housing to limit the stress of starting college and to create a link between the academic, social, and recreational lives of your students. The hall provides fully furnished kitchen, living rooms, dining rooms, and bedrooms. Each building comes complete with laundry facilities and recreational areas.

Safety and Security

The Security Office is located in the Warner Center. To report safety and security concerns, call ext. 237. For emergency situation, call ext. 300. Calling from off campus, dial 740-366-9237, or an emergency 740-366-9300.

Student ID cards are issued by the safety and security office. There is no charge for the first card.

Campus Security can also help those locked out of their car or needing a jump to start a dead battery! Contact the Security Office if you need assistance.

[Safety and Security website for detailed information regarding campus statistics.](#)

Note to Students with Children: Bringing children to campus can sometimes create problems. Please be aware that faculty and staff have the option to decide if students can bring young children with local childcare agencies ahead of time for temporary care if school cancellations or schedule changes alter the normal childcare plans.

Scholarship Information

The Newark campus offers a variety of scholarships and grants. Most scholarships and grants will be pro-rated over three quarters. 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. COTC students who meet the application criteria for school-based scholarships do not need to file a scholarship application. Students currently enrolled at OSU who meet the application criteria for the offered scholarships should print and submit a completed Scholarship Application by March 1. Incoming Ohio State University freshman and transfer students do not need to file the Scholarship Application separately because it is included in the Admissions Application. All students will also need to file the Free Application for Federal Student Aid (FAFSA) by March 1 to be considered for need-based scholarships. Any scholarships that require additional material will be noted on scholarship information listed at the Office of Financial Aid in Hopewell Hall.

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. Students may call 740-366-9213 to leave a message, have assignments time and date stamped, and leave them in their instructor's mailbox.

The campus Lost and Found is located in the Services Center. If you have lost or found an item, come to F156 or call 740-36-9213.

The Services Center is open Monday-Thursday 7:30 a.m.-7 p.m.; Friday 7:30 a.m.-5 p.m. (Times may vary during breaks.)

Copy machines for student use (swipe card) are located in the Library, Hopewell Hall Cafeteria, Hopewell Hall South, LeFevre Hall second floor, and Adena Hall lobby. Coin operated machines are available in the Library and the second floor of the Reese Center.

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 University 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 its entirety 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

Smoking is prohibited in all indoor areas and within 25 feet of any campus entrance, in accordance with the Newark City and State of Ohio Health Code. This extends to private offices and covered walkways.

Smoking is not permitted in any indoor areas including, but not limited to the following:

Administrative Offices	Lobbies
Areas in which fire and safety hazard exist	Lounges
Auditoriums/conference rooms	Mail rooms
Cafeterias	Open office areas
Classrooms	Private offices
College vehicles	Reception areas
Copier rooms	Rest rooms
Elevators	Stairwells
Hallways	Waiting rooms
Laboratories	Word processing/computer areas
Libraries	Workshops

Smoking is permitted outdoors, except in outdoor facilities such as the amphitheater, the loading dock areas, the walkway between Founders and Hopewell Hall, and the grounds of Child Development Center, including the adjacent parking lot. Smokers who choose to smoke outside are not permitted to smoke within twenty-five feet of building entrances and must ensure the proper disposal of smoking materials. The smoking policy in its entirety can be reviewed in [Appendix E](#) of this handbook or on the web:

[Central Ohio Technical College Smoking Policy](#)

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

Student Activities Office

Each quarter, 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, master classes, and weekend overnight excursions. 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, available from the Student Activities Office, located in the Warner Center, room 226.

Student Employment

[Job Opportunities at Central Ohio Technical College and The Ohio State University at 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 resume. 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 Health Insurance

Ohio State University Students enrolled for more than 6 credit hours have access to The Ohio State University 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 Government

Warner Center 205E

Contact the Advisor: [Holly Mason](#)

Phone: 740-366-9172

The Student Government is here 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 fun 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, we are 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.

Senate Seats: May be appointed throughout the year to one of the 14 possible senate seats. There are seven seats for Ohio State Newark and seven for COTC. Contact the Student Government for more information or with questions about becoming a senator.

Student Organizations

Student organizations are open to all students of the Newark campus. A listing of clubs and organizations is available in **Appendix F** of this publication. Participation in student organizations is important as extracurricular activities enhance a student's college experience. Organizations are funded from campus with dollars through Student government and the Office of Student Life.

Organizations must file a current constitution and roster with Office of Student Life as well as attend and complete an organization training session by the **4th week** of the quarter in order to receive funding for that quarter.

FORMING A NEW ORGANIZATION

The Newark campus welcomes the addition of new clubs and organizations to meet the needs and interests of the students, staff, and faculty.

Students should contact the Office of Student Life in the Warner Center 226 or 740-366-9188 to receive information.

ADVISORS

Student organizations must have a member of the faculty or staff to serve as an advisor. The advisor should be present at all student meetings or events.

FUND RAISING

Student groups who wish to sponsor fund raising functions should consult the Office of Student Life, Warner Center 226, for specific guidelines and information prior to publicity of the event.

Newark Campus Testing Center

The Newark campus Testing Center is located in Hopewell 53. Students with documented disabilities have first priority. Students may make arrangements with instructors for make-up tests to be proctored in the Testing Center. A Proctoring Request form must be completed by the instructor. Specific instructions regarding the timing for the test and use of any reference materials are listed on the form. Students should check with the Testing Center regarding the open hours available and the Policies and Procedures for taking tests in the Newark campus Testing Center prior to making any testing arrangements.

Newark Campus Tutoring Center

PROGRAMS/SERVICES OFFERED BY TUTOR CENTER

- The Tutor Center conducts training to certify students and/or instructors as tutors. This training is based on a program approved by the College Reading and Learning Association as a nationally recognized professional tutor training program. This international association certifies tutor-training programs that are endorsed by the National Association for Developmental Education and American College Personnel Association. There are three levels of proficiency in this program. Level I, Regular Tutor; Level II, Advanced Tutor; and Level III, Master Tutor. Students/Instructors working in the Tutor Center as tutors must complete Level I. The two higher levels are optional, but when completed tutors are recognized as a Professional Tutor and should include this accomplishment on future resumes. Completion of the Master Level allows these individuals to work as a professional tutor off campus. Training at all levels is free and students/instructors completing the workshops are paid their normal tutor salary while attending training. Each level requires at least ten (10) hours of classroom instructions and twenty-five (25) hours of practical experience for certification at each level. Level I consists of seven (7) workshops and is scheduled during the first seven (7) weeks of each quarter. Total time to complete all three levels can take six (6) to nine (9) months.
- Free tutoring in any course taken at Ohio State Newark, COTC, or off-site campuses. Each student can receive two free hours of tutoring each week per subject taken at Ohio State Newark, COTC, or off-site campuses. Tutors are taught to work closely with Ferdinand Avila-Medina, Learning Skills Specialist, Connie Zang, Director of Disability Services, and Kendra Linkous, Testing Center Director to accommodate students with special needs. More hours may be authorized for students having difficulty in any subject. Live one-on-one peer and professional tutors (part-time instructors) are available to conduct these tutor sessions. We also provide tutors for students attending local schools when teachers or parents call asking for a tutor in a particular course. Upon receipt of such a request, the name and telephone number will be given to the tutor best qualified to tutor the course. Arrangements for tutoring sessions are made between the parent and tutor. Sessions are held in a local library or the student home in some cases. The fee is paid by the parents and is decided upon between the parent and tutor.
- When tutors are not immediately available for live one-on-one sessions students may request and use SMARTHINKING Online Tutors at no cost to the student. Students will initially be allocated five (5) hours of SMARTHINKING tutor time to connect with a tutor for live online sessions or to submit papers for review. If additional time is needed students must submit a second request for additional time. All requests for SMARTHINKING tutors can be submitted through the LAC Tutor Center "Tutor Request Online Form" or students may submit a request in person at the Ohio State Newark Math Lab, COTC Math Lab, or off-site campus Administrative Office or the Campus Tutor Liaison at their respective campus.
- On our website, students may link to additional resources to help them with their course work. Students can click on [Resources](#) to link to many different subject areas with websites that offer free help with homework covering most courses taught at Ohio State Newark or COTC.

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

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

Volunteerism & Civic Engagement

The Newark campus is devoted to community service and involvement by keeping up-to-date information on the needs of the community in order to lend a helpful hand as needed. Students, staff, and faculty will be offered many opportunities to engage in volunteer service activities resulting from current news and information, awareness campaigns, and growing concerns and issues as identified by local and global communities. The Office of Student Life will form partnerships and collaborations with non-profit agencies to increase the campus commitment for successful service initiatives and programs. As a counter, you will represent the campus, help the community, build strong leadership skills, and meet new and interesting people. The Office of Student Life is located in the Warner Center 226; you may also contact by phone at 740-366-9171.

[Ohio State Newark Volunteer and Civic Engagement information](#)

[COTC Volunteer and Civic Engagement opportunities](#)

Campus-wide Volunteer Campaigns

- Autumn quarter – Campus Commitment
- Spring quarter – Spring into the City

Withdrawal

The Ohio State University at Newark

If you are withdrawing in the middle of the quarter, you must complete a University Withdrawal Form available at the Office of Academic Advising. After the first three weeks of the quarter a grade of “W” is assigned. After the 7th week, withdrawal is by petition only.

Ohio State University Refund Schedule:

Drop by end of:	Receive Refund of:
1 st week	100%
2 nd week	80%
3 rd week.....	70%
4 th week	60%
5 th week	50%
After 5 th week	0%

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 help students to discover new writing strategies and gain insight into their own work and writing processes. Hours are posted at the beginning of each quarter. Call 740-366-9411 for more information.

Academic Success Skills

A Learning Skills Specialist (Hopewell 53B) is available for one-on-one sessions on any issue related to academic success in college. 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.

Study Tips

- Create a study area with the fewest distractions
- Stock your study area with all of your needed supplies
- Keep background noise to a minimum
- Turn off the TV
- Use the library as a quiet space to study
- Schedule your study times on a calendar and commit to them
- Focus on one course assignment at a time
- Choose manageable study goals, utilizing hour blocks of time
- Schedule breaks and move around the room
- Prioritize and beware of procrastination

Note Taking Tips

- Arrive to class on time
- Sit up front so you can see and hear well
- Use a loose-leaf notebook so you can rearrange pages and add in handouts where they belong
- Title and date your notes
- Be prepared for class
- Read ahead so the lecture information makes sense and is familiar to you
- Try your hardest to take notes in your own words
- Use key words; it is time consuming to use complete paragraphs and sentences
- Use as many abbreviations as possible: make up your own!
- Use various notations (stars, arrows, brackets) to emphasize main ideas and important details
- If you miss something or fall behind, leave space and move on
- Get the missing information from a classmate or the instructor later
- Don't be afraid to ask questions
- If you cannot interrupt a lecture, make a quick note of your question and ask it later
- Review your notes daily or as often as possible. This will help you learn the information, and it save studying time.

Test Taking Tips

Test preparation begins on the first day of class. Frantic, last-minute cramming usually results in confusion and increased anxiety. The best way to prepare for an exam is to steadily accumulate knowledge by keeping up with reading assignments and reviewing your notes frequently. Ultimately it is important that you find study and test-taking methods which work best for you. Here are some tips that might help:

- Finish all reading assignments well ahead of test. This will save you from the nearly impossible task of trying to read and learn the material at the same time.
- Consolidate lecture notes and textbook notes onto study sheets, using your syllabus to find the major topics of the course.
- Make a list of questions that might be on the exam and answer them in as much detail as possible.
- Do not re-read the textbook.
- Review highlighted material and any notes you made in the margins of the text.
- Review the most difficult material early.

- Use as many senses as possible for review
 - Write the material
 - Listen to the material
 - See a video
 - Recite the material
- Ask your instructor what type of test will be given: essay? Fill-in-the-blank? Multiple choice? True and false? A combination of these?
- Be sure to find out about the length of the exam and the topics covered; write down the date, time, and place of the exam.
- Concentrate on what you don't know. It's a waste of time to review material you have already mastered.
- Get a good night's sleep before the exam. Fatigue reduces your ability to perform and increases your anxiety. This is another reason why late-night cramming is not a good idea.
- In most tests, there will be questions you cannot answer. Don't worry about these. Skip them and move on to the questions you can answer. After answering the easy questions, go back and work on the harder ones. Work as fast and accurately as possible. Budget your time carefully, but remember that excessive worry over a time limit will affect your performance.

NEWARK RESIDENCE HALL

929 Sharon Valley Road

Newark, OH 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. The office is open M-F, 8 a.m. – 5 p.m., with additional hours in the evening and on the weekends.

RESIDENCE LIFE STAFF

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 advisor must have sophomore standing of 45 credit hours or more and maintain a quarterly and cumulative grade point average of at least 2.25. Applications are available fall quarter, with selections being made during winter and spring quarters of each year. If you have questions, please contact the Hall Director.

Office Assistant (OA)

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 Assistant should be in good academic standing. Applications are available, usually at the beginning of the Fall Quarter, from the Hall Office. If you have questions, please contact the Hall Director.

Hall Director

The Hall Director is professional staff members 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.

Hall Maintenance

If you need something fixed in the hall, visit the [Online Service Request](#). If there is an immediate maintenance emergency, contact the Hall Office for a Residence Life Staff member.

To submit a service request online:

Direct your web-browser to <http://housing.osu.edu>.

Select **Current/Admitted** on the left menu of the page and select **Maintenance and Facilities Request**.

Complete the requested information on the service request. Select your building from the nature of the requested repair or damage. Enter your phone number, e-mail address, and the identifying number requested. Click on the **Submit Request** bottom.

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 and 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 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
- ◆ 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.

[To find out more about Residence Life's and the University's commitment to diversity](#) (select **Current/Admitted** on the left menu of the page).

Building Directory

Adena Hall

Athletic Department
Classrooms
Criminal Justice
Faculty Offices
Fitness Area
Gymnasium
Maintenance Department
Personal Training Program
Weight Rooms

Hopewell Hall

Allied Health Program
Classrooms
COTC Admissions
COTC Advising
Education Curriculum Center
Fees and Deposits
Financial Aid
Testing Center

Warner Center

Bookstore
Career Services
Classrooms
Library
Math Labs
Multi-Cultural Affairs
Safety & Security
Student Activities
Student Life
Table of Contents
Writing Labs

Baker House

Newark Earthworks Center
Tech Prep offices

Child Development Center

Amphitheatre

Reese Center

Auditorium
Business & Industry Institute
Classrooms
Computer Lab
Conference Center/Seminar Rooms
Cyber Cafe
Facilities Office
Faculty Offices
Lounge

LeFevre Hall

Art Gallery
Art Studio
Black Box Theatre
Computer Labs
Classrooms
Engineering Labs
Music Labs
Tech Prep Program

Founders Hall

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

Following Pages:

Appendix A: Code of Student Conduct.....	35
Appendix B: Policy for Drug Free School and Campuses.....	43
Appendix C: Sexual Harassment Policy for Central Ohio Technical College.....	54
Appendix D: Sexual Harassment Policy for The Ohio State University at Newark.....	58
Appendix E: Smoking Policy.....	65

APPENDIX A

Code of Student Conduct

Code of Student Conduct

3335-23-01 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

3335-23-02 Jurisdiction

The code applies to the on-campus conduct of all students and registered student organizations. This code also applies to the off-campus conduct of students and registered student organizations in direct connection with:

- A. A professional practice assignment;
- B. Academic course requirements, such as internships, field trips, or student teaching;
- C. Any activity supporting pursuit of a degree, such as research at another institution;
- D. Any activity sponsored, conducted, or authorized by the university or by registered student organizations;
- E. Any activity that causes substantial destruction of property belonging to the university or members of the university community or causes serious harm to the health of safety of members of the university community; or
- F. 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 all regional campuses and the agricultural technical institute are advised to consult their local campus publications for additional information or rules pertaining to those campuses, which may create hearing boards or processes for the campus, consistent with these rules.

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.

3335-23-03 Definitions

As used in the code the term "university premises" means all lands, buildings, and facilities owned, leased, or operated by the university. The term "student" means 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. Student status lasts until an individual graduates, is dismissed, or is not in attendance for two (2) complete, consecutive quarters. The term "student" also includes registered student organizations. Members of the university community include, but are not limited to, students, faculty, staff, and visitors to the campus. The term "complaint" means a written statement, on appropriate university-prescribed forms, alleging a violation of the code of student conduct or other published rule applicable to students at the university. 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. The term "crime of aggravated violence" means the following offenses as stated in Ohio revised code 2901.01(A)(9) in effect on the date this rule is adopted: aggravated murder; murder; voluntary manslaughter; involuntary manslaughter; felonious assault; aggravated assault; assault; aggravated menacing; menacing by stalking; kidnapping; abduction; extortion; rape; sexual battery; gross sexual imposition; aggravated arson; arson; aggravated robbery; robbery; aggravated burglary; inciting to violence; aggravated riot; inducing panic; domestic violence; intimidation; intimidation of an attorney; victim, or witness in a criminal case; escape; improperly discharging a committing any of the foregoing offenses. Crime of violence also means offenses under the laws of another jurisdiction that are substantially equivalent to the offenses listed in this division.

335-23-04 Prohibited conduct

Any student found to have engaged in 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.

A. Academic misconduct

Any activity that tends to compromise the academic integrity of the university, or subvert the educational process. Example 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; violation of program regulations as established by departmental committees and made available to students;
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, or on a course assignment unless such assistance has specifically been authorized;
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 that has been submitted in satisfaction of requirements for another course, without permission of the instructor of the course for which the work is being submitted;
6. Falsification, fabrication, or dishonesty in reporting laboratory and/or research results;
7. Servings as, or enlisting the assistance of a substitute for a student in the taking of examinations;
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; and
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.

B. Endangering health or safety

Taking or threatening action that threatens or endangers the safety, physical or mental health, or life of any person, whether intentionally or as a result of recklessness or gross negligence.

C. Sexual misconduct

Physical contact or other non-physical conduct of a sexual nature in the absence of clear, knowing and voluntary consent. For the purposes of this rule, consent shall be defined as the act of knowingly and voluntarily agreeing verbally or non-verbally to engage in sexual activity. An individual cannot consent who is obviously incapacitated by any drug or intoxicant; or who has been purposely compelled by force, threat of force, or deception; or who is unaware that the act is being committed; or whose ability to consent or resist is obviously impaired because of a mental or physical condition; or who is coerced by supervisory or disciplinary authority.

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

Use, storage, or possession of dangerous weapons or devices including, but not limited to, firearms and fireworks unless authorized by an appropriate university official or permitted by a university policy.

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 documents by action such as forgery, alteration, or improper transfer; submission to a university official of information known by the submitter to be false.

G. Theft/unauthorized use of property

Theft or attempted theft, or the unauthorized use or possession of university property or services, or the property of others.

H. Failure to comply with university authority

Failure to comply with legitimate directives of authorized university officials, 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.

J. Alcohol

Use, production, distribution, sale, or possession of alcohol in a manner prohibited under law or applicable university 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. Judicial system abuse
Abuse of any university judicial system, including but not limited to:
 - 0. Failure to obey the summons of a judicial body or university official;
 - 1. Falsification, distortion, or misrepresentation of information before a judicial body;
 - 2. Disruption or interference with the orderly conduct of a judicial proceeding;
 - 3. Institution of a judicial proceeding knowingly without cause;
 - 4. Attempting to discourage an individual's proper participation in, or use of, a university judicial system;
 - 5. Attempting to influence the impartiality of member of a judicial body prior to, and/or during the course of a judicial proceeding;
 - 6. Harassment (verbal or physical) and/or intimidation of a member of a judicial body prior to, during, and/or after a judicial proceeding;
 - 7. Failure to comply with one or more sanctions imposed under the code of student conduct; and
 - 8. Influencing or attempting to influence another person to commit an abuse of a university judicial system.

Violation of university rules

Violation of other published university regulations, policies, or rules, or violations of federal state, or local law. These university regulations, policies, or rules include, but are not limited to, those who prohibit the misuse of computing resources, sexual harassment, rules for student groups or organizations, and residence hall rules and regulations.

Judicial Procedures

3335-23-05 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. Information and/or complaints about possible code violations occurring in residence halls should be provided to the residence hall director. Information and/or complaints about possible non-residence hall related code violations should be provided to the director of student judicial affairs. Information and/or complaints regarding academic misconduct should be referred to the coordinator of the committee on academic misconduct. 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
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. Residence hall directors, assistant hall directors, the director of student judicial affairs, and other designated university personnel are authorized to investigate alleged violations other than those involving academic misconduct. During the investigation, the student allegedly involved in misconduct may be sent a letter describing the alleged violation, requesting the student to make an appointment to discuss the matter, and specifying a date by which the appointment must be made. Any person believed to have information relevant to an investigation may also be contacted and requested to make an appointment to discuss the matter. Failure to comply with such a request to make and keep such an appointment may result in a disciplinary hold being placed on a student's registration and records and/or the initiation of charges for judicial system abuse. Upon completion of an investigation, the investigator will decide upon an appropriate course of action, which may include, but is not limited to, taking no further action, deferring further action with or without conditions, or initiating charges with the appropriate university judicial body.

3335-23-06 Filing of complaint and initiation of charges

A written complaint alleging a violation of the code of student conduct must be filed with the university within six (6) months of the identification by a university official of the student allegedly committing the violation. Absent extraordinary circumstances, the university must initiate charges, if any, within one year of the filing of the complaint.

3335-23-07 Notice of charges

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, or by mail to the accused student's local or permanent address on file in the office of the university registrar. 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 judicial process and discussion of the charges. Failure of the accused student to respond to the initiation of charges and schedule a preliminary meeting shall in no way prevent the university from scheduling and conducting a hearing in the absence of the accused student.

3335-23-08 Administrative decision

In all cases, a student charged with one or more violations of the student code has the right to a hearing. However, in a case where a charged student admits such violations 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, panel, or commission for a hearing. In such situations, the student waives the right to a hearing and the related procedural guarantees provided by a hearing officer, panel, or commission hearing. 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 offense committed.

3335-23-09 Notice of hearing

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, or mailed to the last known address of the student, either by certified mail or 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 panel, a statement of the student's rights, and information on the hearing procedures. The accused student may request a postponement for reasonable cause, or a hearing separate 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.

3335-23-10 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:

- A. Attendance at hearings is limited to those directly involved or those requested by the hearing officer or panel to attend. The hearing officer or panel will take reasonable measures to assure an orderly hearing, including removal of persons who impede or disrupt proceedings.
- B. Used student may have an advisor throughout the hearing. The advisor may only counsel the student and may not actively participate in the hearing, unless clarification is needed as determined by the hearing officer or panel.
- C. The accused may submit a written statement, may invite relevant witnesses to attend, may ask questions of witnesses called by others, and will be notified of potential witnesses to be called. The university may present witnesses as well as question those presented by the accused.
- D. Written statements may be used if, for good reason, a witness cannot attend the hearing. Written statements must be notarized, absent other clear evidence of authenticity.
- E. In cases requiring special expertise, the panel coordinator may appoint individuals with appropriate expertise to serve as consultants to the panel. The consultants may be present and provide information as called upon during the hearing but will not vote.
- F. Students are entitled to a presumption of innocence. Therefore, a student will not be found in violation unless:
 1. In cases of academic misconduct (3335-23-04(A)) a preponderance of the evidence supports the charge(s).
 2. In all other cases of prohibited behavior (3335-23-04(B-O)) clear and convincing evidence supports the charge(s)

3335-23-11 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.

3335-23-12 Record of proceedings

A single record consisting of written notes, tape recording, or other method selected by the hearing panel or officer, will be made of all hearings. Such as record will remain the property of the university but will not 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.

3335-23-13 Hearing bodies

In addition to the committee on academic misconduct, residence hall living units commissions, and the university judicial panel, the director of student judicial affairs, hearing officers within the office of student judicial affairs, the coordinator of the committee on academic misconduct, and residence hall 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 panel, committee, or commission.

3335-23-14 Committee on academic misconduct

- A. The coordinator for the committee shall investigate or establish procedures for investigation of all exported cases of student academic misconduct. However, 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. The coordinator or committee may refer complaints to the office of student judicial affairs if it is determined that the academic misconduct allegation is incidental to some other misconduct.
- B. All complaints of academic misconduct shall be reported to the coordinator of the committee. Students have an obligation to report suspected misconduct. The committee consists of:
 1. Eighteen (18) regular faculty members selected by the faculty council for three-year-terms; beginning with the autumn quarter. The selection is to be held annually so that six (6) members will retire each year. No university faculty member shall serve more than two (2) consecutive terms;
 2. Seven (7) graduate student members appointed by the end of the summer quarter by the president of counsel of graduate students, with the approval of the council of graduate students and committee coordinator, for a one-year-term beginning with the autumn quarter;
 3. Seven (7) undergraduate student members appointed by the end of the summer quarter by the vice president of the undergraduate student government, with the approval of the undergraduate student government, the undergraduate student senate, and committee coordinator, for a one-year-term beginning with the autumn quarter;
 4. A coordinator, appointed by the executive vice president and provost, ex-officio without vote; and
 5. A quorum for a hearing shall be no less than four (4) voting members of the panel which shall include no less than one (1) student member and two (2) faculty members.

3335-23-15 Residence hall living unit commissions

The commissions may only hear cases, referred by a residence hall hearing officer, that involve code violations that occur within the residence hall, whether committed by residents or nonresidents. The commissions are composed of students from each living unit, and may initiate any sanction with the exception of suspension or dismissal. If it appears during the hearing, to the commission or to the commission advisor, that the violation may be serious enough to warrant suspension or dismissal, the commission will adjourn and refer the case back to the hearing officer for referral to the office of student judicial affairs.

3335-23-16 University judicial panel

The university judicial panel is responsible for adjudicating allegations of non-academic misconduct referred by the director of student judicial affairs, except for cases involving violations of professional college codes. The panel consists of:

- A. Fifteen (15) faculty and/or administrative members recommended by the director of student judicial affairs to the vice president for student affairs for three-year terms which begin with the autumn quarter;
- B. Twelve (12) undergraduate student members, appointed by the vice president of the undergraduate student government;
- C. Six (6) graduate student members, appointed by the president of the council of graduate students;
- D. Two (2) professional student members, appointed by the president of the inter-professional council; and
- E. The director of student judicial affairs or designee shall serve as panel coordinator ex-officio without vote.
- F. A quorum for a hearing shall be no fewer than four (4) voting members of the panel which shall include no fewer than two (2) student members.

All student appointments shall be for one-year terms beginning with the autumn quarter. To be eligible for appointment, a student must possess a minimum 2.5 cumulative grade point average and be under no current disciplinary sanction from the university.

University Sanctions

3335-23-17 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 panel 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 students, any failure of the student to comply fully with previous sanctions, the actual and potential harm caused 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. Impairment resulting from voluntary use of alcohol or drugs (i.e., other than medically necessary) will 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 changes, hearing or other compliance with the code is 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. Conduct probation.

This probationary condition is for a specified period of time but without loss of privileges. Further violation of university policies during the probationary period will be viewed not only as the act itself, but also as a violation of the probation, which could result in disciplinary probation, suspension or dismissal.

3. 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 be viewed not only as a violation based upon the act itself but also as a violation of the probation, which shall result in further action up to and including suspension or dismissal.

4. 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.

5. 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 panel. 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 affairs or his/her designee. To seek such permission, a suspended or dismissed student must file a written petition to the vice president for student affairs to 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 panel may authorize the instructor to award a failing or lowered grade in the course, a loss of credit on the assignment or examination, 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 panel 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

3335-23-18 Appellate process

A. Right to appeal

A student found to have violated this code has the right to appeal the original decision. An appeal of a decision must be submitted in writing and postmarked or hand delivered to the appropriate appeal officer, as provided below, within ten (10) calendar days after the date on which written 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.

B. Grounds for appeal

an appeal may be based only upon one or more of the following grounds:

1. Procedural error;
2. Misapplication or misinterpretation of the rule alleged to have been violated;
3. Findings of facts not supported by:
4. A preponderance of evidence in cases of academic misconduct (3335-23-04 (A)).
5. Clear and convincing evidence in all other instances of prohibited behavior (3335-23-04(B-O));
6. Discovery of substantial new facts that were unavailable at the time of the hearing; and
7. That the disciplinary sanction imposed is grossly disproportionate to the violation committed.

C. Appropriate appeal officers

0. 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's judicial affairs or designee.

1. Appeals from a judicial affairs hearing officer's decision or from the university judicial panel's decision will be submitted for decision to the vice president for student affairs or the vice president's designee.
2. Appeals from decisions of the coordinator of academic misconduct or the committee on academic misconduct will be submitted for decision to the executive vice president and provost or the executive vice president's designee.

D. Appeal proceedings

0. The appeal officer shall dismiss the appeal if the appeal is not based upon one or more of the grounds set forth in Section (B) above.
1. The appeal officer may decide the appeal based upon a review of the record.
2. The appeal officer may request additional written information or an oral presentation from any relevant person(s) 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, uphold the original sanction, dismiss the original sanction, or impose a lesser sanction. An appeal officer may also remand the case to the original hearing body or refer the case to a new hearing officer or panel to be reheard. If possible, a new hearing officer or panel should be different from the one that originally decided the case. If a case is reheard by a hearing officer or panel, the sanction imposed can be greater than that imposed at the original hearing.

3335-23-19 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 unreasonably harmful to the student.

3335-23-20 Interim suspension

When the vice president for student affairs or his/her 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 health or safety of 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 affairs 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 health or safety of others or to property. A hearing on such petition will be conducted without undue delay by the vice president for student affairs or the vice president's designee.

3335-23-21 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 affairs or designee finds that there is clear and convincing evidence that:
- a. The student's continued presence poses a significant risk of substantial harm to the health or safety of themselves, others, or to property; or
 - b. The student, as a direct result of an apparent health condition, is engaged in substantial, continuing disruption of teaching, learning, research, administration or other university-related activities. Before making such a determination, the vice president for student affairs or designee shall notify the student in writing of the reasons that disenrollment or other action is being considered, provide the student with an opportunity to respond, and consult with appropriate university personnel. The vice president for student affairs or designee may also consult with any other persons whom the vice president for student affairs or designee deems appropriate under the circumstances.
- 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, and in all cases under paragraph (A)(2) of this rule, the vice president for student affairs 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 affairs or designee may request the student to undergo an appropriate examination, as specified by the vice president for student affairs 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 either paragraph (A)(1) or (A)(2), the vice president for student affairs 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 affairs for revision of that status. The petition must include supporting documentation or evidence that:
- a. The condition found to have existed under paragraph (A)(1) or (A)(2) no longer exist and will not recur; and
 - b. 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 affairs 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 affairs or designee deems appropriate. The vice president for student affairs 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.

3335-23-22 Authority section

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 affairs, 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 affairs. 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 WC 226.

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. This 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.

This 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.

Responsibility to implement and amend this policy from 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.

I. Standards of Conduct for employees and Students relating to drug and alcohol violations.

Campus Standard

No employee or student may use, produce, distribute, sell, or possess drugs or alcohol in manner prohibited under Ohio law (or applicable campus regulations) while on campus property, or while engaging in any activity sponsored by the Campus.

II. Possible sanction for violations which are imposed by state and federal authorities.

Note: this is an overview and is not intended to be all inclusive. Please refer to the applicable codes or a lawyer for more information or legal advice.

State Sanction

A. Alcohol

Note: Ohio law includes wine in its definition of liquor or beer.

1. Driving under the influence (.08 blood alcohol content):
 - 1st offense – minimum fine of \$250, up to \$1,000 plus either 3 consecutive days in jail or an alcohol Intervention Program. Possible 90-day license suspension.
 - 2nd offense – minimum fine of \$300, to a maximum of \$1,500 plus a minimum of 5 days in jail and a monitored House Arrest or jail for one full year.

2. Using false ID or license to purchase beer or liquor:
 - 1st offense – minimum fine of \$250, up to \$1,000 plus up to 6 months in jail
 - 2nd offense – minimum fine of \$500, up to \$1,000 plus up to 6 months in jail and possible license suspension up to 60 days.
3. Selling to, buying for, or furnishing to, person under 21 any beer or liquor (exception made for parents giving to their children): up to 6 months in jail and \$1,000 fine
4. Consuming beer or liquor in a motor vehicle: up to 30 days in jail and \$250 fine
5. Purchase, share cost, order, or consume beer or liquor by a person under 21: up to 6 months in jail and \$1,000 fine.

B. Drugs

(Refer to charts on pages 7-8 to determine if a drug is placed in Schedule I, II, III, IV, or V.)

1. Furnish or cause another to use drugs:
 - If drug is included in Schedule III, IV, or V: 3 years in jail (second degree felony).
 - If drug is marijuana: 3 months in jail (fourth degree felony)
2. Knowingly obtain, possess or use a controlled substance:
 - If drug is in Schedule III, IV, or V: up to 90 days in jail and \$750 fine. If drug is more than 100 grams of marijuana: up to 30 days in jail and up to \$250 fine. If less than 100 grams of marijuana: up to \$100 fine.
3. Knowingly permitting felony drug offense and property owned, controlled, or supervised by a person:
 - Up to six months in jail and \$1,000 fine.

Federal Sanctions

The federal government has offered the following chart (next pages) of offenses and penalties related to unlawful drug manufacturing, distribution or dispensing. This not inclusive of all the penalties provided under the Federal Controlled Substances Act.

FEDERAL TRAFFICKING PENALTIES – MARIJUANA (as of November 18, 1988)

Quantity	Description	First offense	Second offense
1000 kg or more or 1000 or more plants	Marijuana Mixture containing detectable quantity*	Not less than 10 years, not more than life. If death or serious injury, not less than 20 years, not more than life Fine not more than \$4 million individual, \$5 million other than individual.	Not less than 20 years, not more than life. If death or serious injury, not less than life. Fine not more than \$8 million individual, \$20 million other than individual
100 kg to 1000 kg or 100-999 plants	Marijuana Mixture containing detectable quantity*	Not less than 5 years, not more than 40 years. If death or serious injury, not less than 20 years, not more than life. Fine not more than \$2 million individual, \$5 million other than individual	Not less than 20 years, not more than life. If death or serious injury, not less than life. Fine more than \$8 million individual, \$10 million other than individual.
50-100 kg 10-100 kg 1-100 kg 50-99 plants	Marijuana Hashish Hashish Oil Marijuana	Not more than 20 years. If death or serious injury, not less than 20 years, not more than life. Fine \$1 million individual, \$5 million other than individual	Not more than 30 years. If death or serious injury, life. Fine of \$2 million individual, \$10 million other than individual.
Less than 50 kg Less than 10 kg Less than 1kg	Marijuana Hashish Hashish Oil	Not more than 5 years. Fie not more than \$250,000 individual, \$1 million other than individual.	Not more than 10 years. Fine \$500,000 individual, \$2 million other than individual.

FEDERAL TRAFFICKING PENALTIES

2 nd offense	1 st offense	Quantity	Drug	Quantity	1 st offense	2 nd offense
		10-99 gm or 100-000 gm mixture	Methamphetamine	100 gm or more or 1 kg or more mixture		
Not less than 10 years. Not more than life	No t less than 5 years. Nor more than 40 years.	100-000 gm mixture	Heroin	1 kg or more mixture	Not less than 10 years. Not more than life	Not less than 20 years. Not more than life

2nd offense	2st offense	Quantity	Drug	Quantity	1st offense	2nd offense
If death or serious injury, not less than life.	If death or serious injury, not less than 20 years. Not more than life.	500-4999 gm mixture	Cocaine	5kg or more mixture	If death or serious injury, not less than 20 years. Not more than life	If death or serious injury, not less than life.
Fine of not more than \$4 million individual, \$10 million other than individual	Fine of not more than \$2 million individual, \$5 million other than individual	5-49 gm mixture	Cocaine Base	50 gm or more mixture	Fine of not more than \$4 million individual, \$10 million other than individual.	Fine of not more than \$8 million individual, \$20 million other than individual.
		10-99 gm or 100-999 gm mixture	PCP	100 gm or more mixture		
		1-10 gm mixture	LSD	10 gm or more mixture		
		40-399 gm mixture	Fentanyl	400 gm or more mixture		
		10-99 gm mixture	Fentanyl Analogue	100 gm or more mixture		

	Drug	Quantity	First Offense	Second Offense
	Others	Any	Not more than 20 years. If death or serious injury, not less than 20 years, not more than life. Fine \$1 million individual, \$5 million other than individual.	Not more than 30 years. If death or serious injury, life. Fine \$2 million individual, \$10 million other than individual.
III	AII	Any	Not more than 5 years. Fine not more than \$250,000 individual, \$1 million other than individual.	Not more than 10 years. Fine not more than \$500,000 individual, \$2 million other than individual
IV	AII	Any	Not more than 3 years. Fine not more than \$250,000 individual, \$1 million other than individual.	Not more than 6 years. Fine not more than \$500,000 individual, \$2 million other than individual
V	A	Any	Not more than 1 year. Fine not more than \$100,000 individual, \$250,000 other than individual	Not more than 2 years. Fine not more than \$200,000 individual, \$500,000 other than individual.

III. Health risks associated with illicit drug use and abuse of alcohol.

A. General indications of drug or alcohol abuse (these are symptoms or suggestions, not confirmation of use):

- Physical condition: eyes red; glassy pupils abnormally large or small; motor in coordination; frequent cold or flu-like symptoms; stomach pains or cramps; headaches or dizziness; weight change (plus or minus six pounds); change in personal appearance and hygiene.
- Eating and sleeping change: fluctuating appetite; change of activity level from day to day.
- School or job performance: unexcused absences; decrease in performance or evaluations; low motivation to complete tasks; dropped out of community or extracurricular activities; frequent arguments with colleagues, friends, students, professors, or supervisors.

B. Effects of Alcohol:

- After a couple or more drinks: mood changes – intensified feelings of anger, jealousy or depression; may include more sociability or disinhibition.
- Loss of judgment – less power of concentration and ability to think as clearly as normal. This contributes to impulsive actions.
- Loss of coordination – slurred speech; loss of balance; poor eye, hand, and feet coordination. Blackouts may occur.
- Results of long-term excessive drinking: internal organs affected by change in structure and function. Some examples are: heart muscle damaged and disease is more likely; liver tissue can be inflamed and destroyed through disease; mental disorder and brain damage occur; and there is loss of sexual functioning.

C. Effects of Drug use:

- First, a word of caution: certain characteristics of drug use are noted in the charts on pages 6-7. Everyone is cautioned that mixing drugs or a drug with alcohol can cause severe complications, beyond what the reaction would be if the substances were taken separately. Mixing drugs and alcohol is dangerous! Also, even if a drug is legally obtained through a prescription, giving it to a different person without medical evaluation may be dangerous and is another sign of drug abuse.

CONTROLLED SUBSTANCES – USES AND EFFECTS

Drugs/ CSA Schedule	Tolerance	Duration (hours)	Usual methods of administration	Possible effects	Effects of Overdose	With-drawl Syndrome
NARCOTICS						
Opium	Yes	306	Oral, smoked			
Morphine	Yes	306	Oral, smoked, injected	Euphoria, drowsiness, respiratory depression, constricted pupils, nausea	Slow and shallow breathing, clammy skin, coma, possible death	Watery eyes, runny nose, yawning, loss of appetite, irritability, tremors, panic, cramps, nausea, chills, and sweating
Codeine	Yes	306q	Oral, injected			
Heroin	Yes	3-6	Injected, sniffed, smoked			
Hydromorphone	Yes	3-6	Oral, injected			
Meridine (Perthidine)	Yes	3-6	Oral, injected			
Methadone	Yes	12-24	Oral, injected			
Other Narcotics	Yes	Variable	Oral, injected			
DEPRESSANTS						
Chloral Hydrate	Yes	5-8	Oral	Slurred speech, disorientation, drunken behavior without odor of alcohol	Shallow respiration, clammy skin, dilated pupils, weak and rapid pulse, coma, possible death	Anxiety, insomnia, tremors, delirium, convulsions, possible death
Barbiturates	Yes	1-16	Oral			
Benzodiazepines	Yes	4-8	Oral			
Methaqualone	Yes	4-8	Oral			
Glutethimide	Yes	4-8	Oral			
Other Depressants	Yes	4-8	Oral			
STIMULANTS						
Cocaine	Yes	1-3	Sniffed, smoked, injected	Increase alertness, excitation, euphoria, increased pulse rate & blood pressure, insomnia, loss of appetite	Agitation, increase in body temperature, hallucination, convulsions, possible death	Apathy, long periods of sleep, irritability, depression, disorientation
Amphetamines	Yes	2-4	Oral, injected			
Phenmetrazine	Yes	2-4	Oral, injected			
Methylphenidate	Yes	2-4	Oral, injected			
Other stimulants	Yes	2-4	Oral, injected			
HALLUCINOGENS						
LSD	Yes	8-12	Oral	Illusions and hallucinations, poor perception of time and distance	Longer, more intense "trip" episodes, psychosis, possible death	Withdrawal syndrome not reported
Mescaline & Peyote	Yes	8-12	Oral			
Amphetamine Variants	Yes	Varies	Oral, injected			
Phencyclidine	Yes	Days	Oral, smoked, injected			
Phencyclidine Analogues	Yes	Days	Oral, smoked, injected			
Other	Possible	Varies	Oral, smoked, injected, sniffed			
HALLUCINOGENS CANNABIS						
Marijuana	Yes	2-4	Oral, smoked	Euphoria, relaxed inhibitions, increased appetite, disoriented behavior	Fatigue, paranoia, possible psychosis	Insomnia, hyperactivity, and decreased appetite occasionally reported
Tetrahydrocannabinol	Yes	2-4	Oral, smoked			
Hashish	Yes	2-4	Oral, smoked			
Hashish Oil	Yes	2-4	Oral, smoked			

CONTROLLED SUBSTANCE – USES AND EFFECTS

Drugs/CSA Schedule	Type	Trade or Other names	Medical Uses	Dependence	
NARCOTICS					
Opium	II III V	Dovers powder, paregonc parepectolin	Analgesic, antidiarrheal	High	High
Morphine	II III	Morphine, MS-Contin, Roxanol-SR	Analgesic, antiussive	High	High
Codeine	II III V	Tylenol w/ Codeine, Empirin w/ Codeine Robitussian, A-C, Fionnal w/ Codeine	Analgesic, antiussive	Moderate	Moderate
Heroin	I	Diacetylmorphine, Horse, Smack	None	High	High
Hydromorphone	II	Dilaudid	Analgesic	High	High
Meridine (Perthidine)	II	Demoral, Mepergan	Analgesic	High	High
Mathadone	II	Dolophine, Mathadone, Methadose	Analagesic	High	High
Other Narcotics	I II III IV V	Numorphan, Persodan, Percocet, Tylox, Tussionex, Fentanyl, Davon, Lomotil, Taiwin	Analgesic, antitussive, antidiarrheal	High-Low	High-Low
DEPRESSANTS					
Chloral Hydrate	IV	Noctec	Hypnotic	Moderate	Moderate
Barbiturates	II III IV	Amytal, Butisol, Fionnal, Lotusate, Nembutal, Seconal, Tunal, Phenobarbital	Anesthetic, anticonvulsant, sedative, hypnotix, vetennary euthanasis age	High- Moderate	High- Moderate
Benzodiazepines	IV	Atrvan, Dalmane, Diazepam, Libnum, Xanax, Seraxp, Valium, Tranxexe, Vestran, Versad, Halcion, Paxipam, Resoril	Antianxiety, anticonvulsant sedative, hypnotic	Low	Low
Methaqualone	I	Quaalude	Sedative, hypnotic	High	High
Glutethimide	III	Donden	Sedative, hypnotic	High	Moderate
Other Depressants	III IV	Equanil, Miltown, Noludar, Placidyl, Valmid	Antianxiety, sedative, hypnotic	Moderate	Moderate
STIMULANTS					
Cocaine	II	Coke, Flake, Snow, Crack	Local anesthetic	Possible	Possible
Amphetamines	II	Biphatamine, Delcobese, Discoxyn, Dexedrine, Obetrol	Attention deficit disorders, narcolepsy, weight control	Possible	Possible
Phenmetrazine	II	Preludin	Weight Control	Possible	High
Methylphenidate	II	Ritalin	Attention deficit disorders, Narcolepsy	Possible	Moderate
Other stimulants	III IV	Adipex, Cylert, Didrex, Ionamin, Metflat, Plegine, Sanorex, Tenuate, Tepanil, Prelu-2	Weight Control	Possible	High
HALLUCINOGEN					
LSD	I	Acid, Microdot	None	None	Unknown
Mescaline & Peyote	I	Mexic, ButHQna, Cactus	None	None	Unknown

Amphetamine Variants	I	2.5-DMA, PMA, STP, MDA, MDMA, TMA, DOM, DOB	None	Unknown	Unknown
Phencyclidine	II	PCP, Angel Dust, Hog	None	Unknown	High
Phencyclidine Analogues	I	PCE, PCPy, TCP	None	Unknown	High
Other Hallucinogens	I	Bulotenine, Ibogaine, DMT, DET, Psilocybin, Psilocyn	None	None	Unknown
CANNABIS					
Marijuana	I	Pot, Acipulse Gold	None	Unknown	Moderate
Tetrahydrocannabinol	I II	THC, Martinol	Cancer Chemotherapy	Unknown	Moderate
Hashish	I	Hash	None	Unknown	Moderate
Hashish Oil	I	Hash Oil	None	Unknown	Moderate

IV. Prevention, counseling and treatment programs for employees and students

A. Information and self-evaluation

The campus will provide drug and alcohol awareness presentations for members of the campus community during the academic year. Everyone is urged to attend and make appropriate evaluations about their own habits or “lifestyle” and when appropriate, those of their friends and fellow students or employees.

B. Informal conversation

This is probably a common way for many to begin evaluating their possible drug and alcohol abuse. Certainly you should choose a person whose judgments or advice you trust. Sometimes a person may want to ask “an authority figure” for help or for an opinion but the person is unsure whether the “authority figure” will hold things in confidence or utilize the information in a disciplinary proceeding. Usually disciplinary actions are taken after an obvious event or violation, not when a person asks for assistance. If you have any doubt, ask “up front” if the conversation will be the two of you and not used later.

Faculty and staff members might contact friends, department chairpersons, colleagues, deans, community or club friends, supervisors, or the Director of Human resources.

Students might contact advisors, instructors, friends, club or team members of Student Affairs, or other professional staff in whom they have confidence.

Should you be asked by someone to help but you don’t know what is available or how to proceed, feel free to consult individuals in the Student Affairs or Human Resources Office. You do not have to reveal names. On the other hand, you might encourage the person to explore his or her options.

C. Formal assessment

Professionals are available for everyone to have a confidential conversation about possible drug or alcohol abuse. Depending upon the nature or diversity of the difficulty, the counselor may continue to help in future sessions or refer the student or employee to a better suited person or agency.

For students of OSUN or COTC: there is an on-campus Personal Counselor during the academic year. Appointments are made through the Office of Student Life at 364-9578 or by visiting the Warner Center 226. There is no charge for this service. Ohio State Newark students can also utilize services on the Columbus campus – 1640 Neil Avenue, 292-5766. Note: if you need help quickly and these services are not available soon enough, contact the Director of Student Life for other referrals.

For employees of COTC and Ohio State Newark: there is one employee assistance program which is available to all Ohio State Newark and COTC faculty and staff members at no charge to the employee:

OSU Faculty Staff Assistance Program
456 W 10th Avenue
Columbus, OH 43210
Phone 292-4000

D. Referral and Support Agencies

Employees and students may contact any of the following agencies for assistance – it is not a requirement that a person be first evaluated and recommended by a counselor. Individuals may contact these agencies on their own.

Some agencies charge for their services. Don't let this deter you from calling. Many agencies have sliding pay scales. They can give a suggestion for alternatives too. Some of the agencies which are useful are:

A support system for alcoholics and their families:

AA/AI-Anon – 76 E. Main St

Newark, OH 43055
345-7060

For alcohol and drug counseling; also handles and refers individuals with special concerns:

Coshocton County Drug & Alcohol Council

140 ½ S. 6th St.
Coshocton, OH 43812
740-397-2660

For student and employees plus their family members – for situations relating to alcoholics, problem drinkers or anyone wanting to know more:

Licking County Alcoholism Prevention Program

62 E Stevens St
Newark, OH 43058-4160
740-366-7303

For personal counseling and emergency services:

Moundbuilders Guidance Center

65 Messimer Dr.
Newark, OH 43055
740-522-8477

Provides referrals to area support group meetings:

Narcotic Anonymous

1-800-587-4232

For students of Ohio State Newark and COTC relating to problems with friends, family, relationships, drugs, and alcohol. Services are available day and some evening hours Autumn, Winter, and Spring:

Newark Campus Personal Counselor

Ohio State Newark/COTC
Warner Center 226
1179 University Drive
Newark, OH 43055
740-366-9464

Primarily for in-patient care and counseling regarding drug abuse:

Shepherd Hill Chemical Dependency Treatment

200 Messimer Dr
Newark, OH 43055
740-348-4870

Residential facility that provides accommodations, guidance, supervision and counseling in a group setting for persons with: chemical dependency, mental, and emotional issues:

Spencer House

69 Granville St.
Newark, OH 43055
740-345-7030

Drug and alcohol assessment; personal and financial counseling for individuals and their families; parent education; Battered Women's Shelter:

The Woodlands – Family Counseling

195 Union St, Suite B1
Newark, OH 43055
740-349-7066

V. Adjudication and setting campus penalties for violations of drug and alcohol policy

The process for determining responsibility and setting penalties will be in accordance with student or faculty handbooks or regulations, contractual agreements and related policies. In all instances, including those for which guidelines are absent, the process will be fair and contain the essence of due process.

Sanctions may be varied, based on the seriousness of the offense, mitigating circumstances, and aggravating factors such as past conduct or actions taken earlier.

For faculty, staff, and students, actions may include: oral warning; written warning or censure; and termination, suspension, or expulsion. Participation in a workshop, counseling or rehabilitation program may be a part of a penalty or in lieu of a more serious sanction. Final determination will be made in accordance with rules or procedures applying to each type of employee or student.

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 report 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:
 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. Regulations

A. Consensual relationships

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)366-9395 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 alleege, 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 alleege's supervisor, the alleege 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) 740-366-9464
- Code of Student Conduct

[COTC Judicial Information](#)

[Ohio State Newark Judicial Information](#)

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 discourage 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 allegor, 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

For more information:

- [Ohio State Discrimination/Harassment Investigation Guidelines](#)
- Frequently Asked Questions: Sexual Harassment
[General Questions](#)
[Questions on Romance and/or Sexual Relations](#)
- [The Ohio State University Record Retention Policy](#)
- [Rules for Classified Civil Service](#)
- [Code of Student Conduct](#)
- Human Resources [Policy 8.15](#), Corrective Action & Involuntary Termination
- Human Resources [Policy 10.10](#), Student Employment

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

Smoking Policy

CENTRAL OHIO TECHNICAL COLLEGE AND THE OHIO STATE UNIVERSITY AT NEWARK NONSMOKING POLICY

The College recognizes the need to create and maintain an environmental quality that sustains and enhances the general health and well being of its faculty, staff, students, and visitors. To meet this commitment, no smoking will be permitted in any of the indoor areas as designated in the guidelines. Consistent with the spirit and intent of this policy, should irreconcilable conflicts rise between individuals who choose to smoke and those who do not, the rights of nonsmokers will prevail.

POLICY GUIDELINES

I. Smoking Restrictions

Smoking is not permitted in any indoor areas including, but not limited to, the following:

Administrative Offices	Lobbies
Areas in which fire and safety hazard exist	Lounges
Auditoriums	Mailrooms
Cafeterias	Open office areas
Classrooms	Private Offices
College vehicles	Reception areas
Copier rooms	Restrooms
Elevators	Stairwells
Hallways	Waiting rooms
Laboratories	Word processing/computer areas
Libraries	Workshops

II. Exceptions

The only exception to this policy is specifically designated private residential space. Any interior areas authorized for smoking must be so designated. Areas that are designated as smoking areas will be clearly marked with "Smoking Permitted" signs.

III. Smoking Areas

Smoking is permitted outdoors, except in outdoor facilities such as the amphitheater, the loading dock areas, the walkway between Founders and Hopewell Hall, and on the grounds of the Child Development Center, including the adjacent parking lot. Smokers who choose to smoke outside are not permitted to smoke within twenty-five feet of building entrances and must ensure the proper disposal of smoking materials.

IV. Designating a Smoking or Nonsmoking Function

College groups that schedule outdoor spaces for approved functions, other than facilities covered in this policy, have the authority to designate such functions nonsmoking or smoking as they may desire, consistent with the intent of this policy.

V. Implementation

This policy is to be implemented by departments in the same manner as other College policies. All buildings, vehicles, and specified outdoor facilities and areas that are owned or leased by the College, with the exception of private residence spaces, will be entirely smoke-free.

VI. Sale of Cigarettes in College Buildings

The sale of cigarettes or other tobacco products in campus building/facilities is prohibited.

VII. Supplement to College Health Benefits

Smoking cessation services may be available through College-sponsored health plans and special events.

PROCEDURES

For information regarding procedures, contact the Office of Human Resources.

RESOURCES

For consultation:

- Office of Human Resources 740-366-9367