

POLICIES

The fine print. All students should spend some time with this section, particularly the Code of Student Conduct, because they'll be held to it. This section also includes the university's non-discrimination and affirmative action policies, tobacco free and sexual harassment policies, and parental notification guidelines.

Mission Statement and Vision

The Ohio State University has as its mission the attainment of international distinction in education, scholarship and public service. As the state's leading comprehensive teaching and research university, Ohio State combines a responsibility for the advancement and dissemination of knowledge with a land-grant heritage of public service. It offers an extensive range of academic programs in the liberal arts, the sciences and the professions.

Ohio State provides accessible, high-quality undergraduate and graduate education for qualified students who are able to benefit from a scholarly environment in which research inspires and informs teaching.

At Ohio State, we celebrate and learn from our diversity, and we value individual differences. Academic freedom is defended within an environment of civility, tolerance and mutual respect.

Plagiarism

One of the essential components of education for Ohio State students is developing the ability to synthesize new ideas by combining research, independent thought and self-expression. Part of gaining this ability is learning to document the sources of information that lead students to their ideas and to give credit where credit is due. This includes documenting information and ideas gained from researching both print and electronic resources. When students do not document their sources, they commit plagiarism, a form of academic misconduct that will rob students of valuable learning experiences.

A definition

Plagiarism: At any stage of the writing process, all academic work submitted to the teacher must be a result of a student's own thought, research or self-expression. When a student submits work purporting to be his or her own, but which in any way borrows organization, ideas, wording or anything else from a source without appropriate acknowledgment of the fact, he/she is engaging in plagiarism.

Collusion: When a student submits work in his/her own name that has been written wholly or in part by another person—regardless of whether or not it has been taken from unattributed source materials—he/she is engaged in a kind of plagiarism known as collusion. Collusion should not be confused with the kind of collaboration that arises in writing courses during workshops, peer responses, and student/teacher or student/

tutor conferences, all of which are endorsed by writing pedagogy; collusion involves receiving “unauthorized” aid. The university's Committee on Academic Misconduct expands on this definition of collusion to include any instance where two or more students work together and/or share information in a manner that is unauthorized, deceitful and/or fraudulent (oaa.osu.edu/coam.html).

Please refer to the Code of Student Conduct for a full description of academic misconduct (p. 3, 3335-23-04 [A]) and the potential sanctions (p. 6, 3335-23-17) the university may take in response to academic misconduct up to and including dismissal from the university.

Students' responsibilities

The Council of Writing Program Administrators (CWPA) has compiled research from its nationwide faculty membership to develop a list of reasons that students plagiarize. The reasons include fear of failure, fear of taking risks in their own work, poor time-management skills, poor planning, and a view that the course, assignment, conventions of academic documentation or consequences of cheating are unimportant (Council of Writing Program Administrators [2003]. *Defining and Avoiding Plagiarism: The WPA Statement of Best Practices*, p. 2., wpacouncil.org/node/9.)

With these potential motivating factors in mind, it is every student's obligation to act responsibly from the very beginning of each class research project. The CWPA has the following suggestions to help students understand their academic responsibility and steer clear of plagiarism.

Students should understand research assignments as opportunities for genuine and rigorous inquiry and learning. Such an understanding involves the following:

- Assembling and analyzing a set of sources that they have themselves determined are relevant to the issues they are investigating
- Acknowledging clearly when and how they are drawing on the ideas or phrasings of others
- Learning the conventions for citing documents and acknowledging sources appropriate to the field they are studying
- Consulting their instructors when they are unsure about how to acknowledge the contributions of others to their thought and writing

Additionally, students need to read their course syllabi to understand the citation format required of the instructor in the class and to schedule sufficient time to complete all work by the assigned deadline. Students should also be aware of the

resources available at the university to assist them in developing their writing and study skills. These resources include not only their instructors but also the Writing Center and Dennis Learning Center. Go to plagiarism.org for additional information.

Academic Rights and Responsibilities

In June 2005, a statement on academic freedom and intellectual diversity on American campuses was released by the American Council on Education (ACE), the major coordinating body for the nation's higher education institutions, of which Ohio State is a member. The ACE statement includes the following principles:

- Academic freedom and intellectual pluralism are core principles of America's higher education system.
- Government's recognition and respect for independence of colleges and universities is essential for academic excellence.
- Colleges and universities should welcome diverse beliefs and the free exchange of ideas.
- Grades and other academic decisions should be based solely on considerations that are intellectually relevant to the subject matter.
- Neither students nor faculty should be disadvantaged or evaluated on the basis of their political opinions.
- Any member of the campus community who believes he or she has been treated unfairly on academic matters must have access to a clear institutional process to address grievances.

Ohio State is unwavering in its commitment to these principles of academic rights and responsibilities.

Accordingly, there are clear mechanisms for addressing the complaints of students who believe they have experienced treatment that is inconsistent with Ohio State's commitment to freedom of thought and expression, respect for multiple points of view, and the civil and open discussion of these views.

- A student who is concerned that his/her grade in a course has been affected by a consideration not intellectually relevant to the subject matter should refer to the faculty rule associated with alteration of marks located at trustees.osu.edu/rules/university-rules/rules8/ru8-23.html. An undergraduate student may choose to consult an academic advisor or the student advocacy office for advice on this process. A graduate student may choose to consult the graduate studies committee chair for advice on this process.
- Students who are concerned about unfair academic treatment on the basis of political opinions or other personally held tenets or points of view should refer to the faculty rule associated with complaints against regular, regular clinical and auxiliary faculty members located at trustees.osu.edu/rules/university-rules/rules5/ru5-04.html. An undergraduate student may choose to consult an academic advisor, the student advocacy office, or the department chair or school director for advice on this process. A graduate student may choose to consult the graduate studies committee chair for advice on this process.

Code of Student Conduct

Revised April 6, 2012

■ studentlife.osu.edu/resource_csc.asp

The Code of Student Conduct listed below is accurate at the time of publication in April 2012; however, there are often changes made prior to the beginning of the new academic year in June. Students are responsible for visiting and reading the most up-to-date Code of Student Conduct, which can be found at sja.osu.edu or studentaffairs.osu.edu/resource_csc.asp.

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

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

The code governs all campuses of the university. However, students attending at regional campuses, centers, or institutes are advised to consult their local resources for additional information or rules pertaining to those locations, which may create hearing boards or processes for the locations, consistent with these rules. The university reserves the right to administer the code and proceed with the hearing process even if the student withdraws from the university, is no longer enrolled in classes, or subsequently fails to meet the definition of a student while a disciplinary matter is pending. Students continue to be subject to city, state, and federal laws while at the university, and violations of those laws may also constitute violations of the code. In such instances, the university may proceed with university disciplinary action under the code independently of any criminal proceeding involving the same conduct and may impose sanctions for violation of the code even if such criminal proceeding is not yet resolved or is resolved in the student's favor.

3335-23-03 Definitions

As used in the code,

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

3335-23-04 Prohibited conduct

Any student found to have engaged, or attempted to engage, in any of the following conduct while within the university's jurisdiction, as set forth in section 3335-23-02, will be subject to disciplinary action by the university. For the purposes of this section, attempt shall be defined as conduct that, if successful, would constitute or result in the prohibited conduct. Any student who abandons an attempt or prevents the prohibited conduct from occurring under circumstances that demonstrate a complete and voluntary renunciation of the prohibited conduct will not be subject to disciplinary action by the university.

- A. **Academic misconduct.** Any activity that tends to compromise the academic integrity of the university or subvert the educational process. Examples of academic misconduct include, but are not limited to: (1) Violation of course rules as contained in the course syllabus or other information provided to the student; (2) Knowingly providing or receiving information during examinations such as course examinations and candidacy examinations; or the possession and/or use of unauthorized materials during those examinations; (3) Knowingly providing or using unauthorized assistance in the laboratory, on field work, in scholarship or on a course assignment; (4) Submitting plagiarized work for an academic requirement. Plagiarism is the representation of another's work or ideas as one's own; it includes the unacknowledged word-for-word use and/or paraphrasing of another person's work, and/or the inappropriate unacknowledged use of another person's ideas; (5) Submitting substantially the same work to satisfy requirements for one course or academic requirement that has been submitted in satisfaction of requirements for another course or academic requirement without permission of the instructor of the course for which the work is being submitted or supervising authority for the academic requirement; (6) Falsification, fabrication, or dishonesty in creating or reporting laboratory results, research results, and/or any other assignments; (7) Serving as, or enlisting the assistance of, a substitute for a student in any graded assignments; (8) Alteration of grades or marks by the student in an effort to change the earned grade or credit; (9) Alteration of academically related university forms or records, or unauthorized use of those forms or records; (10) Engaging in activities

that unfairly place other students at a disadvantage, such as taking, hiding or altering resource material, or manipulating a grading system; and (11) Violation of program regulations as established by departmental committees and made available to students.

B. Endangering health or safety

- 1. Endangering behavior: Taking or threatening action that endangers the safety, physical or mental health, or life of any person, or creates a reasonable fear of such action. Relationship violence or intimate partner abuse may constitute endangering behavior.
- 2. Stalking: Engaging in a pattern of unwanted conduct directed at another person that threatens or endangers the safety, physical or mental health, or life or property of that person, or creates a reasonable fear of such a threat or action.

C. **Sexual misconduct** Physical contact or other non-physical conduct of a sexual nature in the absence of clear, knowing and voluntary consent, including but not limited to:

- 1. Non-consensual sexual intercourse, defined as any sexual penetration (anal, oral, or vaginal), however slight, with any body part or object by any person upon any person without consent.
- 2. Non-consensual sexual contact, defined as any intentional sexual touching, with any body part or object by any person upon any person without consent.
- 3. Sexual exploitation, defined as taking non-consensual, unjust or abusive sexual advantage of another. Examples include, but are not limited to, prostituting another student, non-consensual video or audio-taping of sexual activity, going beyond the boundaries of consent (such as knowingly allowing another to surreptitiously watch otherwise consensual sexual activity), engaging in non-consensual voyeurism, and knowingly transmitting or exposing another person to a sexually transmitted infection (STI) without the knowledge of the person.
- 4. Sexual harassment, as defined in applicable university policy.
- 5. Indecent exposure, defined as the exposure of the private or intimate parts of the body in a lewd manner in public or in private premises when the accused may be readily observed.

For the purposes of this rule, consent shall be defined as the act of knowingly and affirmatively agreeing to engage in a sexual activity. Consent must be voluntary. An individual cannot consent who is substantially impaired by any drug or intoxicant; or who has been compelled by force, threat of force, or deception; or who is unaware that the act is being committed; or whose ability to consent is impaired because of a mental or physical condition; or who is coerced by supervisory or disciplinary authority. Consent may be withdrawn at any time. Prior sexual activity or relationship does not, in and of itself, constitute consent.

D. **Destruction of property** Actual or threatened damage to or destruction of university property or property of others, whether done intentionally or with reckless disregard.

E. **Dangerous weapons or devices** Storage or possession of dangerous weapons, devices, or substances including, but not limited to, firearms, ammunition, or fireworks, unless authorized by an appropriate university official or permitted by a university policy, even if otherwise permitted by law. Use or misuse of weapons, devices, or substances in a manner that causes or threatens serious harm to the safety or security of others.

F. **Dishonest conduct** Dishonest conduct, including, but not limited to: knowingly reporting a false emergency; knowingly making false accusation of misconduct; misuse or falsification of university or related documents by actions such as forgery, alteration, or improper transfer; submission of information known by the submitter to be false to a university official.

- G. **Theft or unauthorized use of property** Theft, or the unauthorized use or possession of university property, services, resources, or the property of others.
- H. **Failure to comply with university or civil authority** Failure to comply with legitimate directives of authorized university officials, law enforcement or emergency personnel, identified as such, in the performance of their duties, including failure to identify oneself when so requested; or violation of the terms of a disciplinary sanction.
- I. **Drugs** Use, production, distribution, sale, or possession of drugs in a manner prohibited under law. This includes, but is not limited to, the misuse of prescription drugs.
- J. **Alcohol** Use, production, distribution, sale, or possession of alcohol in a manner prohibited under law or applicable university policy or facility policy.
- K. **Unauthorized presence** Unauthorized entrance to or presence in or on university premises.
- L. **Disorderly or disruptive conduct** Disorderly or disruptive conduct that unreasonably interferes with university activities or with the legitimate activities of any member of the university community.
- M. **Hazing** Doing, requiring, or encouraging any act, whether or not the act is voluntarily agreed upon, in conjunction with initiation or continued membership or participation in any group, that causes or creates a substantial risk of causing mental or physical harm or humiliation. Such acts may include, but are not limited to, use of alcohol, creation of excessive fatigue, and paddling, punching or kicking in any form.
- N. **Student conduct system abuse** Abuse of any university student conduct system, including but not limited to: (1) Failure to obey the summons or directives of a student conduct body or university official; (2) Falsification, distortion, or misrepresentation of information before a student conduct body; (3) Disruption or interference with the orderly conduct of a student conduct proceeding; (4) Knowingly instituting of a student conduct proceeding without cause; (5) Discouraging an individual's proper participation in, or use of, a university student conduct system; (6) Influencing the impartiality of a member of a student conduct body prior to, and/or during the course of a student conduct proceeding; (7) Harassment and/or intimidation of a member of a student conduct body prior to, during, and/or after a student conduct proceeding; (8) Failure to comply with one or more sanctions imposed under the code of student conduct; and (9) Influencing another person to commit an abuse of a university student conduct system.
- O. **Violation of university rules or federal, state, and local laws** Violation of other published university regulations, guidelines, policies or rules or violations of federal, state or local law. These university regulations, guidelines, policies, or rules include, but are not limited to, those which prohibit the misuse of computing resources, sexual harassment, rules for student groups or organizations, and residence hall rules and regulations.

P. Riotous behavior

1. Participation in a disturbance with the purpose to commit or incite any action that presents a clear and present danger to others, causes physical harm to others, or damages property.
2. Proscribed behavior in the context of a riot includes, but is not limited to: (a) Knowingly engaging in conduct designed to incite another to engage in riotous behavior; and (b) Actual or threatened damage to or destruction of university property or property of others, whether done intentionally or with reckless disregard; and (c) Failing to comply with a directive to disperse by university officials, law enforcement, or emergency personnel; and (d) Intimidating, impeding, hindering or obstructing a university official, law enforcement, or emergency personnel in the performance of their duties.

3. This rule shall not be interpreted as proscribing peaceful demonstrations, peaceful picketing, a call for a peaceful boycott or other forms of peaceful dissent.

Q. Recording of images without knowledge Using electronic or other means to make a video or photographic record of any person in a location where there is a reasonable expectation of privacy without the person's prior knowledge, when such a recording is likely to cause injury, distress, or damage to reputation. This includes, but is not limited to, taking video or photographic images in shower/locker rooms, residence hall rooms, and restrooms. The storing, sharing, and/or distributing of such unauthorized records by any means is also prohibited.

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.

1. Information and/or complaints about possible code violations occurring in residence halls should be provided to the residence hall director.
2. Information and/or complaints about possible non-residence hall related code violations should be provided to the director of student conduct, or chief student conduct officer for the regional campuses.
3. Information and/or complaints regarding academic misconduct should be referred to the coordinator of the committee on academic misconduct.
4. In cases where the alleged activity may involve a violation of criminal law in addition to a violation of the code, information and/or complaints should be provided to the Ohio state university police or other appropriate law enforcement agency. The university will review all information and/or complaints received and may conduct a preliminary investigation of the alleged violation.

B. Investigation

1. Role of the university

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

2. Role of other participants

- a. During the investigation, the student allegedly involved in misconduct may be: (i) notified of the alleged violation, (ii) requested to make an appointment to discuss the matter, and (iii) provided a date by which the appointment must be made.
- b. Any person believed to have information relevant to an investigation may also be contacted and requested to make an appointment to discuss the matter.
3. Failure to comply with a request to make and keep an appointment relevant to an investigation may result in a disciplinary hold being placed on a student's registration and records and/or the initiation of charges for student conduct system abuse.
4. Upon completion of an investigation, the investigator will decide upon an appropriate course of action, which may include, but is not limited to: (a) Taking no further action, (b) Deferring further action with

or without conditions, or (c) Initiating charges with the appropriate university student conduct body.

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

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

3335-23-07 Notice of charges

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

3335-23-08 Administrative decision

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

3335-23-09 Notice of hearing and request for postponement

A. **Notice** If a hearing is to be held, written notification will be provided. The notice may be hand delivered; placed into a student's residence hall mailbox; sent by email to the accused student's official university email address, which may direct the student to view the notice on a secure website; or mailed to the last known address of the student, by first class mail, no fewer than ten (10) calendar days prior to the hearing. Unless already provided to the student, the notification will include the charge(s), date, time, and location of the hearing, the designated hearing officer or board, a statement of the student's rights, and information on the hearing procedures.

B. **Postponement** The accused student may request a postponement for reasonable cause or a separate hearing from other accused persons. A request for a postponement for reasonable cause must be made in writing, include supporting rationale, and be received by the person sending the hearing notification at least two (2) business days before the scheduled hearing.

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** Attendance at hearings is limited to those directly involved or those requested by the hearing officer or board to attend. The hearing officer or board will take reasonable measures to assure an orderly hearing, including removal of persons who impede or disrupt proceedings.
- B. **Advisor** The accused student may have an advisor throughout the disciplinary process. The advisor may only counsel the student and may not actively participate in the disciplinary process, unless clarification is needed as determined by the hearing officer or board.
- C. **Written statements and witnesses** The accused may: submit a written statement invite relevant factual witnesses to attend, invite character witnesses to submit written statements, ask questions of witnesses called by others, and will be notified of potential witnesses to be called. The accused must submit a list of potential witnesses to the hearing officer at least two (2) business days prior to the hearing. The university may present witnesses as well as question those presented by the accused.
- D. **Witness absence** The hearing officer or board coordinator may allow written statements if, for good reason, a fact witness cannot attend the hearing.
- E. **Consultants** In cases requiring special expertise, the board coordinator may appoint individuals with appropriate expertise to serve as consultants to the board. The consultants may be present and provide information as called upon during the hearing but will not vote.
- F. **Standard of evidence** A student will only be found in violation if a preponderance of evidence supports the charges. In the event of a tie, the board will continue to deliberate. If after the board determines that exhaustive deliberations have occurred and a majority decision is not reached, the student will be found not in violation.

G. In cases where prompt review is essential (e.g., when graduation or the end of the academic year is imminent) the accused may be offered the option of an expedited administrative review consisting of an administrative decision or administrative hearing. The accused student may decline such expedited review without the expectation that the process can be completed on an expedited timeline.

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 board or officer, will be made of all hearings. Such record will remain the property of the university but will be made available to the accused for review during the appeal period. A written notice of the decision and, if found in violation, information regarding appeal procedures will be provided to the accused student.

3335-23-13 Hearing bodies

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

3335-23-14 Committee on academic misconduct

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

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

3335-23-15 Student conduct boards for residence life

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

3335-23-16 University conduct board

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

3335-23-17 General guidelines for sanctions

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

mitigating, factor. One or more of the following courses of action may be taken when a student has been found to have violated the code of student conduct:

A. **Informal admonition** An oral or written admonition issued by a hearing officer or residence hall advisor resulting from the student's misconduct. No formal charges are required before the issuance of an informal admonition. However, following issuance of an informal admonition, the student shall be entitled to a hearing upon written request, under the procedures provided in the code of student conduct. A written request for such a hearing must be filed with the university official who administered the informal admonition, within five (5) working days of the student's receipt of the informal admonition. An informal admonition shall not be considered a disciplinary sanction, but may be considered in any subsequent hearings.

B. **Disciplinary sanctions**

1. **Formal reprimand.** A written letter of reprimand resulting from a student's misconduct.
2. **Disciplinary probation.** This probationary condition is in effect for a specified period of time and may involve the loss of specified privileges. Further violation of university policies during the probationary period will additionally be viewed as a violation of the probation, which shall result in further action up to and including suspension or dismissal.
3. **Suspension.** Suspension is a sanction that terminates the student's enrollment at the university for a specified period of time. Satisfactory completion of specified stipulations may be required for readmission at the end of the suspension period.
4. **Dismissal.** Dismissal is a sanction which permanently separates a student from the university without opportunity to re-enroll in the future.

C. **Conditions of suspension and dismissal** A student who has been dismissed or suspended from the university shall be denied all privileges afforded a student and shall be required to vacate campus at a time determined by the hearing officer or board. In addition, after vacating campus property, a suspended or dismissed student may not enter upon campus and/or other university property at any time, for any purpose, in the absence of expressed written permission from the vice president for student life or designee. To seek such permission, a suspended or dismissed student must file a written petition to the vice president for student life for entrance to the campus for a limited, specified purpose or to have the terms of this condition modified or reduced.

D. **Failing or lowered grades** In cases of academic misconduct, a hearing officer or board may authorize the instructor to award a failing or lowered grade in the course, a loss of credit on the graded course work, and impose any of the above-listed sanctions including suspension or dismissal from the university.

E. **Other sanctions** Other appropriate sanctions may be imposed by a hearing officer or board singularly or in combination with any of the above-listed sanctions. Examples include, but are not limited to, making restitution for property damage or misappropriation of university property or services, or the property of any person, residence hall contract termination or reassignment to another room, restriction of access to specified campus facilities and/or property, research assignments, community service projects, special workshop participation, and/or referral to medical resources or counseling personnel.

3335-23-18 Appellate process

A. **Right to appeal**

1. A student found to have violated the code of student conduct has the right to appeal the original decision. The appeal is not intended to re-hear or re-argue the same case, and is limited to the specific grounds outlined below. The appeal must state the specific grounds

for the appeal and should include all supporting documentation. The appeal must be postmarked or hand delivered to the appropriate appeal officer, or sent via email, as provided below, within five (5) working days after the date on which notice of the decision is sent to the student. Each student shall be limited to one appeal. The decision of the appeal officer is final.

2. In cases involving charges relating to sexual harassment as defined in applicable university policy, the victim may appeal the original decision in accordance with the appeals procedures provided in this section. Such charges include, but are not limited to, sexual misconduct and stalking.
3. A student who has accepted responsibility for violating the code of student conduct waives the right to appeal, except on the basis that the disciplinary sanction is grossly disproportionate to the violation(s) committed.
4. Each party shall be limited to one appeal. The decision of the appeal officer is final.

B. **Grounds for appeal** An appeal may be based only upon one or more of the following grounds:

1. Procedural error that resulted in material harm or prejudice to the student (i.e., by preventing a fair, impartial, or proper hearing). Deviations from the designated procedures will not be a basis for sustaining an appeal unless material harm or prejudice results ;
2. Discovery of substantial new evidence that was unavailable at the time of the hearing, and which reasonably could have affected the decision of the hearing body; or
3. Disciplinary sanction imposed is grossly disproportionate to the violation(s) committed, considering the relevant aggravating and/or mitigating factors.

Non-attendance by the accused student may not be the sole grounds for an appeal.

C. **Appropriate appeal officers**

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

D. **Appeal proceedings**

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

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

1. Uphold the original decision and/or sanction(s);
2. Dismiss the case or individual charge(s) against the student and vacate any portion or all of the sanction(s);

3. Modify or reduce the sanction(s); or in cases involving charges relating to sexual harassment as defined in applicable university policy, enhance the sanction; or
4. Remand the case to the original hearing body or refer the case to a new hearing officer or board to be reheard. If possible, a new hearing officer or board should be different from the one that originally decided the case. If a case is reheard by a hearing officer or board, the sanction imposed can be greater than that imposed at the original hearing.

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 materially harmful to the accused student.

3335-23-20 Interim suspension

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

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 the student's continued presence poses a significant risk of substantial harm to the health or safety of themselves, others, or to property.

B. In those cases under paragraph (A)(1) of this rule in which it appears that the risk posed by the student is a result of a health condition or a disability as defined by the Americans with disabilities act, the vice president for student life or designee shall also determine whether the risk or disruption can be eliminated or sufficiently reduced through reasonable accommodation and, if so, shall take appropriate steps to ensure that accommodation is made. The vice president for student life or designee may request the student to undergo an appropriate examination, as specified by the vice president for student life or designee, to determine whether any such condition exists and whether any such accommodation is possible. If the student fails to undergo such an examination, and if the other available evidence supports a finding under paragraph (A) the vice president for student life or designee shall, to the extent reasonably possible, take the least restrictive measure or combination of measures necessary to resolve the risk or disruption.

C. A student who has been disenrolled; prohibited from university premises, university-related activities or registered student organization activities; or permitted to remain only under specified conditions may petition the vice president for student life for revision of that status. The

petition must include supporting documentation or evidence that: (1) The conditions found to have existed under paragraph (A) no longer exist and will not recur, and (2) The student meets all normal and appropriate standards for admission and enrollment in any academic unit in which the student seeks to re-enroll. Upon receipt of such a petition, the vice president for student life or the vice president's designee shall evaluate the evidence and may consult with the student, any appropriate university personnel, and any other persons whom the vice president for student life or designee deems appropriate. The vice president for student life or designee may deny the petition, grant the petition in whole or in part under specified conditions, or grant the petition in whole or in part without condition.

3335-23-22 Authority

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

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

The Ohio state university code of student conduct is an official publication of the university board of trustees. All petitions for revision and amendment of this code of student conduct should be submitted through the office of the vice president for student life. Proposed revisions to 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.

Selected Rules and Policies

■ osu.edu/policies

Details on selected rules and policies are listed in the sections below. Additional rules and policies may be obtained from the Office of Student life located at 3034 Ohio Union, 1739 N. High Street. Rules and policies available from Student Life include the following:

- Conditions for disenrollment from a course (Faculty Rule 3335-8-33)
- Improper admission or registration (Faculty Rule 3335-9-20)
- Alterations of marks (Faculty Rule 3335-8-23)
- Ohio Campus Disruption Act (Ohio Revised Code 3345.21-3345.26)
- Procedures for hearing officers and panels (Faculty Rules 3335-11-02, 3335-11-021, and 3335-11-022)
- Guest speakers (Faculty Rule 3335-5-06)
- Drives and canvassing (Faculty Rule 3335-13-01)
- Control of dogs and other animals (Faculty Rule 3335-13-05)

- Smoking-tobacco (Faculty Rule 3335-13-02)
- Duplication of keys (Faculty Rule 3335-13-04)
- Medication examination and enrollment denial for medical reasons (Faculty Rule 3335-9-08)
- Withdrawal for medical reasons (Faculty Rule 3335-9-081)
- University Housing guidebook

The Ohio State University Affirmative Action, Equal Employment Opportunity, and Non-Discrimination/Harassment Policy

The Ohio State University is committed to building a diverse faculty and staff for employment and promotion to ensure the highest quality workforce, to reflect human diversity, and to improve opportunities for minorities and women. The university embraces human diversity and is committed to equal employment opportunity, affirmative action and eliminating discrimination. This commitment is both a moral imperative consistent with an intellectual community that celebrates individual differences and diversity, as well as a matter of law. Discrimination against any individual based upon protected status, which is defined as age, ancestry, color, disability, gender identity or expression, genetic information, military status, national origin, race, religion, sex, sexual orientation, HIV status, or veteran status, is prohibited.

Tobacco Free Ohio State Policy

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

Policy details

- I. The university is strongly committed to supporting individuals to become tobacco free.
 - A. Tobacco cessation programs and support will be available to faculty, staff, and students as identified below.
 - B. Nicotine replacement therapy products for the purpose of cessation are permitted.
- II. The success of this policy depends upon the thoughtfulness, consideration, and cooperation of tobacco users and non-tobacco users. Leaders and those to whom this policy applies share the responsibility for adhering to and enforcing the policy.
 - A. Concerns about tobacco use should be respectfully addressed in the moment whenever feasible.
 - B. Continued concerns should be referred to the appropriate unit for review and action. For faculty, staff, and student employees, issues should be referred to the employing unit head. For students in the non-employment setting, issues should be referred to Student Conduct. For volunteers and visitors, issues should be referred to the hosting unit head.
- III. The university will not advertise tobacco on university owned, operated, or leased property or at any university sponsored event or university owned or sponsored media.
- IV. Sale of tobacco is prohibited on university owned, operated, or leased property.

- V. Research involving tobacco is an exception from this policy. Acceptance of tobacco-funded research grants will be evaluated by the vice president for research and the appropriate dean/administrator prior to acceptance of the funds.
- VI. Additional exceptions are identified in Tobacco Free Policy Exceptions.

The Ohio State University Sexual Harassment Policy

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 a student and a 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. 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.) of 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:

Acceptable alternative arrangements means 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 as 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 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 relationships that may be exploitive in nature.

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

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

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

IV. Duty to Act

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

V. Regulations

A. Confidentiality and non-retaliation

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

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

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

B. Corrective measures

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

Sanctions imposed on the harasser may include, but are not limited to, a reprimand, suspension, or 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

I. 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:

1. Informing all individuals about their rights through training and dissemination of the sexual harassment policy;
2. Including the sexual harassment policy in orientation materials for new faculty, staff, students, and volunteers;
3. Notifying persons of prohibited conduct;
4. Informing all individuals of the appropriate procedures and reporting mechanisms for addressing concerns of sexual harassment;
5. Informing the community about the problems caused by sexual harassment;
6. 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 a 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

Retaliation against an individual for reporting sexual harassment or for participating in an investigation is prohibited by university policy and state and federal law. 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 alleege, 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, Consulting Services.

V. Counseling and Support

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

1. Ohio State Employee Assistance Program;
2. Office of Student Gender and Sexuality Services, Rape Education and Prevention Program;

3. Office of Residence Life;
4. Counseling and Consultation Service;
5. Office of Student life.

The role of the above offices is not to investigate allegations but to provide counseling and support. For information on how to file an allegation, refer to Section VI of these procedures.

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 resources professional within a department or unit;
2. A consultant in the Office of Human Resources, Consulting Services; or
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 or the Office of Human Resources, Consulting Services.

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 life 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, Consulting Services 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 related to handling sexual harassment allegations.

VII. Duties of the Unit Level or Office of Human Resources Investigator

A. Persons designated to investigate allegations will be jointly identified by the unit and the Office of Human Resources. As part of the intake process, the person designated to investigate the allegation will discuss with the alleged the following considerations:

1. The options under the policy, which include:
 - a) Filing an allegation for review at the unit level;
 - b) Filing an allegation with the Office of Human Resources, Consulting Services; or
 - c) Filing a grievance under the nondiscrimination clause of the appropriate collective bargaining agreement.
2. The behaviors and any related issues that gave rise to the allegation and whether an investigation is warranted.

B. The person designated to investigate the allegation will inform the alleged about:

1. The fact that the alleged is not required to file an allegation at the unit level before filing an allegation with the Office of Human Resources, Consulting Services. However, an allegation cannot be processed by both Consulting Services and the unit at the same time.
2. The university's compelling obligation to address allegations and suspected instances of sexual harassment that would lead a reasonable person to believe that the policy has been violated. The university is not precluded from taking any action it deems appropriate, including informing the alleged harasser of the

allegations and pursuing an investigation even in cases when the alleged is reluctant to proceed. The alleged will be notified in advance when such action is necessary.

3. The manner and frequency with which the alleged will be updated about the status of the investigation.

4. The need for confidentiality during the investigation process and what to do if the alleged believes she or he has been retaliated against.

D. The person designated to investigate the allegation will inform the alleged harasser in a reasonable time about:

1. The specific allegations and provide an opportunity to respond to the allegations.
2. The manner and frequency with which the alleged harasser will be updated about the status of the investigation.
3. The need for confidentiality during the investigation process and the university's policy with respect to retaliation.
4. The university's compelling obligation to address allegations and suspected instances of sexual harassment that would lead a reasonable person to believe that the policy has been violated.
5. The university's position that it is not precluded from taking any action it deems appropriate, including informing the alleged harasser of the allegations and pursuing an investigation even in cases when the alleged is reluctant to proceed. The alleged will be notified in advance when such action is necessary.
6. The university's policy and state and federal law prohibiting retaliation against an individual for reporting sexual harassment or for participating in an investigation. The university will not tolerate retaliation of any form against any faculty, staff, student, or volunteer who files an allegation, serves as a witness, assists an alleged, or participates in an investigation of sexual harassment. Retaliation is a serious violation that can subject the offender to sanctions independent of the merits of the sexual harassment allegation. Allegations of retaliation should be directed to the Office of Human Resources, Consulting Services.

E. The alleged, as well as the alleged harasser, will be provided with a copy of the Sexual Harassment Policy and Procedures.

F. **Actions During the Pendency of the Investigation.** The investigator, in consultation with the alleged and a consultant from the Office of Human Resources, Consulting Services, as appropriate, will determine if special provisions are necessary to ensure that no harassment of the alleged occurs during the pendency of the investigation.

VIII. Unit Review Investigation

All individuals who are designated to investigate allegations will be expected to attend sexual harassment training offered by the Office of Human Resources. Individuals responsible for the investigation of allegations at the unit level will follow the procedures outlined in this section.

A. **Purpose of the Investigation.** The purpose of the investigation is to evaluate the allegations of sexual harassment, formulate a response that addresses the facts as they are determined, and follow up to ensure that the recommended measures are completed.

B. **Method of Investigation.** Depending on the facts of the case, an investigation may range from a one-on-one conversation with the alleged harasser with an agreement as to further interactions, to an inquiry with several witness interviews, a finding of facts, and recommendations to the unit for appropriate employment action. In every case, a record must be made of the allegations, the investigation, and the action taken.

C. **Office of Human Resources Notification.** Any investigator who receives an allegation will notify the Office of Human Resources, Consulting Services about the allegation by filing a Sexual Harassment Intake and Allegation Form within five working days of receiving the allegation.

This information is for data collection purposes and will be used to monitor allegations and to assure that issues are appropriately addressed.

D. **Presence of Support Persons.** The alleged and alleged harasser may be accompanied at the initial interview and subsequently, as appropriate, by an individual of their choice.

E. **Time Period for Resolution of an Allegation.** Investigations should be concluded within 45 calendar days from the date the issue was raised with the unit. If this is not reasonably possible, the investigator should make the alleged and the alleged harasser aware of the status of the review and provide an estimated conclusion date.

F. **Possible Outcomes.** An investigation may result in the following findings:

1. A determination that there is sufficient evidence to indicate a violation;
2. A determination that there is insufficient evidence to indicate a violation; or
3. A determination that there is sufficient evidence to indicate that an allegation is false.

Sometimes an investigation will uncover behavior that is inappropriate under university policy but does not meet the definition of sexual harassment. When an investigation reveals such behavior, the university will take appropriate steps to correct the behavior.

G. **Concluding the Investigation.** Prior to informing the alleged and the alleged harasser of the outcome of the investigation, the investigator is required to review the facts of the case and discuss possible outcomes with the Office of Human Resources, Consulting Services.

Within 10 workdays of consulting with the Office of Human Resources, Consulting Services, the investigator will notify the appropriate unit or higher level administrator, as well as the alleged and the alleged harasser, of the outcome of the investigation.

H. **Written Report of Outcomes.** Within 10 workdays of informing the alleged and the alleged harasser of the outcome of the investigation, the investigator will prepare a written summary of the outcome of the investigation to the Office of Human Resources, Consulting Services.

If the outcome of the investigation reveals a violation of the sexual harassment policy, recommendations will be made to take prompt remedial action consistent with the severity of the offense and all applicable university rules and regulations. These recommendations will be provided to the appropriate administrator who is responsible for implementation.

In instances where the report contains no evidence of sexual harassment but there is evidence of inappropriate behavior under university policy, the investigator will follow up with the appropriate administrator.

I. **Other Options.** A finding may be appealed to the associate vice president for Human Resources within 21 calendar days from the time the alleged is informed of the outcome of the investigation. Such appeal must be based on the record and any new information that could not have been previously provided with reasonable diligence. Allegers and alleged harassers who are not satisfied with the outcome of the investigation at the unit level will be advised of other options outside the university. The outcome of the investigation shall remain in effect during the pendency of the appeal.

IX. Procedures for Office of Human Resources, Consulting Services Investigation

When the alleged elects to have the allegation investigated by the Office of Human Resources, Consulting Services, that office will be primarily responsible for the investigation of the allegation, with the cooperation of all individuals involved. Consulting Services will keep all individuals informed about the status of the investigation.

A. **Purpose of the Investigation.** The purpose of the investigation is to evaluate the allegations of sexual harassment, formulate a response that addresses the facts as they are determined, and to follow up to ensure that the recommended measures are completed.

B. **Method of Investigation.** Depending on the facts of the case, an investigation may range from a one-on-one conversation with the alleged harasser with an agreement as to further interactions, to an inquiry with several witness interviews, a finding of facts, and recommendations to the unit for appropriate employment action. In every case, a record must be made of the allegations, the investigation, and the action taken.

C. **Presence of Support Persons.** The alleged and/or alleged harasser may be accompanied at the initial interview and subsequently, as appropriate, by an individual of their choice.

D. **Time Period for Resolution of an Allegation.** Investigations should be concluded within 45 calendar days from the date the issue was raised with the consultant. If this is not reasonably possible, the consultant should make the alleged and the alleged harasser aware of the status of the review and provide an estimated conclusion date.

E. **Possible Outcomes.** An investigation may result in the following findings:

1. A determination that there is sufficient evidence to indicate a violation;
2. A determination that there is insufficient evidence to indicate a violation; or
3. A determination that there is sufficient evidence to indicate that an allegation is false.

Sometimes an investigation will uncover behavior that is inappropriate under university policy but does not meet the definition of sexual harassment. When an investigation reveals such behavior, the university will take appropriate steps to correct the behavior.

F. **Concluding the Investigation.** At the conclusion of the investigation, the consultant will promptly inform the appropriate unit or higher level administrator, as well as the alleged and the alleged harasser, of the outcome.

G. **Written Report of Outcomes.** Within 10 workdays of informing the alleged and alleged harasser of the outcome of the investigation, the consultant will prepare a written summary of the outcome of the investigation.

If the investigation results in a determination of sexual harassment, recommendations will be made to take prompt remedial action consistent with the severity of the offense and all applicable university rules and regulations. This report will be provided to the appropriate administrator who is responsible for implementation.

In instances where the report contains no evidence of sexual harassment but there is evidence of inappropriate behavior under university policy, the consultant will follow up with the appropriate administrator.

H. **Other Options.** A finding may be appealed to the associate vice president for Human Resources within 21 calendar days from the time the alleged is informed of the outcome of the investigation. Such appeal must be based on the record and any new information that could not have been previously provided with reasonable diligence. Allegers and alleged harassers who are not satisfied with the outcome of the investigation by the Office of Human Resources will be advised of other options outside the university. The outcome of the investigation shall remain in effect during the pendency of the appeal.

X. Corrective Action Implementation

Where sexual harassment is found, steps will be taken to ensure that the harassment is stopped promptly. Appropriate corrective action may range from counseling, written reprimands, suspensions, or other action up to and including dismissal, in accordance with established university rules

and procedures. The Office of Human Resources, Consulting Services will monitor corrective action to ensure compliance.

Corrective action may be taken as a result of either a unit review or Office of Human Resources, Consulting Services investigation. Units are encouraged to contact either the Office of Academic Affairs or the Office of Human Resources, Consulting Services, as appropriate, before issuing corrective action. Corrective measures will be taken according to the following procedures:

- A. In cases involving faculty members, corrective measures may be imposed in accordance with Faculty Rules and Procedures 3335-5-04.
- B. In cases involving staff members, corrective action is governed by the following:
 1. For unclassified employees, refer to Policy 8.15, Corrective Action, of the Human Resources Policy and Procedure Manual.
 2. For classified civil service employees not included in a bargaining unit, refer to Rules for Classified Civil Service.
 3. For bargaining unit employees, refer to the appropriate collective bargaining agreement.
- C. In cases involving students acting in their employment capacity, measures may be imposed in accordance with Policy 10.10, Student Employment, of the Human Resources Policy and Procedure Manual; in all other cases, in accordance with the Code of Student Conduct.

XI. **Issues of Academic Freedom**

When the alleged harassment takes place in an instructional setting and the alleged harasser believes the allegation of sexual harassment infringes upon academic freedom, a designee from the Committee on Academic Freedom and Responsibility (CAFR) will be consulted. This individual will have access to all pertinent information regarding the investigation to assure due regard for academic freedom. The designee will address concerns about the investigative process with the investigator as necessary.

XII. **Record Keeping**

Any person conducting an investigation will maintain a written record of all witness interviews, evidence gathered, the outcome of the investigation, and any other appropriate documents. Records of such an investigation 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 Office of Human Resources record retention schedules, which can be found at hr.osu.edu. When an allegation is filed outside the university, information gathered in the course of the internal investigation may be disclosed to the investigating agency.

You can find more information about the university's record retention policy at library.osu.edu/projects-initiatives/osu-records-management.

Parental Notification Guidelines for Alcohol and Controlled Substance Violations

These guidelines were developed in response to the Higher Education Amendments of 1998, which created an exception to the Family Educational Rights and Privacy Act (FERPA) and enabled universities to notify parents or legal guardians, under certain circumstances, of a student's use or possession of alcohol or a controlled substance. This change supports the practice of The Ohio State University of establishing a collaborative partnership with parents and actively involving them, when appropriate, in addressing student behavior as it relates to alcohol and drugs.

Notification of parents is done when the university believes it will help the student. When possible, conversations normally are

held with the student before contact is made with parents in an effort to determine whether such contact is the best course of action.

Generally, the university contacts parents in an effort to provide support for students' physical health and safety, academic success and personal development. Factors that are considered when deciding to contact parents may include, but are not limited to, the following:

- A situation in which a student has received medical attention
- The occurrence of an arrest and consequent criminal charges
- A major disruption to the university's educational mission
- Substantial harm caused to other students
- Significant property damage

Contact is made, if possible, by a personal appointment with parents or by phone. Written communication is used only when other attempts to contact parents have failed. The goal is to develop a partnership between the university and the parents for the good of the students.

Parent contacts are not to be viewed as a "disciplinary sanction" but rather as a positive engagement of the broadest possible resources to help a student succeed in his/her educational endeavor. Parents are encouraged to discuss the situation with their son or daughter.

Questions or concerns regarding these guidelines should be directed to Student Conduct, 33 W. 11th Ave., Columbus, OH 43210, 614-292-0748, or to University Housing, 190 W. Woodruff Avenue, Columbus, OH 43210, 614-292-3930.

The Ohio State University Student Email Communications Policy

The Ohio State University has established email as an official means of communication with students. An official Ohio State email address is issued to each student. Before students can receive email at their Ohio State email address, they must activate their Ohio State Username and decide where their mail will be delivered. Students do this by using the Identity and Access Management site at my.osu.edu. Official university email (registration, grades, fee statements, etc.) is sent to students' lastname.#@osu.edu accounts and forwarded automatically to whichever address they have chosen.

Since email has been adopted as a primary mechanism for sending official communications to students at Ohio State, students must check email regularly in order to read important messages and notifications. Certain communications may be time-sensitive. Failure to read official university communications sent to students' official Ohio State email addresses does not absolve students from knowing and complying with the content of those official communications. Students must also ensure that there is sufficient space in their email inboxes to allow for email delivery. To avoid junk or spam filters, students who are forwarding mail should add their name.#@osu.edu to their address book. All use of email will be consistent with other Ohio State policies. See ocio.osu.edu/policy/policies/responsible-use.