



The Student Handbook

2009-2010 Edition

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Miami University Values Statement

Miami University is a scholarly community whose members believe that a liberal education is grounded in qualities of character as well as of intellect. We respect the dignity of other persons, the rights and property of others, and the right of others to hold and express disparate beliefs. We believe in honesty, integrity, and the importance of moral conduct. We defend the freedom of inquiry that is the heart of learning and combine that freedom with the exercise of judgment and the acceptance of personal responsibility.

Approved by Board of Trustees, February 8, 2002

University Statement Asserting Respect for Human Diversity

Miami University is a community dedicated to intellectual engagement. Our campuses consist of students, faculty, and staff from a variety of backgrounds and cultures. By living, working, studying, and teaching, we bring our unique viewpoints and life experiences together for the benefit of all. This inclusive learning environment, based upon an atmosphere of mutual respect and positive engagement, invites all campus citizens to explore how they think about knowledge, about themselves, and about how they see themselves in relation to others. Our intellectual and social development and daily education interactions, whether co-curricular or classroom related, are greatly enriched by our acceptance of one another as members of the Miami University community. Through valuing our own diversity and the diversity of others, we seek to learn from one another, foster a sense of shared experience, and commit to making the University the intellectual home for us all.

We recognize that we must uphold and abide by University policies and procedures protecting individual rights and guiding democratic engagement. Any actions disregarding these policies and procedures, particularly those resulting in discrimination, harassment, or bigoted acts, will be challenged swiftly and collectively.

All who work, live, study, and teach in the Miami community must be committed to these principles of mutual respect and positive engagement that are an integral part of Miami's focus, goals, and mission.

This revised statement was approved by Board of Trustees, June 25, 2004

Miami University is committed to providing equal opportunity and an educational and work environment free from discrimination on the basis of sex, race, color, religion, national origin, disability, age, sexual orientation, gender identity, military status, or veteran status. Miami shall adhere to all applicable state and federal equal opportunity/affirmative action statutes and regulations.

The University is dedicated to ensuring access and equal opportunity in its educational programs, related activities, and employment. Retaliation against an individual who has raised claims of illegal discrimination or cooperated with an investigation of such claims is prohibited.

Students and employees should bring questions or concerns to the attention of the Office of Equity and Equal Opportunity, Hanna House, 513-529-7157 (V/TTY) and 529-7158 (fax). Students and employees with disabilities may contact the Office of Disability Resources, 19 Campus Avenue Building, 513-529-1541 (V/TTY) and 529-8595 (fax).

Effective August 1, 2008, Miami campuses are smoke-free environments. Smoking is prohibited in all Miami University-owned facilities and property. A designated smoking area is provided for guests at the Miami Inn, Marcum Conference Center, Simpson-Shade Guest House, and Climer Guest Lodge. Please visit http://www.muohio.edu/documents_and_policies/smokefree.cfm for the full text of Miami's smoking policy.

Introduction

The rules and regulations appearing in this Handbook have been approved under the authority of the Miami University Board of Trustees and, therefore, constitute official University policy. All students, as well as members of the faculty and administrative staff, should become familiar with the contents of this Handbook.

The Student Handbook includes all the Miami University regulations regarding the rights and responsibilities students have on the Miami campuses, both in and outside the classroom. These rules and guidelines have been developed by faculty, students and staff on campus to facilitate student development. The regulations are shaped by our commitment that all Miami students will have the freedom and support to be actively engaged in campus life and will grow in meaningful ways as a result of these experiences. Our intention is that Miami will always be a vibrant academic community and that student involvement and leadership will be a central part of campus life.

Student development at Miami is couched within the over-arching identity of Miami University as an engaged university, one that provides rich, active opportunities for student involvement and change. The guidelines in the Handbook provide an important framework for the student engagement we seek on this campus.

The regulations presented in this document outline both student rights and student responsibilities. Miami University encourages and supports free speech, respect for difference, and active student leadership and initiative. Our expectation in return is that no Miami students will engage in behaviors that harm themselves or others and that they will adhere to the highest principles of honesty and integrity. The diverse sections of the Handbook make these expectations clear.

The Handbook is not a static document. We make changes in the Handbook each year to strengthen our procedures and students should be aware of changes that affect their participation on campus. Working through Associated Student Government, students have the opportunity to advocate for changes or additions to these regulations. The Handbook also outlines the procedures students can follow if they believe they have been treated inappropriately or unfairly. We urge students to seek out an adviser if they believe they have been treated in ways that violate the principles that are outlined in this document.

Students are a critical part of the life of this community. We urge all persons on campus to use these guidelines in effective ways to support and enhance student engagement at Miami.

PART 1 Undergraduate Academic Regulations

CHAPTER 1. Admission

1.1.A Application for Admission

Application for admission must be filed in the Office of Admission on the campus the student plans to attend. It must be accompanied by an application fee. A registration fee and room deposit, if applicable, is requested when the applicant is accepted for admission. A student applying for admission to Miami University who graduated from high school five or more years prior to application and who has never taken the ACT (American College Test) or SAT I (Scholastic Assessment Test) is not required to take such an examination for admission purposes.

1.1.B First-Years

To be considered for admission, students must ordinarily have earned a high school diploma from a secondary program accredited by their respective state departments of education or the General Education Diploma (GED) of High School Equivalency and be at least 16 years of age.

Students who complete their secondary education through an alternative program (graduates of non-state-chartered or non-accredited secondary programs or home-schooled students), and have not earned the GED may be considered for admission by presenting credentials that demonstrate levels of academic achievement, ability, and performance equivalent to that of graduates of state accredited high schools.

Candidates for admission to all campuses must present documentation of their academic achievement and performance. Official transcripts of all coursework taken in high school and/or a Certificate of a General Education Diploma (GED) of High School Equivalency must be submitted.

Students who have not graduated from a state-chartered or accredited high school or do not have a GED must also submit a description of the curriculum and educational resources used over the last four years. If sufficient information necessary to assess the academic achievement and ability of the applicant is not provided, applicants may be requested to submit samples of work in such areas as English, mathematics, natural science, social studies, foreign language, and fine arts demonstrating their achievement and ability.

All students who have completed their secondary education less than five years prior to their intended enrollment must take the ACT or SAT I. The test must be taken on a national testing date at an authorized testing center (students with disabilities may submit test scores

utilizing special testing procedures if they present documentation of the need for accommodation). Applicants to the Hamilton and Middletown campuses who have graduated from state-accredited high schools or have a GED may be admitted without submitting ACT or SAT I scores, but must take one of these and have the scores sent to the appropriate campus in the semester in which they will complete 12 or more credit hours.

Open Admission. The regional campuses at Hamilton and Middletown have an open admission policy for first-time college students. Open admission is granted to individuals who have earned a high school diploma from a secondary program accredited by state departments of education or are recipients of the General Education Diploma (GED) of High School Equivalency. Alternatively educated students who have not earned the GED can demonstrate equivalent levels of academic achievement by submitting a description of the curriculum and educational resources used over the last four years and information necessary to assess the academic achievement and ability of the applicant.

Selective Admission. Miami's Oxford campus typically receives more applications for admission than its state-established enrollment limitation can accommodate. Therefore, admission to the Oxford campus is selective. The review process is individualized and holistic. Admission is based on academic performance (strength of curriculum, class rank, and grade point average), test scores (ACT and/or SAT I), secondary school experience and community activities, personal essay, and recommendations of the high school. In making admission decisions, Miami also considers the diversity of the student body and applicants' special abilities, talents, and achievements. Miami believes that the diversity of the student body enhances the quality of the education students receive. Therefore, diversity may include socioeconomic factors, under-enrolled minority group membership, career interest, artistic ability, geographical background, and other special characteristics of the population.

Persons admitted to Miami's Oxford campus who show academic promise, but whose academic profiles, as evaluated by the Office of Admission and the Associate Dean of Students for Retention and Learning Center Services, suggest potential difficulty in completing a Miami degree will be required to work with the Scholastic Enhancement Program (SEP) and follow individually developed educational plans provided by that program, which may include: additional assessment of academic skills; early advising and supervised course selection; academic and personal counseling; and selected other scholastic enhancement activities. Mandatory participation will be required of all participants for at least two years, or until participants achieve program release standards. Persons admitted under this educational plan will be refused course registration for subsequent semesters if they do not fulfill the requirements of the Scholastic Enhancement Program.

Prospective students who intend to complete a baccalaureate degree are expected to have completed four units of college preparatory English, three units of college preparatory mathematics (including algebra II), three units of college preparatory natural science (including both a physical and a biological science), three units of college preparatory social studies (including one unit of history), two units of foreign language (both in the same language), and one unit of fine arts (including art, drama, or music, either appreciation or performance). Students not meeting these specific curriculum standards will not be denied admission to Miami if they are otherwise qualified. Instead, they will be required to complete additional courses after they enroll. These courses will count toward graduation, and many of them can fulfill other requirements. They are regular college courses, not remedial courses. *Students do not need to fulfill these requirements to complete an associate degree.*

Students graduating from high school prior to 1986 must have completed 17 units of study, at least ten of which must include any combination of English, speech, mathematics, science, history, social studies, and foreign language.

1.1.C Transfer Students

1.1.C.1 Eligibility. Students who have attended another college in which they have been registered for one or more courses must apply for admission as transfer students. However, students whose only college credits have been earned while attending high school are not considered transfer students, but such credit is subject to all regulations on transfer credit (see below concerning advanced placement credit). Each student must submit a transcript and evidence of honorable separation from each college in which he or she has been registered, whether or not credit has been granted and whether or not the student desires to receive transfer credit upon admission (submitted documents will not be returned to the student, nor sent elsewhere at his or her request). Upon receipt of evidence of satisfactory citizenship in the institutions attended, Miami University will determine the student's admission status by grade point average (on a 4.00 basis) on all previous college work attempted as follows:

- a. If the average is 2.50 or higher, the student is eligible for admission consideration.
- b. If the average is below 2.00 the student is not eligible for admission consideration unless he or she has not been a full-time student at any college or university for the two calendar years preceding the term for which application is made. The decision will be made on the basis of the college transcript and supportive information requested by the Office of Admission.
- c. If the average is at least 2.00 but less than 2.50, the student may apply for admission consideration. The Office of Admission will request supportive information from the applicant and the decision on admission will be made on the basis of the college transcripts and the additional information.

Acceptance of qualified transfer students will depend on the availability of facilities.

1.1.C.2 Credit. An official evaluation of credit may not be given until the student has been admitted to the University. Effective Fall 2009, transfer credit will be granted in any course in which the grade reported was a D- or better from a regionally accredited Ohio institution. (Effective Fall 2005 through Summer 2009, D- or better grades were accepted only upon a student's first matriculation to the University.) Credit received on a pass/fail basis, credit/no-credit basis, etc., is also accepted from any accredited institution of higher education when "pass" and "credit" are documented as a C or better. All transferred credit is posted on the student's Miami record without grade, and grades earned elsewhere are disregarded in the computation of point averages.

Most all college level course credits earned at regionally accredited institutions of higher education outside the State of Ohio with a grade of C or better are transferable to Miami. Some academic courses may not meet the division's general education or department requirements. In that case, the department in which the course is listed will determine its comparability. A course which is not applicable for general education and/or department requirements will transfer as a free elective so long as the course may count in the total credits required for the degree. This does not supersede divisional limits on free electives.

Students who have attended Ohio institutions not fully accredited by a regional accrediting agency must validate their previous coursework by earning 32 semester credits with a 2.00 cumulative average at Miami. The credit for any grade reported as a D- or better will be given upon completion of the 32 hours. Credit earned for any grade reported as a D- or better at two-year state-assisted institutions authorized by the Ohio Board of Regents and not fully accredited will be accepted on a provisional basis and must be validated by earning 32 semester credits with a 2.00 cumulative average at Miami. All credits earned at two-year institutions can transfer only as lower division (100 and 200 level) credit, except that a course taken at the lower division level which bears the same title as an upper division course at Miami will be considered equivalent if validated by the division and/or department in which the course has applicability.

Acceptance of nontraditional credit, such as credit by examination, extension credit, correspondence credit, and armed forces credit:

- a. Nontraditional credit may not exceed 32 semester hours.
- b. A maximum of 20 semester hours of this 32-hour total may be in extension work from other institutions and correspondence work.
- c. Credit earned either by taking those national standardized examinations (such as CLEP or Advanced Placement tests) which are recognized by an academic department of Miami University as equivalent to one or more of its course offerings, or by taking proficiency examinations administered by an academic department of Miami, is traditional credit and will not be counted in the admissible 32 semester hours of nontraditional credit (see also Section 1.2.G).
- d. Credit for courses taken at U.S. military services schools will be given on the basis of the publication, "Guide to the Evaluation of Educational Experience in the Armed Services," prepared by the American Council on Education.
- e. Credit earned through non-collegiate sponsored instruction that has been evaluated by the American Council on Education (listed in the National Guide to College Credit for Workforce Training) may be accepted with the approval of the academic department.

1.1.C.3 Requirements. When a student transfers to Miami from another school where the requirement in entry-level English was waived for him or her, the English department will determine whether that waiver entitled the student to satisfaction of the English requirement of the Miami Plan. The department will notify the University Registrar and the Liberal Education Council of its decision. No petition to the Liberal Education Council is necessary.

If Miami University accepts a course in transfer from another institution that the student believes satisfies the spirit of some portion of the Miami Plan, and if the course does not correspond to a specific Miami course, the student may petition the Liberal Education Council to apply that course toward satisfaction of his or her Miami Plan requirements. The student must secure an evaluation of the course by the chairs of the appropriate Miami departments before presenting the petition to the Council.

A transfer student is responsible for completing degree requirements as published in the bulletin in effect at the time of matriculation.

1.1.D Non-Degree Students

A non-degree student is one who is not seeking a degree at Miami University. While attending Miami non-degree students are subject to all rules, regulations, and fees governing degree-seeking students. The admission of qualified non-degree students will depend on the availability of facilities in any given semester or term.

Unclassified Students. Students who have bachelor's degrees from other colleges or universities and do not want to get an additional degree from Miami may apply as unclassified students.

Transient Students. A student who attends another college or university, has been in attendance at the school during the past 12 months, is in good standing, and receives permission from that institution to attend Miami University for one semester, may enroll at Miami. Students may not attend for two consecutive semesters as transient students.

Post-Secondary Enrollment Students. Miami University participates in the Post-Secondary Enrollment Options Program established under Ohio Senate Bill 140. This program provides opportunity for outstanding high school students to earn college credit (Option A) or college and high school credit (Option B). Course scheduling is subject to availability. This program is available for fall and spring semesters. Admission to this program requires that students should ordinarily rank in the upper 20 percent of their class and have a high school average of at least a 3.50 on a 4.00 scale and a minimum of an ACT composite of 24. Other criteria vary by grade level. Students should first consult with their high school guidance counselors. Questions regarding admission to Miami and eligibility should be directed to the appropriate Office of Admission (Hamilton, Middletown, or Oxford).

Senior Citizens. Miami University encourages senior citizens (60 or older) who are residents of the state of Ohio to audit any course of interest to them. Formal admission and registration will not be required. Admission will be granted if space is available and permission is received from the instructor. No charges will be made to senior citizens to audit the course. Fees such as lab fees and books are a responsibility of the senior citizen.

1.1.E Re-enrollment of Former Students

Students who were previously enrolled as degree candidates at the University and are eligible to return to Miami (see below) may apply for re-enrollment online (<http://www.units.muohio.edu/reg/>) or in person at the appropriate campus registration office. Applications should be submitted at least one month prior to the beginning of the term. Once re-enrolled, students register for courses online through BannerWeb. Registration must be completed by the end of the first week of classes of the re-enrollment term.

Former students with active holds preventing registration must receive clearance from hold-issuing office(s) before registration will be permitted.

Students who earn credit at other colleges or universities away from Miami and wish to have that work evaluated for transfer credit must have an official transcript(s) sent to Miami University. Students who have been suspended or dismissed for low scholarship are subject to the regulation set forth in Section 1.3.F. Please refer to Section 1.10.B relative to validation of credit over ten years old.

Students denied re-enrollment under this section have the right to submit a written petition to their academic division for consideration by the Interdivisional Committee of Advisers (see Section 1.3.E).

Fresh Start. The Fresh Start Policy is designed to help Miami University students return to good academic standing after an absence of at least two calendar years. Students who have been academically suspended or dismissed are eligible for Fresh Start. Other students who have left the University without being suspended or dismissed but who believe their past academic record suffered due to extenuating circumstances may petition their divisional committee of advisers after a two-year absence. Credit earned from other institutions during the two-year period, beginning with the student's first term of non-enrollment at Miami, will not be accepted for transfer credit.

When students are suspended or dismissed for academic reasons, the University Registrar will inform them about re-enrollment opportunities, including the Fresh Start option. The Registrar will inform any suspended or dismissed student being re-admitted following a two-year continuous absence that they may apply for Fresh Start status. A request for Fresh Start status must be submitted to the student's academic division within one year of re-enrollment and applies only to courses taken before re-enrollment.

After Fresh Start status is approved, a notation will be added to the student's academic record indicating that all Miami University credit hours earned prior to re-enrollment will be subject to the following conditions:

1. Courses taken prior to Fresh Start are excluded from the cumulative grade point average calculation, and the student starts with a new cumulative grade point average.
2. Credit earned at Miami with a grade of less than a C (2.00) is forfeited.
3. Grades from all coursework taken at Miami University will be used in calculating eligibility for graduation with honors.

Students choosing to re-enroll under the Fresh Start policy are subject to the academic regulations in effect at the time of their re-entry. Fresh Start students must re-declare their major or majors, or re-apply for admission to the major if admission is required and must complete all current academic requirements. Fresh Start status is applicable only to associate and baccalaureate degrees and may be granted only one time. Following re-enrollment, students opting for Fresh Start must complete a minimum of 50 percent of the total hours required for their degree program. Fresh Start status will be recorded on the student's academic record as follows: "(Date) Fresh Start Approved. New Grade Point Average Established."

1.1.F Intra-Campus Relocation

Students may take course work at Miami Hamilton, Miami Middletown, and Voice of America Learning Center to begin a bachelor's degree in most majors. Degrees can be completed in NSG, ENT, or BIS departments on the regional campuses, in other departments at the Oxford campus, or at other four-year institutions. Students may relocate (take the majority of credit hours in Oxford) as a matriculated Miami University student with at least 20 hours of earned Miami University college-level course work (not including developmental 00_classes), at least a 2.00 cumulative grade point average, and an acceptable conduct record. These requirements will be verified as of the start of the approved relocation term. Students with exceptions to these requirements must contact the Oxford campus divisional office.

1.1.G Physical Examinations and Immunizations

Miami University requires that all entering students must meet the following requirements (exemptions from these requirements will be considered for certain medical conditions and documented religious convictions; requests for exemptions should be submitted in writing to the Medical Director of the Student Health Service). Failure to meet the requirements will result in students being prevented from registering for classes.

All students who are accepted for entrance into the University are required to submit a completed medical history to the Medical Director of the Student Health Service before final enrollment can be approved. Non-immigrant foreign students are required to submit a medical report on the medical questionnaire for foreign students. This shall not be a requirement for admission to summer school or a regional campus, except in the nursing program. Failure to comply with the above requirements will result in cancellation of registration for the next semester.

All entering students under 30 years of age must provide dates of either two vaccinations against measles (rubeola) after one year of age, or one vaccination against measles (rubeola) within five years, or documentation of a measles titer indicating immunity.

All international students from high-risk countries, as determined from Center for Disease Control data, must provide evidence of freedom from tuberculosis. A skin test will be done unless the patient is a known reactor, in which case a chest x-ray will be accepted. The student must report to the Student Health Service each year within one week of the start of the fall semester to satisfy the requirement. All students with a positive skin test must have a chest x-ray annually for five years. This policy shall not apply to students registered and taking courses solely at the regional campuses.

The following immunizations are strongly recommended for all students:

1. Tetanus – within the past ten years
2. Hepatitis B – series of three vaccinations

3. Varicella (chicken pox) – if not had the disease
4. Meningococcal Meningitis – one vaccination

CHAPTER 2. Registration

1.2.A Credit Hour Loads

Full-time students must register for at least 12 hours of academic work a semester and shall be subject to all the rules, regulations, and fees governing regular Miami University students.

Part-time special students, i.e., those carrying fewer than 12 credit hours in a semester, must be residents of Oxford or must commute from their homes.

The maximum credit-hour limit for undergraduate students is 20 credit hours during a semester, eight credit hours during a five- or six-week summer term, 12 credit hours during overlapping summer terms, or 1.5 credit hours per week and proportionately less for periods less than a week. Students with a need to exceed the maximum credit-hour limits must obtain permission from the dean of their division.

1.2.B Advisers

Assignment to Advisers. Each first-year student is placed under the guidance of a first-year adviser. In most cases the adviser lives in the same residence hall as the student. A first-year commuter adviser, with offices located in the Shriver Center, is designated for commuters. Although advising arrangements may differ from division to division, when students prepare to register for the sophomore year, they will be assigned a faculty adviser in the departments in which the students expect to major or to a divisional adviser. Adviser assignments can be viewed on MyMiami under the student tab. Advisers are assigned based upon a student's campus, class and major.

Function of the Academic Adviser. First-year advisers and faculty advisers are responsible for providing individual consultation and advice to students assigned to them. Advisers are expected to be familiar with academic regulations and programs, but each individual student is responsible for meeting University, division, and department requirements.

Advising Documents. Each student is provided with publications and documents through his or her academic division in which are listed the requirements in the Miami Plan and in the curriculum in which the student is enrolled. A degree audit report is provided to each student to assist the student in advising and monitoring his or her progress toward the completion of requirements for a particular program of studies and/or a final graduation check.

Regional Campuses. Each first-year student upon admission to a regional campus is assigned an academic adviser who is available for information and counsel concerning any academic problem a student may encounter. It is also recommended that students who have completed their first and second years at the regional campuses should plan the completion of their programs with advisers on the Oxford campus in conjunction with their advisers at the regional campus.

1.2.C Registration Procedures

After conferring with an adviser on the selection of courses, the student completes registration through BannerWeb and by payment of fees. All registration activity follows percentage-based deadlines. Deadline dates are therefore dependent upon the length of the course (refer to the academic calendar). Refunds follow University policy, available via the Office of the Bursar website at <http://www.units.muohio.edu/bur/>.

Students are responsible for registering, paying, and attending classes. No students may be admitted to, or receive credit for, a course in which they are not properly registered and paid. Registration must be completed by the close of the fifth day of classes each semester except for the summer terms, in which the time line is shorter. Authority to extend this deadline is vested in the University Registrar.

Changes of Registration. Courses may be added, dropped, or changed only in the prescribed time stated in the University academic calendar. Forms for reporting such changes may be obtained from the Oxford Office of the University Registrar, Regional/Campus Records and Registration Offices, and VOALC Student Services Office. No change is official until the change-of-schedule form or registration transaction is deposited in and processed by those offices.

Adding a Course. In the academic year, no student may enter a course (class or laboratory) after the close of the first week of instruction. The instructor may make exceptions with the approval of the department chair. Any instructor may refuse to accept a student after the opening of any course if, in his or her judgment, too much subject matter has already been covered.

Dropping a Course. Dropping a course is a formal administrative procedure; merely ceasing to attend class is not the same as dropping a course. Before dropping a course, a student should consult with his or her instructor and academic adviser. A student may drop a course during the first 20 percent of the course, in which case no grade or other designation will appear on the student's official record (see the academic calendar).

Withdrawing from a Course. Withdrawing from a course is a formal administrative procedure; merely ceasing to attend class is not the same as withdrawing from a course. Before withdrawing from a course, a student should consult with his or her instructor and academic adviser. A student may withdraw from a course after the first 20 percent of the course and, ordinarily, before the end of 60 percent of the course (see the academic calendar). A grade of W will appear on the student's official record; a W is not calculated in the student's grade point average. Refunds follow University policy, available via the Office of the Bursar website at <http://www.units.muohio.edu/bur/>.

1. After the first 20 percent of a course through the end of the first 60 percent, a student may withdraw from a course with a signature of acknowledgement from the instructor.
2. After 60 percent of the course is complete, a student may no longer withdraw from a course, unless a petition is approved by the Interdivisional Committee of Advisers. The petition must include the signatures of the course instructor and the student's academic or divisional adviser. The petition must also describe and document the extenuating circumstances (extraordinary circumstances usually beyond the student's control) that form the grounds of the petition. If the petition for withdrawal is approved, the student will be withdrawn from the course with a grade of W. If the petition is not approved, the student will be expected to remain in the course (see Section 1.3.E).
3. Only in rare circumstances will a petition to withdraw from a course after 60 percent of the course is complete be approved for reasons of academic performance alone.
4. When possible, a student should continue to attend class until the Interdivisional Committee of Advisers has acted on his or her petition. Non-attendance does not void financial responsibility or a grade of F.

If a student is found guilty of academic dishonesty in a class and withdraws from the class, the student will receive the grade of F for the class, and a notation of academic dishonesty will be posted directly beneath the class on the academic record.

John E. Dolibois European Center of Miami University. Full-time enrollment is 16 credit hours per semester. In some cases, and after a process of appeal, a student may be permitted to drop below 16 credit hours, though not below 12.

Repeated Courses. A student may repeat any course for which no credit has been granted. A student may repeat only once for credit a course in which credit has previously been earned. All grades are counted in the cumulative average, but the credit hours earned in the course will count only once toward graduation. This rule does not apply to those courses designated by a department as being repeatable, nor does it supersede Section 1.2.H on repetition of credit/no-credit courses. A student may, with the instructor's permission, audit a course in which hours have previously been received toward graduation (see Section 1.2.I).

1.2.D Withdrawal from the University

Withdrawing from the University is a formal administrative procedure; merely ceasing to attend classes is not the same as withdrawing from the University. A student withdrawing from the University is expected to file in the Office of the Registrar a withdrawal form signed by his or her adviser or the proper University official as indicated on the withdrawal form. In such a case the student's withdrawal is noted on his or her official record. International students on non-immigrant student visas are required to obtain on the withdrawal form the signature of the Director of International Education. Refunds follow University policy, available via the Office of the Bursar website at <http://www.units.muohio.edu/bur/>

1. If a student officially withdraws during the first 20 percent of any semester, accelerated course or summer term (see the academic calendar), no grades will be recorded.
2. If a student officially withdraws from the University at any point after 20 percent and through 60 percent of a semester, accelerated course or summer term, the Registrar shall assign a grade of W in each course for which the student is registered, excluding sprint courses completed or not yet begun prior to the date of withdrawal from the University.
3. If a student officially withdraws from the University after 60 percent of a semester, accelerated course or summer term and if the student wishes to re-enroll, the student must submit a petition for re-enrollment to the Interdivisional Committee of Advisers. The petition must include a description of the extenuating circumstances (extraordinary circumstances usually beyond the student's control) that form the grounds of the petition.

If a student withdraws unofficially (i.e., leaves the University without filing a withdrawal form), and if the facts of that withdrawal are not known and grades of F are reported, it is the student's responsibility to petition the Interdivisional Committee of Advisers to change his or her record. If the petition is approved by the committee, the grades recorded on the student's academic record for that term shall be identical to those recorded for official withdrawal, as noted above.

If a student obtains a medical withdrawal certified by the Medical Director of the Student Health Service, he or she will be allowed to withdraw from the University without grades (see Part 4, Chapter 5). Certification of regional campus students will be in consultation with the regional campus designee. If a student obtains a military withdrawal, the provisions of Section 1.2.E apply.

Courses in which a final grade has been assigned remain on the academic record.

1.2.E Refund Policy for Enrolled Students Who Are Called to Active Duty in the Armed Services

The following policies and procedures will assist enrolled students who may be called to active duty in the armed forces. Further inquiries may be made to the Office of the Registrar, 110 CAB, 513-529-8703.

Student, spouse or domestic partner as member of the Reserves or National Guard. A student who is called, or whose spouse or domestic partner is called, to active duty in his or her status as a member of the Reserves or the National Guard will be eligible for a refund of certain fees, provided:

1. The active duty begins during the semester of current enrollment;
2. The student officially withdraws from classes;
3. The student provides documentation (to the Registrar) that the withdrawal is due to a call to active military duty;
4. No academic credit has been granted for the current semester of enrollment.

Refund Policies

Instructional Fee, General Fee, Out-of-State Tuition, Miami Metro, Off-Campus Information Services Fee, and Residence Hall Fee: If the withdrawal occurs during the semester and if the fees have been paid, a 100 percent refund will be given. If fees have not been paid or if other miscellaneous charges have not been paid, the amount of the refund will be reduced by the amount outstanding.

Meal Plan Fees: If the withdrawal occurs during the semester and if the fees have been paid, a prorated refund will be given. Proration is calculated on a daily basis for the period after the effective withdrawal date. If fees have not been paid or if other miscellaneous charges have not been paid, the amount of the refund will be reduced by the amount outstanding.

Notes. It is the student's responsibility to initiate the withdrawal at the Office of the Registrar and to provide documentation of the call to active duty in the armed services. The effective date of withdrawal will be the date the student submits the withdrawal form to the Office of the Registrar. The University may be required to provide any refunds to a funding agent other than the student, such as student financial aid programs. Grades will be recorded in accordance with the current academic policy or deadlines (W grades). A notation of military withdrawal will be recorded on the student's academic record. Under certain conditions a student may receive credit for courses being taken at the time of his or her withdrawal if 80 percent of the term has elapsed. Students interested in this provision should consult the University Registrar. The concept for a refund policy involving students called to active duty in the armed forces was presented to the Board of Trustees in September of 1990.

1.2.F Interdivisional Transfer and Change of Major

Interdivisional Transfer. A student may initiate a transfer from one academic division of the University to another by obtaining a divisional transfer form signed by the dean of the student's present division and by the dean of the accepting division. The form will then be forwarded to the Office of the Registrar by the accepting division.

Change of Major. A student may change his or her major at any time during the semester. Within a division, a student should obtain the signatures of the department chair of the student's present major department and of the accepting department.

1.2.G Proficiency Examinations

Matriculated students may obtain credit or advanced placement, or both, by examination in subject areas in which they have had adequate preparation. Students may take proficiency examinations during any semester or term in which they are enrolled for coursework or provided they have been accepted for enrollment in the University and will be registered.

To be approved for such an examination, the student must satisfy the department that he or she has a reasonable chance of passing it. Normally, proficiency examinations are given in more advanced courses with approval of the department chair and the dean of the division in which the course is offered. Final approval to take any proficiency examination is given by the academic department in which the subject is taught. Each academic department determines whether or not proficiency examinations may be taken in its courses, and is responsible for preparing, administering, scoring, and reporting the results of these examinations.

Credit in the amount normally allowed in a course is granted for grades of C or better. Proficiency examinations may not be used to validate otherwise unacceptable credit, except that credit from unaccredited institutions may be so validated. The proficiency examination shall not be used as a means of circumventing any academic regulation. A fee is charged for the examination and includes the charge for the first credit hour. An additional fee per credit hour after the first hour is charged if the examination is passed. Fees are payable at the Office of the Bursar after receipt of statement. Credit earned by taking proficiency examinations administered by an academic department is traditional credit and will not be counted in the admissible 32 semester hours of nontraditional credit.

1.2.H Credit/No-Credit Courses

Warning: *Nationwide studies have shown that credit/no-credit grades on your academic record may be a negative factor in evaluation of your application for admission or employment by most professional schools (law, medicine, etc.), by many graduate schools, and by some employers and undergraduate schools. Before enrolling for courses on a credit/no-credit basis consider what effect it may have upon your career goals.*

Students should consult with the chief departmental adviser of their department of major with regard to questions pertaining to courses that may be taken on a credit/no-credit basis.

All students not on academic probation may register for courses on a credit/no-credit basis, except as noted below. Eligible students may enroll in any course on a credit/no-credit basis excepting courses used to meet department field of concentration and major requirements and the core courses at the Dolibois European Center. However, departments may specify field of concentration and major requirements that can be met with "credit" in a specified course. Registration in a course on a credit/no-credit basis requires the permission of the instructor except in Miami Plan courses.

No more than 25 percent of the total credit hours earned at Miami University may be earned in courses taken on a credit/no-credit basis. Freshmen may register for courses on a credit/no-credit basis providing they are concurrently enrolled for 12 hours for grades. During the summer term, freshmen may register for courses on a credit/no-credit basis providing they are concurrently enrolled for four semester hours for grades. If at any time during the semester, a student drops below 12 hours for grades (four hours for the summer term), the credit/no-credit status will be removed. Courses offered only on a credit/no-credit basis are not affected. Sophomores, juniors, and seniors may register for one or more courses per semester on a credit/no-credit basis. Students may not enroll on a credit/no-credit basis in any course in which they have previously earned credit. A student may not enroll for grade in any course for which they have received "credit" on a credit/no-credit basis. "Credit" (X) will be granted for grades C or better; "no-credit" (Y) will be granted for grades C- or less. The instructor will report to the Registrar the normal letter grade, which the Registrar will convert to the respective credit/no-credit symbol.

Courses taken on a credit/no-credit basis are disregarded in the computation of grade point averages. A course can be changed from credit/no-credit to letter grade or from letter grade to credit/no-credit during the first 20 percent of the course (see the academic calendar).

1.2.I Auditing Courses

Lecture and recitation courses may be audited without credit with the consent of the instructor, and will not be counted under any rules establishing maximum registration. Courses such as laboratory or studio work, requiring the active participation of the student, may be audited, but will be counted under rules establishing maximum registration. The requirements for auditing a course are established by the instructor. An instructor may drop a student at any time through the last day of the term if the student is not fulfilling the audit requirements of a course. The course would be deleted from the academic record. Full fees are assessed for auditing a course. A course can be changed from credit to audit or audit to credit during the first 60 percent of the course (see the academic calendar).

CHAPTER 3. Grades and Scholarship

1.3.A Grades

Grades for all students are reported to the Office of the Registrar at the close of each semester or term. Miami uses the following grading structure on a 4.00 scale:

If a student is found guilty of academic dishonesty, a notation of academic dishonesty will appear directly beneath the class on the academic record.

Standard Letter Grade		Points Per Semester Hour
A+	Excellent	4.00
A		4.00
A-		3.70
B+	Good	3.30
B		3.00
B-		2.70
C+	Satisfactory	2.30
C		2.00
C-		1.70
D+	Poor	1.30
D		1.00
D-		0.70
F	Failure	0.00

Other grade symbols include:

- I = Incomplete; computes the same as an F until the actual grade is recorded.
- L = Audit; no credit points.
- N = No grade submitted by the instructor.
- P = Passing; carries no credit points (used for student teaching, thesis hours, dissertation hours).
- S = Satisfactory progress (used for courses in research, independent reading, special problems, thesis hours, dissertation hours, and undergraduate honors courses); changes to a final grade when the project is completed.
- U = Unsatisfactory progress (also used for special projects as above); changes to a final grade when the project is completed.
- W = Withdrawal; assigned to a student who officially withdraws from the University or from a course. W is not calculated in the grade point average.
- X = Credit in a course taken credit/no-credit in which a grade of C or better was earned (not computed in the grade point average).
- Y = No credit in a course taken credit/no-credit (not computed in the grade point average).

1.3.B Change of Grade or Removal of Incompletes

Change of Grade. A grade once reported may be changed only upon recommendation of the instructor with the approval of the dean of his or her division. A change of an incomplete grade requires only the instructor's signature. It is the right of any student to consult with the instructor concerning the instructor's evaluation of the student's performance in a particular course. If such consultation does not satisfy the student, it is his or her right to confer with the department chair of the instructor concerned. Further appeal procedures are described in Chapter 7.

Removal of Incomplete. Until removed, a grade of I will remain as an I and be calculated in the grade point average as an F. Incompletes not removed by either of the following options will be changed to an F on the last day of classes of the following semester, excluding summer. Options for removal of an I are as follows:

A grade of I may be removed by completing the course requirements. This must be done by the last day of classes of the next semester, excluding summer. Incomplete grades may be removed during periods of non-enrollment including academic suspension and dismissal (see Section 1.3.F). Incomplete grades may not be removed during periods of non-academic suspension or non-academic dismissal.

A grade of I may be removed by repeating the course when, in the instructor's judgment, this is the most suitable course of action for completing the requirements of the course. The course must be taken for letter grade. Once the course has been completed, the grade of incomplete will remain on the record but be taken out of the calculation of grade point averages. This arrangement must be reported to the University Registrar in writing prior to enrolling in the course for the second time. If not reported, the student must petition the Interdivisional Committee of Advisers.

1.3.C Computation of Averages and Definition of Earned Hours, Attempted Hours, and Grade Point Average Hours

Earned Hours. Earned hours are credit hours for courses passed at Miami University and credit hours accepted in transfer from other institutions or sources.

Attempted Hours. Attempted hours are credit hours attempted in any course taken at Miami University.

Grade Point Average Hours. Grade point average hours are hours in courses taken at Miami University receiving standard letter grades including grades of incomplete. Grade point average hours do not include transfer hours, AP/CLEP hours, pass/fail, credit/no credit, audit, proficiency credit, English portfolio, or standard letter-grade course hours dropped with a W. Grade point average hours are the only hours included in the computation of semester and cumulative averages and in determining academic actions.

Semester Average. A student's average for any semester or term is computed by dividing the student's total credit points for that semester by the number of grade point average hours attempted. Unless information is available that warrants other action, a grade of Incomplete is counted the same as a grade of F in computing a semester or term average—subject to the removal of the Incomplete, at which time the average is re-computed.

Cumulative Average. A student's cumulative average is computed by dividing the total Miami credit points by the total number of grade point average hours at Miami, treating Incompletes as stated above.

Truncating Grade Point Averages. Grade point averages are truncated to the second decimal point (e.g. 2.856 to 2.85).

1.3.D Scholastic Regulations

Academic Actions. Academic actions are defined as academic warning, removal of academic warning, academic probation, removal of academic probation, academic suspension, and academic dismissal. Academic actions are taken by the Registrar on the basis of semester and/or cumulative grade point averages as computed by the Office of the Registrar. Academic actions during the summer terms are taken by the Registrar at the end of the summer session. Academic actions will be taken on any student regardless of the number of hours taken in any semester or summer session. Good academic standing is defined as maintaining a cumulative grade point average of at least 2.00. Students on academic warning are also considered to be in good academic standing.

Student Classification for Academic Action Purposes. All Miami grade point average hours recorded on the academic record are considered in the classification of a student for academic action. A freshman, for the purpose of academic actions, is defined as a student who has fewer than 30 grade point average hours at Miami. An upperclass student is defined as one who has 30 or more grade point average hours at Miami. See also Chapter 8.

Academic Warning. An undergraduate student who earns a grade point average less than 2.00 during his or her first semester at Miami University will be placed on academic warning. Excluding a student's first semester, in all subsequent semesters an undergraduate student with fewer than 16 cumulative grade point average hours who earns a cumulative grade point average less than 2.00 is placed or continued on academic warning. See Section 1.3.C for a definition of grade point average hours.

Removal of Academic Warning. If an undergraduate student has a cumulative average of 2.00 or better, the student is removed from academic warning.

Academic Probation. An undergraduate student with 16 or more cumulative Miami grade point average hours is placed on academic probation at the end of any semester or summer session in which his or her cumulative average is less than 2.00.

Removal of Academic Probation. If an undergraduate student has a cumulative average of 2.00 or better, the student shall be removed from academic probation.

Continuation on Academic Probation. An undergraduate student with 16-29 Miami grade point average hours who is on academic probation and who has a cumulative average less than 2.00 is continued on academic probation. An undergraduate student with 30 or more Miami grade point average hours who is on academic probation and who has an average for a semester or summer session of 2.00 or better, but has a cumulative average less than 2.00, is continued on academic probation.

Academic Suspension. An undergraduate with 30 or more Miami grade point average hours who is on academic probation will be suspended if his or her average for a semester or summer session is less than 2.00. The period of suspension is two consecutive terms including summer terms (see Section 1.3.G regarding re-enrollment).

Academic Dismissal. A second academic suspension for low scholarship constitutes an academic dismissal. The period of academic dismissal is for two calendar years and is usually considered a permanent action (see Section 1.3.G regarding re-enrollment).

1.3.E Exceptions to Scholastic Regulations

Interdivisional Committee of Advisers. The Associate Provost provides University-wide supervision of the system of academic advising in collaboration with the Undergraduate Advising Council. The Interdivisional Committee of Advisers takes action on matters requiring exceptions to the regulations of the University at the undergraduate student level. Graduate student matters are the concern of the Graduate Council.

Procedures for Petitioning. An undergraduate student may petition for an exception to any of the academic regulations. Students initiate petitions by contacting their representative at their respective campuses. The classification and campus of the student determine which committee shall hear the initial petition, as follows: Oxford first-year student matters are considered by the Council of First-Year Advisers; Oxford upperclass student matters are considered by the committee of advisers in the academic division of the student's primary major. All regional campus student matters are considered by the committee of advisers at the regional campuses.

Petition recommendations are then forwarded by the regional campuses, Council of First-Year Advisers, and the divisional committees of advisers and are reviewed by the Interdivisional Committee of Advisers, which has the authority to refuse to consider, to table, to reverse, or to affirm the recommendation.

Committee Membership

Permanent Membership. One (1) University Registrar, Chair, vote only in the event of a tie vote by members attending; five (5) representatives, one from each of the five undergraduate academic divisions, appointed by the deans of the divisions; two (2) representatives, one from each of the regional campuses, appointed by regional campus deans; and one (1) representative from the Council of First-Year Advisers, appointed by the Dean of Students.

Rotating Membership (each to serve three-year rotating terms). Faculty representing three divisions, appointed by the dean of the division: One (1) from College of Arts and Science, with three-year terms by social science, natural science and humanities; one (1) from Farmer School of Business or School of Engineering and Applied Science; one (1) from School of Education, Health, and Society or School of Fine Arts.

Divisions will rotate their terms (e.g., a representative from the Farmer School of Business will serve a three-year term followed by a representative from the School of Engineering and Applied Science, then back to Farmer School of Business, etc.). Terms will begin effective the first day of the fall semester.

1.3.F Restrictions for Students under Academic Suspension or Dismissal

A student under academic suspension or dismissal from Miami University may neither register for credit nor audit courses during the period of his or her suspension or dismissal on any campus of Miami University. Credit earned elsewhere during the term of academic suspension or dismissal will not be accepted in transfer. In addition, refer to Section 1.1.E regarding re-enrollment. Incomplete grades can be removed during periods of non-enrollment including academic suspension and dismissal, but not including non-academic suspension and non-academic dismissal.

1.3.G Re-enrollment after Academic Suspension or Dismissal

A student suspended for low scholarship is eligible for re-enrollment on academic probation after at least two consecutive terms (including summer) have elapsed. If housing and academic facilities are available, re-enrollment will normally be approved providing application for re-enrollment is submitted at least 30 days prior to the beginning of the semester or term in which the student intends to enroll.

A student dismissed for low scholarship may, after two calendar years have elapsed, petition for re-enrollment. The petition should be presented to the Committee of Advisers in the student's academic division for a recommendation; it will be forwarded to the Interdivisional Committee of Advisers for action.

CHAPTER 4. Examinations

1.4.A Final Examinations

Final examinations are expected in all undergraduate courses unless other evaluative substitute procedures have been approved by the department chair or dean of the division. Final examinations or duly approved substitutions may be completed during the final examination week. Neither final examinations nor tests of fifty (50) minutes or of greater length shall be given during the seven calendar days preceding the first study day of the final examination period. The above regulations do not apply to laboratory final examinations. No final examination, including laboratory final examination, may be given during study days. Final examinations in accelerated or sprint courses that end with the last week of classes must be given during the final examination week. Exceptions to these rules require the approval of the department chair, the academic dean, and the Provost.

1.4.B Change of Examinations

No student shall be required to take more than three (3) scheduled final examinations in any 24-hour period. In cases where students are scheduled for four or more final examinations in any 24-hour period, the Provost shall be empowered to make necessary adjustments. An examination may be changed to a later time with the consent of the instructor. It may be advanced to an earlier time only with the consent of both the instructor and the dean of the division in which the course is given.

1.4.C Examinations and Additional Class Requirements During the Semester

Examinations and additional class requirements given other than during scheduled class meetings and the final examination periods do not take precedence over regularly scheduled classes or final examinations. In order that students might avoid scheduling conflicts, such examinations and additional class requirements should be scheduled on a course management system prior to the beginning of a semester. If it becomes necessary during the semester to hold an examination or class requirement other than during the scheduled class meeting, the instructor should search for a time which does not conflict with other scheduled courses in which any of his or her students are enrolled. For students whose participation in regularly scheduled classes precludes attendance at the additional examination or class requirement time, it is the responsibility of the instructor requiring the examination and/or additional class requirement to provide an alternative meeting time.

CHAPTER 5. Academic Integrity

1.5.A Introduction

The rights and responsibilities that accompany academic freedom are at the heart of the intellectual integrity of the University. Students are expected to behave honestly in their learning and in their behavior outside the classroom. Cheating and other forms of academic dishonesty undermine the value of a Miami education for everyone, and especially for the person who cheats.

Misunderstanding of the appropriate academic conduct will not be accepted as an excuse for academic dishonesty. If a student is in doubt about appropriate academic conduct in a particular situation, he or she should consult with the instructor in the course, the department chair/program director, or the academic dean in the appropriate division in order to maintain the highest standards of academic honesty.

1.5.B Criteria

Academic dishonesty is defined as any activity that compromises the academic integrity of the institution or subverts the educational process. Examples of academic dishonesty include, but are not limited to:

1.5.B.1 Conduct with respect to and during a quiz, examination, or similar evaluation

- a. Possessing, referring to, or employing open textbooks or notes or other devices not authorized by the instructor.
- b. Looking at or using information from another person's paper.
- c. Communicating with, providing assistance to, or receiving assistance from another person in a manner not authorized by the instructor.
- d. Possessing, buying, selling, obtaining, or using a copy of any unauthorized materials intended to be used in the preparation of a quiz or examination or similar evaluation.
- e. Taking a quiz or examination or similar evaluation in the place of another person.
- f. Utilizing another person to take a quiz, examination, or similar evaluation in place of oneself.
- g. Violating procedures prescribed to protect the integrity of a quiz, examination, or similar evaluation.
- h. Changing material on a graded examination and then requesting a re-grading of the examination.

1.5.B.2 Written and other assignments

- a. Submitting an assignment purporting to be the student's original work that has been wholly or partly created by another person.
- b. Presenting as one's own the work, ideas, representations, or words of another person without customary and proper acknowledgment of sources.
- c. Knowingly permitting one's work to be submitted by another person as if it were the submitter's original work.
- d. Submitting the identical or substantially the same assignment to fulfill the requirements for two or more courses without the approval of the instructors involved, or submitting the identical or substantially the same assignment from a previously completed course to fulfill requirements for another course without the approval of the instructor of the later course.
- e. Violating procedures prescribed to protect the integrity of the assignment.

1.5.C Procedures for Reporting and Adjudicating Cases of Academic Dishonesty

1.5.C.1 Procedures for reporting alleged academic dishonesty. Course instructors who believe a student has engaged in academic dishonesty shall report the alleged incident to their department chair/program director. Other persons, including students, who believe they have knowledge of academic dishonesty, should report the alleged dishonesty to the instructor of the course in which the dishonesty is alleged to have occurred. If, after reasonable inquiry, the course instructor finds the report credible, he or she will report the alleged incident to his or her department chair/program director.

- a. In reporting the alleged incident to the department chair/program director, the course instructor shall provide an account of the incident and include all relevant documentation.

- b. In cases of alleged academic dishonesty involving proficiency or waiver examinations, the person in charge of the examination shall file the report.

1.5.C.2 Procedures for notifying accused student(s). The department chair/program director shall notify the accused student in writing of the charge of academic dishonesty and will schedule a hearing with the accused student. The department chair/program director will notify the student, via the student's University electronic mail address, of the hearing no fewer than seven class days prior to the hearing. (*Note: any reference to class days in this manual includes final exam week.*)

- a. The notification will include the instructor's charge and a copy of the instructor's report with all supporting documentation, the date, time and location of the hearing, and will refer the student to the procedures outlined in this section.
- b. In the notification, the student also will be informed that if he or she has been found responsible for a prior violation of academic dishonesty or for a violation of Section 102 (Dishonesty) of the Code of Student Conduct, that suspension from the University for a semester is the minimum sanction that will be imposed if the student is found responsible for the alleged incident.
- c. The student also will be informed that he or she may request to meet with the chief departmental adviser or the department chair/program director in which the academic dishonesty is alleged to have occurred to review these procedures and the charges against him or her.
- d. If the case of dishonesty involves a student serving as a substitute for someone else in meeting a course expectation (e.g., taking an examination), both the student enrolled in the class and the student alleged to have provided prohibited academic assistance will be charged, and the charges may, at the discretion of the department chair/program director, be addressed in a single hearing during which both students are present.

1.5.C.3 Procedures for conducting the hearing. Department chairs/program directors may conduct the hearing on the academic dishonesty charge or they may identify a designee to conduct the hearing. The designee need not be from the department/program in which the charge originates. The department chair/program director must, at the request of the student, identify a designee to conduct the hearing.

- a. The instructor who submitted the charge of academic dishonesty will be present at the hearing.
- b. Accused students may have a member of the University community present to advise them.

At the hearing the instructor shall present the accused student and department chair/program director or designee with the documentation of academic dishonesty, including any supporting witnesses or information. The accused student will have the opportunity to respond, submit a written statement, invite witnesses to attend on his or her behalf, and ask questions of witnesses called by the instructor.

1.5.C.4 Procedures for adjudicating cases of academic dishonesty. Following the hearing, the department chair/program director or designee shall determine whether the student has committed an act of academic dishonesty. The greater weight of the evidence is sufficient for the department chair/program director or designee to conclude the student committed academic dishonesty.

If the department chair/program director or designee concludes that the student did not commit academic dishonesty, the department chair/program director or designee will inform in writing the student, the faculty member bringing the charges, and the dean or his or her designee of the division in which the violation was alleged to have occurred.

If the department chair/program director or designee concludes that the student committed academic dishonesty, the department chair/program director or designee, after conferring with the faculty member, will determine a recommended sanction to be made to the dean or his or her designee of the academic unit in which the violation occurred.

- a. The department chair/program director or designee will first determine if the student has been found responsible for any previous acts of dishonesty.
 - i. The department chair/program director or designee will contact the Office of Ethics and Student Conflict Resolution to determine if the accused student has been found responsible for any violations of Section 102 (Dishonesty) of the Code of Student Conduct. If the Office of Ethics and Student Conflict Resolution reports that the student has been held responsible for a violation of Section 102 (Dishonesty), the Office of Ethics and Student Conflict Resolution will forward to the department chair/program director or designee a brief description of the incident.
 - ii. The department chair/program director or designee will inquire of the Office of the Provost if the student has been held responsible for any previous acts of academic dishonesty.
- b. If the department chair/program director or designee determines that the violation of academic dishonesty is the first instance of dishonesty for which the student has been found responsible, the department chair/program director or designee will recommend to the dean or his or her designee of the academic unit in which the alleged academic violation occurred one or more of the following sanctions:
 - i. Mandatory attendance at an academic integrity workshop conducted by Miami University. The student will be required to pay the fee for attendance.
 - ii. A letter grade of F, the numerical grade of zero, or a reduced grade for any project, paper, quiz, or interim or final examination, or any other portion of the course.
 - iii. A letter grade of F for the entire course.

- iv. Suspension. In extraordinary circumstances, the recommendation for suspension may be forwarded.
- c. If the department chair/program director or designee determines that the student has been found responsible previously for an act of academic dishonesty or for previously violating Section 102 (Dishonesty) of the Code of Student Conduct, the automatic sanction will be suspension for at least one semester. If the student is held responsible for an act of academic dishonesty and previously has been suspended for dishonesty, the automatic sanction will be dismissal from the University.
- d. If the case involves two students, one of whom substituted for another in completing a part of the course, the automatic sanction will be suspension of both students—the student enrolled in the course and the student providing prohibited assistance.
- e. The department chair/program director or designee will provide a report to the dean or his or her designee of the division in which the alleged violation occurred and will notify the student in writing of his or her decision.
 - i. The notice to the dean or his or her designee will include the name of the student, the student's identification number, full details of the case, and the recommended sanction.
 - ii. The notice to the student will be sent to the accused student via the student's University electronic mail address. The notice will include a statement of the student's right to appeal the decision of the department chair/program director or designee as outlined in Section 1.5.D.

1.5.D Appeals of the Department Chair/Program Director or Designee's Finding and Recommendations

A student found responsible for an act of academic dishonesty by a department chair/program director or designee may appeal the decision in writing to the dean or his or her designee of the division in which the alleged violation occurred within five class days following the student's receipt of the notice of the findings of the hearing from the department chair/program director or designee. (*Note: any reference to class days in this manual includes final exam week.*)

1. Appeals may be made on three grounds: (1) inappropriate sanction, (2) procedural defects, either or both of which were sufficiently substantial to have affected the outcome of the case, or (3) new evidence.
2. If the dean or his or her designee concludes there were procedural defects or new evidence was available which was sufficiently substantial to have affected the outcome of the case, the dean or his or her designee will order a new hearing by the department chair/program director or designee. The department chair/program director or designee shall identify a designee to hear the case anew.
3. If the dean or his or her designee concludes the sanction was inappropriate, the dean or his or her designee will impose the appropriate sanction.

1.5.E Sanctions

After acting upon any appeals and giving due consideration to the recommendation of the department chair/program director or designee, the dean or his or her designee will impose the final sanction. Should the dean or his or her designee disagree with the recommendation of the department chair/program director or designee, he or she will consult with the department chair/program director or designee and faculty member prior to changing the recommended sanction.

If the dean or his or her designee concludes that failure for the course is the appropriate sanction, the University Registrar will record the grade of F for the course with a transcript notation of academic dishonesty. If the student officially withdraws from the course and the recommended sanction was failure for the course, a grade of F shall be imposed with a transcript notation of academic dishonesty.

If the dean or his or her designee concludes that suspension is the appropriate sanction, the Registrar will place the notice "Suspension for Dishonesty" on the student's academic record. Similarly, dismissal for academic dishonesty shall be noted on the student's academic record as "Dismissal for Dishonesty."

1. In imposing the sanction of suspension, the dean or his or her designee may suspend the student either immediately or at the close of the current academic term. A sanction of dismissal will take effect immediately.
2. Suspensions will not be for less than the remainder of the current academic term nor more than the remainder of the current academic term plus up to two succeeding semesters (not including summer terms). Suspended students may not attend summer school at Miami during a period of suspension.
3. Academic credit earned elsewhere during a period of suspension will not be accepted in transfer. Incomplete grades may not be removed during periods of suspension or dismissal.

The dean or his or her designee will notify the student via the student's University electronic mail address of his or her decision. The dean or his or her designee will send copies of the finding as well to the instructor filing the initial complaint, the department chair/program

director or designee who conducted the hearing, the University Registrar, and the Office of the Provost. No sanctions will be imposed until any appeals of the decision by the dean or his or her designee are resolved.

1.5.F Appeals of the Dean's Sanction

Students suspended or dismissed from Miami University by a dean or his or her designee for dishonesty may appeal the decision to the University Appeals Board. The student must file the appeal within five University class days of the student's receipt of the dean's or his or her designee's notification of his or her decision. (*Note: any reference to class days in this manual includes final exam week.*)

Requests for a review by the University Appeals Board may be filed for the following reasons:

1. Inappropriate sanction;
2. Procedural defect in the adjudication of the case;
3. New evidence.

If the appeal alleges that the sanction was inappropriate and the University Appeals Board finds the sanction to be inappropriate, the University Appeals Board may increase or reduce the sanction.

If the appeal alleges that there was a procedural defect in the adjudication of the case or new evidence is presented, and the University Appeals Board finds that there was a procedural defect in the adjudication of the case or new evidence was presented which was sufficiently substantial to have affected the outcome, the University Appeals Board will order a new hearing.

1.5.G Records of Academic Dishonesty

The Office of the Provost is responsible for maintaining records of any adjudication of academic dishonesty. Records of these hearings are kept confidential to the extent permitted by law.

1. Records of hearings regarding academic dishonesty resulting in a finding of not responsible will be maintained in the Office of the Provost until the end of the academic year in which the finding is made at which time they are destroyed.
2. Records of disciplinary actions resulting in a finding of responsible and sanctions other than suspensions or dismissals are maintained by the Office of the Provost for seven academic years following the date the finding is made at which time they are destroyed.
3. Records of disciplinary actions resulting in a finding of responsible and a sanction of suspensions or dismissals are maintained indefinitely by the Office of the Provost. A notation of suspension or dismissal is reflected on the student's official University academic record (transcript) maintained by the Office of the Registrar.
4. Academic credit earned elsewhere during a period of suspension or dismissal shall not be accepted in transfer. Incomplete grades may not be removed during periods of suspension or dismissal for dishonesty.
5. At any time after seven years from the date of the finding in which a sanction less than dismissal was imposed, a student or former student may petition the Provost or his or her designee to have the person's records of academic dishonesty expunged. The decision to expunge will be based on the severity of the violation(s), the person's disciplinary record as a whole (including incidents adjudicated by the Office of Ethics and Student Conflict Resolution), and evidence of good behavior since the violation(s). If the record is expunged, any notation of academic dishonesty or suspension for academic dishonesty will be removed from the official academic record maintained by the Office of the Registrar.
6. A student who has been dismissed from the University may not request to have his or her record expunged. However, the Provost has the authority to expunge the record and remove the notation in extraordinary circumstances any time after seven academic years from the date the finding was made.

CHAPTER 6. Responsible Use of Computing Resources at Miami University

1.6.A General Statement

Miami University acquires, develops, and maintains computers, computer systems, and networks. These computing resources are intended for University-related use, including direct and indirect support of the University's instruction, research, and service missions; of University administrative functions; of student and campus-life activities; and of the free exchange of ideas.

The rights of free expression and academic freedom apply to the use of University computing resources. So, too, however, do the responsibilities and limits associated with those rights. All who use the University's computing resources must act responsibly, in accordance with the highest standard of ethical and legal behavior. Thus, legitimate use of computing resources does not extend to whatever is technically possible. Users must abide by all applicable restrictions, whether or not they are built into the operating system or network and whether or not they can be circumvented by technical means.

This policy applies to all users of University computing resources, whether affiliated with the University or not, and to all uses of those resources, whether on campus or from remote locations. Additional policies may apply to specific computers, computer systems, or networks provided or operated by specific units of the University or to uses within specific units.

1.6.B Policy

All university computing resource users must:

1. **Comply with all federal, Ohio, and other applicable law; all generally applicable University rules and policies; and all applicable contracts and licenses.** Examples of such laws, rules, policies, contracts, and licenses include: the laws of libel, privacy, copyright, trademark, obscenity, and child pornography; the Electronic Communications Privacy Act and the Computer Fraud and Abuse Act, which prohibit "hacking", "cracking", and similar activities; the University's code of student conduct; the Miami University Policy and Information Manual, the University's sexual harassment policy; and all applicable software licenses. In particular, users must:
 - a. respect the right of others to be free from harassment or intimidation to the same extent that this right is recognized in the use of other communication; and
 - b. respect copyrights, intellectual-property rights, ownership of files and passwords. Unauthorized copying of files or passwords belonging to others or to the University may constitute plagiarism or theft. Accessing or modifying files without authorization (including altering information, introducing viruses or Trojan horses, or damaging files) is unethical, may be illegal, and may lead to sanctions.

Users who engage in electronic communications with persons in other states or countries or on other systems or networks should be aware that they may also be subject to the laws of those other states and countries and the rules and policies of those other systems and networks. Users are responsible for ascertaining, understanding, and complying with the laws, rules, policies, contracts, and licenses applicable to their particular uses.

Miami University extends these policies and guidelines to systems outside the University that are accessed via the University's facilities (e.g., electronic mail or remote logins using the University's Internet connections).

2. **Use only those computing resources that they are authorized to use and use them only in the manner and to the extent authorized.** Ability to access computing resources does not, by itself, imply authorization to do so. Users are responsible for ascertaining what authorizations are necessary and for obtaining them before proceeding. Accounts, passwords, and other authentication mechanisms, may not, under any circumstances, be shared with, or used by, persons other than those to whom they have been assigned by the University.
3. **Respect the finite capacity of those resources and limit use so as not to consume an unreasonable amount of those resources or to interfere unreasonably with the activity of other users.** Although there is no set bandwidth, disk space, CPU time, or other limit applicable to all uses of University computing resources, the University may require users of those resources to limit or refrain from specific uses in accordance with this principle. The reasonableness of any particular use will be judged in the context of all of the relevant circumstances.
4. **Limit the personal use of University computing resources and refrain from using those resources for personal commercial purposes or for personal financial or other gain.** Personal use of University computing resources is permitted when it does not consume a significant amount of those resources, does not interfere with the performance of the user's job or other University responsibilities, and is otherwise in compliance with this and other University policy. Further limits may be imposed upon personal use in accordance with normal supervisory procedures.
5. **Refrain from stating or implying that they speak on behalf of the University and from using University trademarks and logos without authorization to do so.** Affiliation with the University does not, by itself, imply authorization to speak on behalf of the University. Authorization to use University trademarks and logos may be granted only by Miami University. The use of appropriate disclaimers is encouraged. Personal web pages linked to the University Web should disclaim association with Miami University.

1.6.C Enforcement

Whenever it becomes necessary to enforce University rules or policies, an authorized administrator may: disallow network connections by certain computers (even departmental and personal ones); require adequate identification of computers and users on the network; undertake audits of software or information on shared systems where policy violations are possible; take steps to secure compromised computers that are connected to the network; or deny access to computers, the network, and institutional software and databases.

1.6.D Sanctions

Users who violate this policy may be denied access to University computing resources and may be subject to other penalties and disciplinary action, both within and outside of the University. Violations will normally be handled through the University disciplinary procedures applicable to the relevant user. Alleged violations by students will normally be investigated, and the Office of Ethics and Student Conflict Resolution will normally impose any penalties or other discipline.

However, the University, through its information managers, may suspend or block access to an account prior to the initiation or completion of such procedures; when it reasonably appears necessary to do so, and in order to protect the integrity, security, or functionality of University or other computing resources; or to protect the University from liability.

The University may also refer suspected violations of applicable law to appropriate law enforcement agencies.

1.6.E Privacy and Security

The University employs various measures to protect the security of its computing resources and users accounts. However, users should be aware that the University does not and cannot guarantee such security.

Users should also be aware that their uses of University computing resources are not private. While the University does not routinely monitor individual usage of its computing resources, the normal operation and maintenance of University computing resources requires the backup and caching of data and communications, the logging of activity, the monitoring of general usage patterns, and other such activities that are necessary for the rendition of service. Systems or technical managers, as part of their technical responsibility, may occasionally need to diagnose or solve problems by examining the contents of particular files.

The University may also monitor the activity and accounts of individual users of University computing resources, including individual sessions and communications, without notice when:

1. the user has voluntarily made them accessible to the public, as by posting to Usenet or a web site;
2. it reasonably appears necessary to do so to protect the integrity, security, or functionality of University or other computing resources or to protect the University from liability;
3. there is reasonable cause to believe that the user has violated, or is violating, this policy;
4. an account or device appears to be engaged in unusual or unusually excessive activity, as indicated by the monitoring of general activity and usage patterns; or
5. it is otherwise required or permitted by law.

Any such individual monitoring, other than that specified in (1), or required by law, or necessary to respond to perceived emergency situations, must be authorized in advance by the Vice President for Information Technology or a designee of same.

The University, in its discretion, may disclose the results of any such general or individual monitoring, including the contents and records of individual communications, to appropriate University personnel or law enforcement agencies and may use those results in appropriate University disciplinary proceedings. Communications made by means of University computing resources are also generally subject to Ohio's Public Records Statute to the same extent as they would be if made on paper.

1.6.F The User's Responsibilities

1. **Be aware of the limits of computer security.** Although the University employs various measures to protect the security of its computing resources and user accounts, users should be aware that the University cannot guarantee such security. Users should therefore engage in "safe computing" practices by establishing appropriate access restrictions for their accounts, guarding their passwords, and changing them regularly.
2. **Be responsible for backing up and protecting personal files.** Although the University under certain circumstances may provide storage space and under certain circumstances that storage may be backed up, Miami University assumes no responsibility for the loss or recovery of personal files.

1.6.G The University's Responsibilities

The University owns various computers and all of the internal computer networks used on campus. The University also has various rights to the software and information residing on, developed on, or licensed for, these computers and networks. The University has the responsibility to administer, protect, and monitor this aggregation of computers, software, and networks. Specifically, purposes of the University's information technology management are to:

1. manage computing resources so that members of the University community benefit equitably from their use;
2. protect University computers, networks and information from destruction, tampering, and unauthorized inspection and use;
3. communicate University policies and the responsibilities of individuals systematically and regularly in a variety of formats to all parts of the University community;
4. establish and support reasonable standards of security for electronic information that community members produce, use, or distribute. Standards for security and access are elaborated in the document "Miami University Computing Security Policy," as well as in documents derived from it;
5. monitor policies and propose changes in policy as events or technology warrant.

1.6.H Other Miami University Computing Policies

"Responsible Use of Computing Resources at Miami University" was adapted from The Ohio State University's Policy on *Responsible Use of University Computing Resources*. Miami University is grateful to The Ohio State University for allowing us to use its policy as a model.

Additional policies, including the "Miami University Computing Security Policy", elaborate the above policies and outline procedures for implementation.

Additional policies that are not in this document may apply to specific computers, computer systems, or networks provided or operated by specific units of the University. Consult the operators or managers of these systems for further information.

1.6.I Illegal or Unauthorized Use of Computing Resources

The following prohibited actions apply to faculty, staff, students, and visitors:

1. theft or malicious destruction of computing property (including computer hardware, software, and/or data) belonging to the University, other corporations, or to any other person;
2. unauthorized access to, use of, or control of computing facilities or computer data, including circumvention of computing system safeguards;
3. acts involving computing resources that obstruct or disrupt University functions in teaching, research, or administration; and
4. use of University property in the performance of illegal or prohibited actions including violation of software copyrights or trade secrets and/or activities conducted for personal financial gain except as provided for by other University policy.

CHAPTER 7. Academic Responsibilities and Academic Grievance Policy

1.7.A Faculty, Staff, and Student Academic Responsibilities

It is the responsibility of faculty, staff, and students to create an academic community that is free from all forms of prejudice that negatively influence learning, such as those based on age, ethnicity, gender, mental or physical impairment, race, religion, sexual orientation, or gender identity. All faculty, staff, and students should treat one another with courtesy and respect.

1.7.A.1 Statement of Good Teaching Practices

Every instructor is responsible for:

- a. Informing his or her students within the first two weeks of the course of the objectives, content, assignments, policy on return of student work, and examination procedure in each course and, within reason, abiding by those statements;
- b. Specifying in writing within the first two weeks of the course the methods by which the instructor determines the final grade in the course;
- c. Ensuring that all materials assigned are equally available to all students in the course;
- d. Informing students of the generally accepted conclusion on the subject matter of the course when those conclusions differ from the conclusions of the instructor;
- e. Giving adequate advance notice of major papers and major examinations in the course;
- f. Providing assignments to permit students to benefit from evaluative experiences during the course;
- g. Being fair and impartial in evaluating all student performances, i.e., evaluating all students according to common criteria;
- h. Allowing students to review papers and examinations in a timely manner after those papers and examinations have been evaluated.
- i. Making himself or herself available for conferences during announced, regular office hours;
- j. Treating students with courtesy and respect at all times. Courtesy and respect do not prohibit strong criticism directed at the student's academic errors and scholarly responsibilities.
- k. Endeavoring to ensure that the learning environment is free from all forms of prejudice that negatively influence student learning, such as those based on age, ethnicity, gender, mental or physical impairment, race, religion, sexual orientation, or gender identity.
- l. Adhering to the "Class Attendance Policy" (Chapter 9 of Part 1 Undergraduate Academic Regulations in this *Student Handbook*).
- m. Adhering to the "Statement on Professional Ethics" of the *Miami University Policy and Information Manual*: As teachers, professors encourage the free pursuit of learning in students. Teachers exemplify the best scholarly standards of their disciplines. They demonstrate respect for students as individuals and adhere to their proper roles as intellectual guides and counselors. Professors make every reasonable effort to foster honest academic conduct and to assure that their evaluations of students reflect students' true merit. Faculty members respect the confidential nature of the relationship between professor and student. They avoid any exploitation of students for their private advantage and acknowledge significant assistance from them. Professors protect their academic freedom. No faculty member shall be obliged to make the academic work of students available for inspection by any third party in the absence of compulsory legal process without bona fide academic reasons or without the express written consent of the student.
- n. Assuming the positive obligation to confront students of suspected academic dishonesty.

1.7.A.2 Statement of Student Responsibilities

The Divisional Academic Appeals Boards, in adjudicating any academic grievances, will take note of the following minimum standards of student responsibility.

- a. Attending class in accordance with University regulations (Chapter 9 of Part 1 Undergraduate Academic Regulations);
- b. Being attentive during class, and participating constructively in class discussions;
- c. Doing the work assigned in each course to the best of his or her ability, and submitting it on time;
- d. Showing respect for instructors and fellow students at all times;
- e. Abiding by University regulations prohibiting academic misconduct (see Chapter 5 of Part 1 Undergraduate Academic Regulations);
- f. Endeavoring to ensure that the learning environment is free from all forms of prejudice that negatively influence student learning, such as those based on age, ethnicity, gender, mental or physical impairment, race, religion, sexual orientation, or gender identity.

1.7.B Academic Grievance Procedure at Miami University

Each academic department has a specific departmental grievance procedure meant to facilitate the adjudication of most student grievances at the departmental level. Divisional academic appeals boards have jurisdiction limited to classroom relations between individual students and instructors as specified in the Statement of Good Teaching Practices (see Section 1.7.A.1).

1.7.B.1 Academic Grievance Procedure. A goal of the grievance procedure should be to effect a reconciliation between instructor and student.

Any student has the right to question a grade he or she has received, but the student should recognize the difference between questioning a grade and charging an instructor with a violation of the Statement of Good Teaching Practices. The latter is a serious act and should neither be undertaken lightly nor should the desire to have a grade reviewed and changed be the primary motivation. A student initiating a grievance procedure should be aware that the University Senate has ruled that the final determination of a student's grade remains with the instructor, regardless of the outcome of any appeal procedure. While most instructors will consent to being advised by their colleagues and may change the student's grade on advice from a review committee, they cannot be compelled to do so by any authority in the University.

In all cases the student should first meet with the instructor to voice a complaint and to receive an explanation and possible redress. If the student is not satisfied with the explanation, he or she should confer with the chair of the department and ask for a review of the grade through the departmental grievance procedure. The student must at that time ask either for a grade review or may, additionally, charge the instructor with a violation of the Statement of Good Teaching Practices. If the student asks only for a grade review, the review of the grade will be handled within the department and the final decision will be made according to the departmental procedures.

Formal grievances against instructors for violation of the Statement of Good Teaching Practices must be presented in terms of the provisions of that Statement. Student charges must cite specific violations of specific provisions of the Statement, identified by number as well as by the wording of the accusation. Students should also note that basic issues of contractual obligation and competence are not covered by the Statement of Good Teaching Practices, and that issues related to instruction not covered by the Statement should be discussed with the department chair, the academic coordinator, the regional campus dean, or their designees. A student who is charging a faculty member with a violation of the Statement of Good Teaching Practices shall first utilize the departmental grievance procedure. If he or she feels that his or her grievance has not been properly adjudicated, he or she should request a conference with the divisional dean. In addition, in an effort to resolve a grievance short of a formal appeal the regional campus students are encouraged to seek a conference with the academic coordinator and/or the regional campus dean.

If the student wishes to appeal the decision beyond the departmental level, the student may submit to the divisional grievance committee a written, dated, and signed complaint stating the name of the instructor, the course, the provision(s) of the Good Teaching Practices alleged to have been violated, a brief description of the incident(s) giving rise to the grievance, and the remedy requested. The student should also provide any materials supportive of the complaint. Within ten working days after receiving this written complaint from the student, the divisional dean will request the chair of the Divisional Academic Appeals Board to convene a committee to consider and investigate the complaint, and to make its recommendations to the instructor within 30 working days after receiving the complaint. A divisional grievance committee will not adjudicate a violation of Good Teaching Practices unless the written complaint is lodged before 5 p.m. Friday of the eleventh week of the fall or spring semester that follows the term in which the alleged violation occurred.

1.7.B.2 The Divisional Academic Appeals Board will be constituted as follows:

At the beginning of each academic year each divisional dean will request every academic department within the division to choose from among its members, with the approval of the department chair, one representative and one alternate to serve as members of the Divisional Academic Appeals Board for that year.

The dean of the division will appoint one of the department representatives as chair of the Divisional Academic Appeals Board for the academic year, and one as a vice-chair.

1.7.B.3 It will be the responsibility of the chair of each Divisional Academic Appeals Board:

- a. To appoint, on receipt of a written complaint from a student to the dean, a committee of five (5) members, appropriate to the case in question, consisting of the chair of the Divisional Academic Appeals Board as chair and four (4) representatives from departments related to the discipline in which the complaint originates (including, where appropriate or necessary, representatives from outside the division). No member of the department of the instructor against whom the complaint has been made may be a member of the grievance committee.
- b. To convene the committee to consider the grievance and to preside over the hearing.
- c. To inform the student that the burden of proof rests with the student and that he or she
- d. may attend the hearings (excluding executive sessions) and be accompanied by counsel if the student so desires.
- e. To inform the instructor, when the committee decides to consider a case, that a grievance has been received by the committee, and provide the instructor with a full bill of particulars regarding the grievance and its supporting evidence; to request from the instructor in writing information germane to the case; to inform the instructor that he or she may attend the hearings (excluding executive sessions) and be accompanied by counsel if the instructor so desires.
- f. To call for formal recommendations from the committee after consideration of the complaint, with majority vote of the members of the committee required for approval of each recommendation.
- g. To maintain communication with the chairs of all other Divisional Academic Appeals Boards in order to ensure equity and consistency among the divisions in the adjudicating of grievances.
- h. To fulfill the responsibilities listed in Section 1.7.B.4 below.
- i. To keep accurate minutes and records of all hearings, including all written documents submitted as evidence, in a confidential file in the Office of the Secretary of the University, each file subject to review only by the chair of the Academic Appeals Board of the division in which the grievance was heard.

- j. If for any reason the chair is unable to fulfill his or her responsibilities or to serve as chair of a grievance committee, the vice-chair shall fulfill these functions. Appointees shall excuse themselves in the event of potential conflict of interest.

1.7.B.4 It will be the responsibility of a Divisional Appeals Committee:

- a. To determine, prior to considering any case, whether frank and full discussions between the student, instructor, department chair, and dean have been exhausted as a means of resolving the grievance. If not, the case shall be referred back to the instructor, chair, or dean as appropriate.
- b. To determine, when hearings are required, the most appropriate procedures to be followed.
- c. To hold hearings to determine the fact (such hearings open to the student and the instructor and their respective counsels with the exception of executive sessions), and to determine, by majority vote of the committee, recommendations as outlined in Section 1.7.B.5 below.

1.7.B.5 Committee Recommendations

If the committee finds that no violation of the Statement of Good Teaching Practices has occurred, or that a violation has occurred but recommends that no redress is warranted, these findings will be reported by the committee chair, in writing, to the student and the instructor with copies sent to the department chair and dean. In addition, a notation of this finding may be made in the student's permanent record file.

If the committee finds that a violation of the Statement of Good Teaching Practices has occurred and recommends any form of redress for the student, these recommendations should be reported by the chair of the committee, in writing, to the instructor with a copy sent to the student. The instructor will be expected to inform the committee chair of his or her compliance or noncompliance with the recommendations within ten working days after the letter of notification has been sent to the instructor (failure to respond within ten working days will be taken to indicate noncompliance).

- a. If the instructor complies with the recommendations, the student will be informed in writing, by the committee chair, with copies to the department chair and dean.
- b. If the instructor indicates noncompliance with the recommendations, copies of the recommendations and of the instructor's reply will be sent to the student and to the department chair and dean. All documents regarding academic grievances and requests for grade review shall be placed in the department's student complaint file.

1.7.C Publishing of Statements

The Statement of Good Teaching Practices, Professional Ethics, and the Statement of Student Responsibilities will be mailed to faculty at the beginning of each academic year and/or will be published in *The Miami Student* and *The Miami University Report*.

CHAPTER 8. Classification of Students

Students who have met entrance requirements are admitted to freshman rank. Students with at least 30 but less than 64 earned credit hours are ranked as sophomores. Students with at least 64 but less than 96 earned credit hours are ranked as juniors. Students with 96 or more earned credit hours are ranked as seniors.

CHAPTER 9. Class Attendance

1.9.A General Attendance Policies

Every student is expected to attend every class session for which the student is duly registered.

It is the prerogative of the individual faculty member to set attendance policy for each individual course, and it is the responsibility of the individual faculty member to inform students of that policy in the course syllabus or other written document within the first week of the semester.

There are no University-recognized excused absences except for religious observances that require absence from a class session and other required class activities. Students must give written notification to their instructor within the first two weeks of class of the religious event that prohibits class attendance and the date that will be missed, if officially known. Instructors will, without prejudice, provide such students with reasonable accommodations for completing missed work. However, students are ultimately responsible for material covered in class, regardless of whether the student is absent or present.

It is the sense of the University Senate that faculty, student groups and organizations, and the University athletic coaching staff be sensitive to the academic needs of students and the need for students to comply with the attendance policies in their respective courses. In general, class absence should be avoided unless absolutely necessary. If a student is involved in activities that result in class absence (such as intercollegiate athletics, band, debate, other class activities, etc.), it is the student's responsibility to negotiate specific arrangements with individual instructors about any absences. The Senate also recognizes the fundamental value of extra- and co-curricular activities and their significance in students' overall educational experience. Instructors should recognize that participation in such activities is an integral part of students' education and helps to fulfill the comprehensive mission of the University. Therefore, instructors are urged to accommodate student requirements.

Whenever a student is absent from class to such an extent as to make the student's work inefficient or to impair the morale of the class, after the first 20 percent of the course the instructor may direct the University Registrar to drop the student from that course with a grade of W if before 60 percent of the course is complete, and with a grade of F if during the last 40 percent of the course. The instructor shall notify the student of this action no later than the time he or she notifies the Registrar.

A department may, at its discretion, drop from a course any student who is absent from the first class meeting of a semester or term, unless by the end of the day (11:59 p.m.) of the first class meeting the student notifies the department or instructor of his or her intention to take the course. When possible, departments and instructors should reinstate a student who, for reasons beyond his or her control, was unable to contact the department or instructor by this deadline.

The determination of individual class attendance requirements and their enforcement at the Dolibois European Center is governed by the attendance policy of the Center (see below).

The President approves the intercollegiate athletic schedule of the University. All trips off campus by classes or by organized groups such as the Band, Men's Glee Club, debating teams, and similar groups, are approved by the appropriate academic dean.

1.9.B The Miami University John E. Dolibois European Center (MUDEC) Attendance Policies

1.9.B.1 Introduction

Because the tradition of individual responsibility and respect for others is deeply anchored at MUDEC, circumstances involving dismissal of students have rarely arisen. Nonetheless, it is essential that everyone should be fully aware of the academic and student conduct regulations as they apply at MUDEC. The reason for these special rules lies in the small number of students and faculty at MUDEC, the special status of the Miami campus in Luxembourg, and the sense of community that must prevail.

We ask you to read very carefully this explanation of the MUDEC attendance and discipline policies. We have tried to include in one document all the discipline and attendance-related regulations that apply at MUDEC and which will be further described to you at orientation. Please be sure that your parents are aware of the special features of the MUDEC attendance and discipline policies. Your parents will also receive the MUDEC calendar, the field tour cost explanation, and the estimated cost sheet for next year. Once you have read this material, you are required to sign the attached form indicating your willingness to abide by these regulations and your understanding of the possible consequences if you do not. See Appendix A of the Code of Student Conduct for the MUDEC discipline policies.

1.9.B.2 Attendance and Grades

A student at MUDEC whose semester grade point average falls below 2.00 will be subject to dismissal from MUDEC at the end of that semester. Note that dismissal from MUDEC is not to be confused with "Academic Dismissal" from the University, as provided by Section 1.3.D of *The Student Handbook*. It should be taken to mean termination of enrollment at MUDEC.

Students are required to be enrolled fulltime at MUDEC. Fulltime enrollment at MUDEC is 16 credit hours per semester. Full-year MUDEC students may average 16 credit hours per semester, provided that the larger number of hours is taken in the fall semester (i.e. 17 in Fall, 15 in Spring). Upon a showing of good cause and with the written permission of the Dean of MUDEC, a student may drop below 16 credit hours, but not below 12 hours. A student who drops below 16 credit hours without the permission of the Dean (or below 12 hours if previously given permission by the Dean to drop below 16 hours) will have his or her enrollment at MUDEC terminated immediately. The MUDEC attendance policy parallels that which applies on the Ohio campuses (see Section 1.9.A). Classes are small, and professors are expected to take attendance and to have a late arrival policy. Details of this policy are explained at the beginning of each semester in a general statement in the weekly student information guide, *The Monday Morning*.

Always remember that your academic work must be your top priority. You are first and foremost a student and only secondarily a traveler.

The Student Handbook, Section 1.9.A, states, "Every student is expected to attend every class session for which the student is duly registered." At MUDEC, this means from Monday morning through Friday, with classes ending around 1 p.m. Friday. MUDEC recognizes, however, that from time to time the need may arise for a student to miss a class. However, the number of such absences may not exceed the total number of credit hours of the course in question, *and may in no case exceed THREE LECTURE HOURS (180 minutes) per course, even for a five-hour language course*. If the number of absences exceeds the permitted limit, the student may be dropped from the class by the instructor (which could result in the student falling below the 16 credit-hour minimum for attendance at MUDEC and thus being in violation of the conditions for enrollment at MUDEC). A student may petition to the Committee of Advisers for an exception to both the semester grade point average rule and the attendance rule, in accordance with the provisions of Section 1.3.E of the Undergraduate Academic Regulations in *The Student Handbook*, except that the "Committee of Advisers" at MUDEC shall be composed of two fulltime teaching faculty of MUDEC (who make their recommendation to the MUDEC Dean).

Following termination of enrollment at MUDEC, the student will be required to leave University-provided housing in Luxembourg immediately. Refund of fees paid will be based on the standard MU refund schedule.

1.9.B.3 Waivers

Before leaving for Luxembourg, all students are required to sign a waiver indicating: (a) that they have read and understood the MUDEC attendance and discipline policies, and (b) that they understand and accept the possible sanctions in case of any violation of one or the other (or both) of these policies.

CHAPTER 10. Graduation Requirements

1.10.A Residence

Students must complete a minimum of 32 credit hours on the Oxford and/or on the regional campuses, including 12 of the final 20 hours required for the bachelor's degree. **Exceptions** to this general rule are:

1. Miami University credits earned for supervised student teaching qualify as credit hours completed on the Oxford campus, regardless of the location of the school to which the student teacher is assigned.
2. Students qualifying for a degree under one of the professional arrangement programs must earn 96 hours of Miami University credit applicable to a bachelor's degree in the College of Arts and Science or 64 hours of Miami University credit applicable to a bachelor's degree in the Farmer School of Business. In all cases, 32 of the last 40 credit hours earned prior to entering the professional school must be earned on the Oxford and/or regional campuses.
3. For the associate degree programs in specialized areas offered on the regional campuses, a minimum of 16 semester hours must be taken in residence on the regional campuses.
4. Students must complete a minimum of 32 semester credit hours in residence on the Oxford and/or the regional campuses for the degree of Associate in Arts.
5. For the associate degree, a minimum of six of the last ten credit hours must be taken at Miami University.

1.10.B Courses

All students who matriculated to Miami University beginning with the fall of 1992 must complete 36 credit hours of Foundation courses offered under the Miami Plan (please refer to the Miami Plan regulations as set forth in The Miami Bulletin, General Edition for additional information).

Students will ordinarily be graduated under the University and divisional requirements in effect at their entrance into Miami University; however, students always have the option of completing, in its entirety, a more current program. Exceptions may occur when changing professional or accreditation standards necessitate new requirements. If a student's course of study is prolonged beyond ten years, curricula changes adopted after his or her entrance date may be required by the University, division, or department.

Students who have earned credits more than ten years before their planned graduation date must petition to their divisional committee of advisers to validate these credits. The student is responsible for supplying course descriptions or college catalogs from the institution he or she previously attended if credit is ten or more years old.

Basic physical education is optional, and no more than ten credit hours of basic physical education courses can be applied toward a baccalaureate degree. No more than five semester hours of credit for basic physical education courses can be applied toward an associate degree.

1.10.C Scholastic

A minimum cumulative average of 2.00 is required for a baccalaureate degree. Other course requirements, grade point averages, and the number of credit hours required for the respective bachelor's degrees are fixed separately by the various divisions of the University. A student must fulfill all of the requirements of his or her curriculum except for variations that may be authorized by the appropriate divisional committee of advisers.

For the granting of all degrees, in computing the average of a candidate, all credits and grades earned at Miami University are to be counted except those in-service courses in physical education earned through August 1970 and after August 2004.

The minimum cumulative grade point average to receive an associate degree is 2.00. However, if in subsequent work a student's cumulative average falls below 2.00, the student may receive an associate degree if the student had a minimum 2.00 cumulative average at the conclusion of the term in which the student completed the requirement for the degree. The student's academic record would indicate date of completion of the degree requirement, the degree to be awarded at the next commencement.

1.10.D Application Fee and Filing Deadlines for Graduation

Applications for Graduation. Seniors and graduate students are strongly encouraged to submit their applications for graduation the semester prior to the one in which they plan to graduate in order that graduation requirements can be checked by the Office of the Registrar. By filing their applications early, students will be notified of any problems so appropriate corrective action can be taken. Department and divisional requirements should be checked by the student in conjunction with his or her academic adviser. An application fee for graduation for those receiving associate's, baccalaureate, master's, specialist, or doctorate degrees must be paid regardless of attendance at commencement exercises. Paid applications must be received no later than 30 working days prior to commencement to be included in publications. In the event a student does not meet requirements and is deleted from the graduation list, a re-application fee must be paid before the application is updated to a future commencement.

Deadlines published in the academic calendar should be observed for the filing of graduation applications.

1.10.E Additional Majors and Degrees

A student who is pursuing a program of study leading to completion of all degree requirements, including divisional requirements, in more than one department or area is expected to notify the University Registrar and the departments involved early in his or her program that he

or she is a prospective multiple major and obtain an adviser in each department. A student who completes two or more different majors that result in the awarding of the same bachelor's degree will receive that degree and will have all majors noted on his or her academic record. A student who completes two or more different majors that would normally result in the awarding of different bachelor's degrees may receive each degree by applying and paying the fee for each. All requirements for each degree must be met.

A student who has previously received a bachelor's degree from another accredited college or university may qualify for a bachelor's degree from Miami by earning an additional 32 credit hours and meeting all specific requirements for the additional degree.

A student receiving a second bachelor's degree from Miami University may be graduated with distinction if both his or her total average and the average on the work for the second degree qualify under provisions of Chapter 11 (see also Section 1.10.B, if appropriate). All Miami University grades will be used to calculate the average in determining graduation with distinction for the second and subsequent baccalaureate degrees. After terminating enrollment at Miami, a student who has previously received a Miami bachelor's degree may transfer in no more than eight semester hours toward the requirements of an additional major, or any minor program.

A student who has received an associate's degree may qualify for an additional associate's degree by meeting all of the specific requirements for the second degree, and applying for and paying the second fee.

CHAPTER 11. Degree—Honors and Distinction

1.11.A General Honors

University Honors. To graduate with University Honors, a student must complete the first year, upperclass, and senior course requirements of the Honors Program, and achieve a 3.50 cumulative grade point average upon completion of the required credit hours for graduation.

Distinction. The current criteria for graduation with distinction are based upon University-wide grade point averages: 3.90 for *summa cum laude*, 3.75 for *magna cum laude*, or 3.50 for *cum laude*. Effective spring commencement 2011, the criteria will be based upon percentages within each division, awarding for a given calendar year according to the grade point averages of the prior three calendar years. The distinction of *summa cum laude* will be awarded to the prior three year highest two percent, *magna cum laude* to the prior three year next five percent, and *cum laude* to the prior three year next ten percent, with on average no more than 17 percent of students in each division being awarded distinction during any calendar year. The College of Arts and Science will calculate separately within the three cognate areas of Humanities, Social Science, and Natural Sciences.

For graduation with distinction a student pursuing a baccalaureate degree must earn at least 64 credit hours from Miami University; a student pursuing an associate's degree must earn at least 32 credit hours from Miami University. For students who earn fewer than 64 hours from Miami toward a bachelor's degree or fewer than 32 hours from Miami toward an associate's degree, the cumulative grade point average used at graduation to determine eligibility for honors is the lower of the following averages: (1) the average for all courses taken from Miami or (2) the combined average calculated using the grades from all college-level courses.

Students who graduate with distinction may wear cords at commencement based upon final grades of the last semester of attendance prior to commencement. The commencement program will reflect that they are graduating with distinction.

1.11.B Department Honors—Baccalaureate Degrees

Students, whether or not designated as honors program students, may apply to complete a departmental honors program in most University departments. Interested students should see the chief departmental adviser in their major department.

CHAPTER 12. Family Educational Rights and Privacy Act Policy

1.12.A Introduction

FERPA. The Family Educational Rights and Privacy Act of 1974, as amended, commonly known as FERPA, provides students with a right of access to their education records, permits students to challenge the accuracy of the records and prohibits the non-consensual release of such information except in limited circumstances (see Sections 1.12.B and 1.12. E below). This policy applies to all students *in attendance* at Miami University. In accordance with the federal regulations implementing FERPA, Miami defines *in attendance* for first time students as having accepted the University's offer of admission and made the required deposit. Thereafter, a student is deemed to be "in attendance" during all periods of enrollment, during breaks between terms, during University holidays and vacations, and during periods of suspension. The University informs students of their rights under FERPA by annual publication of the University policy in the *Student Handbook* and by publication of annual notification of rights in *The Miami Student*.

1.12.B Directory Information

Definition. Directory information may be released to anyone without the student's consent. Miami University has designated the following as directory information:

1. name, campus address, home address, telephone listing and campus e-mail address;
2. age and date of birth;

3. name and address of parent(s) or guardian(s);
4. major field(s) of study, including the college, division, department or program in which the student is enrolled;
5. classification as a freshman, sophomore, junior, senior or graduate student;
6. dates of enrollment and current enrollment status;
7. degrees (including date of graduation) and honors awarded, including Dean's List, honorary organizations and grade point average of students selected;
8. most recent educational institution attended;
9. photographic, video, or electronic images taken and maintained by the University;
10. participation in officially recognized activities and sports;
11. weight and height of members of athletic teams.

A student has the right to refuse to permit the designation of any or all of the categories of directory information. Any student wishing to exercise this right must inform the Registrar in writing on or before July 15 of the categories of personally identifiable information that are not to be designated as directory information with respect to that student.

1.12.C Access to Student Records

Access to Own Records. A student who is currently attending or who has been enrolled as a student at Miami University may have access to his or her education records with certain exceptions that are listed below. An educational record is defined as material that is directly related to the student maintained by the institution. The material is covered by the policy as long as the institution uses it for making decisions about the student or for transmitting information to others outside of the institution.

A request to review such education records shall be made in writing by the student to the office concerned. The institution or office concerned shall respond to the request within a reasonable period of time, but not to exceed 45 days after the day of the request. Upon written request, a student will be provided with a copy of the education record at a reasonable cost.

Records Not Subject to Inspection. The following records shall not be subject to inspection by students:

1. Private notes and materials such as grade books used by faculty and staff.
2. Financial records of the parents of the students or information from such records. Information from the Parents' Confidential Statement may be released to the student only on the condition that the proper authorization has been given by the parent(s).

Non-Admitted Students. This policy does not extend to rejected applicants for admission.

1.12.D Waiver of Access

Students may waive in writing their right of access to confidential letters of recommendation respecting admission, employment, or the receipt of an honor. On request, students will be notified of the names of all persons making confidential recommendations; such recommendations must be used solely for the purpose for which they were intended.

1.12.E Disclosure of Information

1.12.E.1 Conditions for Disclosure

Personally identifiable information will not be released from an education record without the prior written consent of the student, except under one or more of the conditions listed below.

- a. The disclosure is to University officials with legitimate educational interests. A University official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. A University official is any of the following:
 - i. A person employed by the University in an administrative, supervisory, academic, research or support staff position (including law enforcement personnel and health services staff).
 - ii. A person or company with whom the University has contracted (such as an attorney or auditor or collection agent).
 - iii. A person serving on the Board of Trustees.
 - iv. A student serving on an official committee such as a disciplinary board or grievance committee or assisting another University official in performing his or her tasks.
- b. The disclosure is to officials of another school where the student seeks or intends to enroll.
- c. The disclosure is to the Comptroller General, The Secretary of Education, state educational authorities or authorized representatives of the Attorney General for law enforcement purposes.
- d. The disclosure is in connection with financial aid for which the student has applied or which the student has received to determine eligibility for aid, the amount of aid, the conditions of aid or enforcement of the terms and conditions of aid.
- e. The disclosure is to organizations conducting studies for or on behalf of educational agencies or institutions.
- f. The disclosure is to accrediting organizations to carry out accrediting functions.
- g. The disclosure is to parent(s) of a dependent student, as defined by Section 152 of the Internal Revenue Code.
- h. The disclosure is to comply with a judicial order or a lawfully issued subpoena. The University will make a reasonable effort to notify the student of the order or subpoena in advance of compliance, unless the subpoena is a federal grand jury subpoena or other subpoena issued for law enforcement purposes and directs otherwise.
- i. The disclosure is in connection with a health or safety emergency if necessary to protect the health or safety of the student or other individuals.

- j. The disclosure is to a parent or legal guardian of a student under the age of 21 of information regarding any violation of any federal, state, or local law or of any rule or policy of the University governing the use or possession of alcohol or a controlled substance if the University has determined that the student has committed a disciplinary violation with respect to such use or possession.
- k. The disclosure is of the final results of any disciplinary proceeding conducted by the University against a student who is an alleged perpetrator of any crime of violence (as that term is defined in section 16 of title 18, United States Code) or a non-forcible sex offense, if the University determines as a result of the disciplinary proceeding that the student committed a violation of the institution's rules or policies with respect to such crime or offense. The information shall include only the name of the student, the violation committed and any sanctions imposed by the University on the student. The University may include the name of any other student such as a victim or witness, only with the written consent of that other student. The University will notify victims of sexual assault of the outcome of any disciplinary proceeding against the alleged perpetrator.

1.12.E.2 Additional Rules of Disclosure

A record of any disclosures made will be maintained and the student is entitled to inspect and review that record. Confidential information will be transferred to a third party only on the condition that such party will not permit any other party to have access to such information without the written consent of the student. No person, agency, or organization other than those identified in this Section 1.12.E will have access to such records before indicating in writing the legitimate educational or other interest of the person, agency, or organization. Such record shall be kept with the student's file and shall be open to inspection only by the student, the responsible administrator and his or her staff, and persons specifically authorized by law. No notation is required for access by University employees in the normal course of their duties.

1.12.F University Policy and Procedure on a Student's Right to Inspect and Review Personally Identifiable Records and the Right to Challenge the Content of Those Records

1.12.F.1 Inspection and Review of Records

Present and former students of Miami University have the right to inspect and review their education records. The University will respond to any reasonable request for explanation and interpretation of records. A student may request the opportunity to inspect and review his or her records. Such a request must be made in writing. The request should be made to the chief administrator or designee(s) (e.g., the Registrar, Bursar, dean or chair of academic department) of the office in which the records are on file. A request must specify records to be inspected and reviewed, the purpose of the disclosure and to whom the records are to be released.

A request by a student to inspect and review his or her records will be granted within a reasonable period of time, but such time is not to exceed 45 days after the request has been received by the department. Records will be inspected and reviewed by the student in the presence of the chief administrator or designee(s). Contested records may not be changed or deleted during the process of inspection and review. The student shall be advised of the student's right to challenge the content of the records and be advised to review this policy. Upon written request the student shall be provided with a copy of that portion(s) of his or her education record at a reasonable cost to the student.

1.12.F.2 Challenging Contents of Records

Request to Amend. If the student believes the education records of the student contain information that is inaccurate, misleading or in violation of the student's rights of privacy or other rights, the student may ask the chief administrator of the office in which the records are maintained to amend the record. The chief administrator shall advise the student in writing within a reasonable time of the chief administrator's decision. If the chief administrator decides not to amend the record as requested, the chief administrator shall inform the student of the student's right to a hearing and give the student a copy of this policy.

Hearing

Request — The student may request in writing a hearing to challenge the content of the student's education records on the grounds that the information contained in the education records is inaccurate, misleading, or in violation of the privacy or other rights of the student. The written request shall be delivered to the Office of the Secretary of the University.

Hearing — The hearing shall be held before the Secretary of the University or, at the Secretary's discretion, a committee appointed by the Secretary, within a reasonable time after receipt of the request. Notice of the time, date and place of the hearing shall be given in writing to the student at least three (3) working days in advance of the hearing. The student will be given a full opportunity to present evidence that the information contained in the education records is inaccurate, misleading or in violation of the privacy or other rights of the student. The student may, at the student's own expense, be represented by one or more individuals of his or her own choice including an attorney.

Decision. The Secretary of the University's (or committee's) decision will be made in writing within ten (10) business days after the hearing. The decision will be based solely on the evidence presented at the hearing, and will include a summary of the evidence and the reasons for the decision. If the Secretary of the University (or committee) determines that the information in the education record is not inaccurate, misleading or otherwise in violation of the privacy or other rights of the student, the Secretary of the University shall inform the student of the student's right to place a statement in the education record commenting on the contested information or stating why he or she disagrees with the decision.

CHAPTER 13. Financial Obligations

Students are responsible for viewing and paying their eBills. Class registrations are subject to cancellation for any student who fails to clear fees by the published due date. Students are financially responsible for their registration activity. Non-attendance *does not* constitute a

dropped course (see Section 1.2.C). Students who withdraw from the University may be eligible for a refund based upon the refund policy published online at <http://www.units.muohio.edu/bur/>.

Services, including the release of all academic records of a student or former student (e.g. diploma and transcripts) and registration for future semesters, may be restricted until any past-due amount owed to the University is paid in full. This includes, but is not limited to, fees, tuition, charges, fines, and loans due to the University.

The University's collection policy is published online at: <http://www.units.muohio.edu/bur/>.

CHAPTER 14. Student E-mail Policy

A Miami University-provided e-mail address (UniqueID@muohio.edu) is an official means of communication. Students are responsible for all University communication sent to their Miami e-mail address. It is expected that students check their e-mail account on a frequent and consistent basis. To ensure that students remain current with University-related communications, students are strongly encouraged to check their e-mail at least two times a week. Students are advised to respond to all official University communications as directed in each communication (e.g., responding in person, by surface mail, or by e-mail). Students should not assume an e-mail response is a satisfactory substitution when directed otherwise. Furthermore, students should follow Miami University's policy on Responsible Use of Computing Resources, found in Section 19 of the *Miami University Policy and Information Manual* (MUPIM).

Students are subject to this e-mail policy beginning at summer orientation, during academic terms for which they are enrolled, during breaks between terms, during University holidays and vacations, and during periods of suspension.

Students may forward their Miami e-mail to another e-mail address (e.g., @gmail or @hotmail). However, Miami University is not liable for any problems that may result from forwarding Miami e-mail to another account (e.g., problems with spam filters, full mailboxes, or loss of attachments). Students should understand that forwarding their University e-mail may have the unintended consequence of exposing their privacy information to third parties because Internet e-mail is handled in a public fashion.

Faculty members determine how they will use e-mail in their classes. Faculty may wish to include their e-mail expectations in the course syllabus. The distribution of mass communications is restricted to University departments and offices for University business. External requests for mass communications will not be honored.

As stated in Section 19 of the *Miami University Policy and Information Manual*, "The University employs various measures to protect the security of its computing resources and users' accounts. However, users should be aware that the University does not and cannot guarantee such security." Furthermore, individuals are advised to exercise caution when sending sensitive or FERPA-protected student information via e-mail. In addition, individuals are reminded that some University information is not appropriate for e-mail communication.

CHAPTER 15. Student Emergency and Missing Student Contact Information

1.15.A Student Emergency Contact Information

All students are required to provide the University with a telephone number (cellular phone or land line) at which they may be reached during the academic year and for any summer terms in which they are enrolled. All students are required to provide the University with emergency contact information, including the name, address, and phone number (including a cell phone number if available) of a parent, guardian, spouse, domestic partner, or other person to contact in the event of an emergency.

Students who do not reside on campus are required to provide the University with the street address of the residence in which they are physically residing during the academic year and any summer terms in which they are enrolled.

Miami students living on campus are required to provide the University with a confidential contact in the event the student is determined to be missing for more than 24 hours. Unless the University is advised in writing to the contrary, the confidential contact will be the same person(s) as the Emergency Contact information. The University is required by law to notify the parents of any student who is under the age of 18 years if the student is determined to be missing.

1.15.B Missing Student Policy

Any person who believes an Oxford campus student is missing should notify the [Miami University Police Department](#). In the event another University office receives a report of a missing Oxford campus student, that office is responsible for notifying the Miami University Police. The Miami University Police Department will make the determination as to whether a student is missing. Upon receiving a report, and determining that the student has been missing for 24 hours or more, the Miami University Police will initiate the emergency contact procedures.

PART 2 Code of Student Conduct

Introduction

The Code of Student Conduct at Miami University is intended to foster and protect the central purpose of the University: the free and open exchange of ideas. This Code applies to Miami's undergraduate and graduate students, student organizations, fraternities and sororities. Students are subject to this Code of Student Conduct beginning at summer orientation, during academic terms for which they are enrolled, during breaks between terms, during University holidays and vacations, and during periods of suspension. The Code of Student Conduct outlines the rights and responsibilities of students, behaviors prohibited on and off campus, possible sanctions, and the procedural rights of students and student organizations.

The Code embraces several important values: the rights of free speech and peaceable assembly; the freedom of inquiry and the right to make constructive criticism; the central importance of honesty to this community; and the desire that all students participate on campus in an environment that respects differences of culture, gender, religion, race, age, sexual orientation, gender identity, national origin and ability.

Students who have questions about the Code of Student Conduct should call the Office of Ethics and Student Conflict Resolution at 529-1417. All references to University offices are deemed reference to the most closely analogous offices at Miami University Hamilton (Student Services), and Miami University Middletown (Student Affairs), and the Voice of America Learning Center (Director's Office).

The Code of Student Conduct

This Code applies to all undergraduate students, graduate students, and student organizations of Miami University. The Code of Student Conduct primarily prohibits misconduct on University premises (buildings or grounds owned, leased, operated, controlled, or supervised by the University, including the Oxford campus, Miami University Dolibois European Center [see Appendix A], the Miami University Hamilton campus, the Miami University Middletown campus, and the Voice of America Learning Center; but may address off-campus conduct when the behavior or the presence of the individual, in the University's sole judgment, impairs, obstructs, or interferes with the mission, processes, or functions of Miami University. Students should be aware that Miami University reserves the right to review and take disciplinary action based on conduct occurring off campus or between academic periods.

Any student or organization that, after a full hearing of the facts, is found responsible for violating the Code will be assessed an administrative fee of \$50 per incident.

If a student breaks a law that also violates the University standards of conduct, that student may be held accountable by both civil authorities and the University. The University may, at its sole discretion, elect to pursue disciplinary action against the student prior to, at the same time as, or following criminal proceedings, even if criminal charges involving the same incident are pending, have been dismissed, or were reduced.

Standards of Conduct

In order to promote a safe and civil campus environment, Miami University expects each student to follow the standards of conduct. The severity of the offense, prior disciplinary history, whether an offense was committed against a person intentionally selected by reason of their race, religion, national origin, gender, sexual orientation, gender identity, disability, or age, and other relevant circumstances will be considered in determining the appropriate disciplinary action.

"1219" Procedures

Ohio Revised Code Sections 3345.22 and 3345.23 procedures are commonly referred to as "1219" proceedings. The initiation of a "1219" proceeding against a student does not prohibit the University from taking University disciplinary action against that same student under the Code for the same conduct that gave rise to the "1219" proceeding. A student arrested for any of the defined offenses will automatically be subjected to the "1219" proceedings which are summarized below.

After a hearing which will be held no more than five days after arrest (continuances may be granted, which may not exceed a total of ten days), students arrested for one of the offenses defined in Ohio Revised Code 3345.23(D) are subject to immediate suspension from the University. Students convicted of any of the offenses enumerated in Ohio Revised Code 3345.23(D) are subject to automatic dismissal from Miami University. Students suspended or dismissed under these "1219" procedures are not permitted on University property without the express permission of the President or the Board of Trustees. Students dismissed upon conviction may be readmitted or admitted to any other Ohio tax-supported college or university, at the discretion of the college or university's board of trustees, but only after the lapse of one calendar year following dismissal and only upon terms of strict disciplinary probation (see Ohio Revised Code 3345.22 and 3345.23 for full text of the statutes and see Appendix B of the *Code of Student Conduct* for list of defined offenses of violence).

STUDENT CONDUCT REGULATIONS

CHAPTER 1. Code One Offenses

A student who is found to have committed a Code One offense and who previously has been found to have committed a Code One offense or to have previously committed three Code Two offenses will normally be recommended to receive a minimum sanction of suspension. However, a student can be suspended or dismissed for a single violation.*

More than one sanction may be imposed for a single violation. A single act may constitute a violation of more than one regulation. Being under the influence of drugs or alcohol will not diminish or excuse a violation of the Student Conduct Regulations.

The standard of evidence used to determine responsibility is a “preponderance” of evidence. This determination is based on the greater weight of the evidence and does not require a standard beyond a reasonable doubt.

**Please note that there are additional minimum penalties in the case of alcohol-related offenses and dishonesty offenses.*

2.1.A Interfering with a University Function (101)

University functions, on or off campus, are defined to include teaching, research, administration, disciplinary proceedings, University activities, public safety, and public service functions. This section also includes authorized non-university functions when the act occurs on University premises. Actions that interfere with, obstruct, or disrupt University functions are prohibited (see Part 5, Chapter 6 guaranteeing the right of expression of students).

2.1.B Dishonesty (102)*

Intentionally furnishing false information or omitting relevant or necessary information to gain a benefit, to injure, or to defraud is prohibited. Using or possessing false or altered identification (including driver’s licenses and Miami University identification cards) is prohibited. Students may not use another person’s University identification card for any purpose. Examples of prohibited behavior include forgery, alteration, or falsification of any University documents or records, or misrepresentation of University credentials. These include grade transcripts, student identification, computer records, and other official documents. Using a forged or altered document is also prohibited, even if someone else made the changes. Student identification cards are University property and must be shown or surrendered when requested by a University official in performance of his or her duty.

**If the student has been found responsible for a previous act of academic dishonesty or for previously violating Section 102 (Dishonesty) of the Code of Student Conduct, the automatic sanction will be suspension for at least one semester.*

2.1.C

2.1.C.1 Sexual Misconduct or Assault (103A). Intentional or reckless acts that cause or reasonably could cause physical or mental harm to any person are prohibited including non-consensual sexual conduct or contact. Some examples of prohibited behavior include sexual harassment, voyeurism (including the use of video recording devices), indecent exposure, rape (including acquaintance or date rape) and physical contact for the purpose of sexual gratification with another without their consent.

Miami University also has developed a sexual offense protocol that explains how incidents of sexual assault are handled. Miami University will make changes in the victim’s academic and living conditions upon request. Both the accuser and the accused are entitled to the same opportunity to have others present during the disciplinary proceeding.

Copies of the sexual offense protocol are available in the Office of Ethics and Student Conflict Resolution, Women’s Center, Office of the Dean of Students, the Miami Police Department, and the Oxford Police Department.

2.1.C.2 Other Physical or Mental Abuse or Harm (103B). Intentional or reckless acts that cause or reasonably could cause physical or mental harm to any person are prohibited. Actions that threaten or reasonably could cause a person to believe that the offender may cause physical or mental harm are also prohibited. Some examples of prohibited behavior include murder, assault, battery, stalking, telephone harassment, computer harassment, threats, intimidation, physical assault or abuse, verbal abuse, and any other conduct that threatens the health or safety of any person.

Note: A student, who after a full hearing of the facts for a violation of Section 2.1.C.1, Sexual Misconduct or Assault, is found not responsible may be found responsible for a violation of Section 2.1.C.2, Other Physical or Mental Abuse or Harm.

2.1.D Damage, Theft, or Unauthorized Use of Property (104)

Intentional or reckless conduct that results in damage (including tampering or defacing), theft, or unauthorized use of property of the University or of any other person or entity is prohibited. The unauthorized use of University property for personal gain is also prohibited. Students may not use University property for any activity prohibited by federal, state, or local law or these regulations. Examples of prohibited behavior include gambling on University property, theft, vandalism, and possession of property known to be stolen.

2.1.E Alcohol Abuse

2.1.E.1 Intoxication (105A). Any student who exhibits negative behavior associated with intoxication after using alcohol is in violation of this policy.

2.1.E.2 Prohibited Use of Alcohol (105B). Alcohol may be consumed and/or possessed only by those of legal drinking age and only in authorized locations. On-campus use of alcoholic beverages is restricted in accordance with applicable city and state laws, both in residence halls and in designated facilities. Students are not permitted to have kegs or beer balls of alcoholic beverages or parties with alcohol in residence hall rooms. Underage possession, consumption, consumption in unauthorized locations, or furnishing of alcoholic beverages to any person under legal age to drink such beverages is prohibited.

Note: Because of Miami University's commitment to the responsible consumption of alcohol, mandatory minimum penalties will be imposed upon a student found to have committed a violation of this alcohol policy.

The University will notify the parents of students under the age of 21 who have been found responsible for violating the Code of Student Conduct regarding the use or possession of alcohol or drugs.

A student who after having a full hearing of the facts for a violation of Section 2.1.E.1, Intoxication, is found not responsible, may be found responsible for a violation of Section 2.1.E.2, Prohibited Use of Alcohol. See Section 2.3.E for penalties (see Part 4, Chapter 4 for Policy on Alcohol Use).

A student who after having a full hearing of the facts for a violation of Section 2.1.E.1, Prohibited Use of Alcohol, is found not responsible may be found responsible for a violation of Section 2.1.N, Complicity.

2.1.F Drug Use

(106A) The use, offer for sale, sale, distribution, possession, or manufacture of any controlled substance or drug except as expressly permitted by law is prohibited. The use, offer for sale, sale, distribution, possession, or manufacture of chemicals, products, or materials for the purpose of use as an intoxicant except as expressly permitted by law is also prohibited. Examples of prohibited behavior include huffing or sniffing glue or paint and the use of nitrous oxide (whip-its).

(106B) Possession of drug paraphernalia is also prohibited. Drug paraphernalia as it applies in this section means any equipment, product, or material of any kind that is used in propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, storing, containing, concealing, injecting, ingesting, inhaling, or otherwise introducing into the human body a controlled substance.

A student who after having a full hearing of the facts for a violation of either part of Section 2.1.F, Drug Use, is found not responsible may be found responsible for a violation of Section 2.1.N, Complicity.

2.1.G Weapons (107)

Possession or use of a dangerous weapon is prohibited. A dangerous weapon is defined as any instrument, device, or object capable of inflicting physical harm or death and designed or specifically adapted for use as a weapon, or possessed, carried, or used as a weapon. Examples of dangerous weapons include firearms, explosive devices, dangerous chemicals, knives, fireworks, compressed air guns, pellet guns, stun or zip guns, tasers, BB guns, and paint ball guns.

2.1.H Discrimination (108)

Discrimination in University education programs on the basis of sex, race, color, religion, national origin, disability, age, sexual orientation, gender identity, military status, or veteran status is particularly repugnant to the mission of Miami University. Miami University prohibits the unequal treatment in University education programs of a person on the basis of sex, race, color, religion, national origin, disability, age, sexual orientation, gender identity, military status, or veteran status (see Part 5, Chapter 14).

2.1.I Hazing (109)

Coercing another, including the victim, to do any act of initiation into, or as a condition of participation in, a student organization or activity that causes or creates a substantial risk of causing physical or mental harm to any person is prohibited. Examples of prohibited behavior include forced drinking of alcohol or water, paddling, creation of fatigue, physical shocks, degrading or humiliating games, physical harassment, branding, public stunts, and forced tattoos (see Appendix C of the *Code of Student Conduct* for additional examples and discussion).

2.1.J Violation of Law (110)

Conduct that violates any federal, state, or local law is prohibited. The University will review any conduct reported by members of the University community, law enforcement personnel, or citizens as being in violation of the law. If in review the University determines, in its sole judgment, that the alleged conduct interferes with the University's exercise of its mission, processes, or functions, appropriate disciplinary action will be taken.

2.1.K Failure to Comply/False Reports (111)

Failure to comply with the directions of law enforcement or University officials acting in performance of their duties, failure to comply with an order of dispersal, incitement to panic or riot, riot, false alarms or reports of emergency, and tampering with public safety devices are prohibited. Initiation of any false report, warning, threat of fire, threat of explosion, or other emergencies on University premises or at any University-sponsored activity is also prohibited. Examples of prohibited behavior include tampering with, impairing, disabling, or misusing fire protection systems such as fire detectors, sprinklers, alarms, and extinguishers.

2.1.L Abuse of Computing Resources (112)

Students are responsible to know and abide by the regulations outlined in the guide, *Responsible Use of Computing Resources at Miami*. Computing resources include hardware, software, and data owned, licensed, or developed by Miami University, students, or employees. Theft or other abuse of computer resources is prohibited. Examples of prohibited behavior include, but are not limited to:

1. Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose; or unauthorized transfer of a file;
2. Unauthorized access to, use of, or control of computing resources including circumvention of computing system safeguard;
3. Unauthorized use of another individual's identification or password;
4. Use of computing resources to interfere with the work of another student, faculty member, or University official;
5. Unauthorized copying of computer software that is owned or licensed to the University;
6. Use of computing resources to interfere with normal operation of the University computing system or educational process;
7. Violation of software copyrights, license agreements, or trade secrets;
8. Activities for personal financial gain except as provided for by other University policy;
9. Using computing resources to violate federal, state, or local law.

2.1.M Disorderly Conduct (113)

Conduct which is disorderly, lewd, or indecent or which breaches the peace (e.g., causes alarm, annoyance, or nuisance) is prohibited. Disorderly conduct includes, but is not limited to, any unauthorized use of electronic or other devices to make an audio or video record of any person while on University premises without his or her prior knowledge, or without his or her effective consent when such a recording is likely to cause injury or distress. This includes, but is not limited to, surreptitiously taking pictures of another person in a gym, locker room, classroom, or restroom.

2.1.N Complicity (114)

Conspiracy to commit, solicitation of another to commit, aiding or abetting the commission of, or attempting to commit any conduct which is prohibited under Code One offenses of the Student Conduct Regulations is prohibited.

2.1.O Violation of Sanctions (115)

Violation of any terms of disciplinary restrictions, probation, or suspension is prohibited. Failure to satisfactorily complete sanctions is a violation of University policy.

CHAPTER 2. Code Two Offenses

A student found to have violated any of the following Code Two regulations will normally be subject to sanctions ranging from disciplinary probation to written reprimand. However, the Office of Ethics and Student Conflict Resolution or the Office of Residence Life and New Student Programs may determine that, in light of the severity of the alleged violation, the facts and circumstances out of which the alleged violation arose, or the prior disciplinary history of the accused student or student organization, a sanction of suspension or dismissal is warranted for an alleged Code Two violation. If the Office of Ethics and Student Conflict Resolution or designee or the Office of Residence Life and New Student Programs makes such a determination, the accused student or student organization shall be notified in writing and will be entitled to the procedures set forth in Chapter 4 and the matter shall proceed as if a Code One violation were alleged.

More than one sanction may be imposed for a single violation. A single act may constitute a violation of more than one regulation. Being under the influence of drugs or alcohol will not diminish or excuse a violation of the Student Conduct Regulations.

The standard of evidence used to determine responsibility is a "preponderance" of evidence. This determination is based on the greater weight of the evidence and does not require a standard beyond a reasonable doubt.

2.2.A Violation of University Policies (201)

Students are expected to follow all University policies, procedures, and regulations. Failure to follow University policies, procedures, or regulations is prohibited. Such policies, procedures, and regulations include:

1. Residence Hall Contracts and Guide to Residence Hall Living Rules and Regulations;
2. Signs, Posters, and Banners; Solicitation and Political Canvassing Regulations (see Part 5, Chapters 7 and 8);
3. Smoke-Free Environment Regulations;
4. Undergraduate and Graduate Bulletins;
5. Recreational Sports Rules and Regulations;
6. Housing, Dining, and Guest Services Rules and Regulations.

2.2.B Unauthorized Use of University Keys or Access Cards (202)

The unauthorized use, distribution, duplication, or possession of any access device including keys or access cards issued for any University building, laboratory, facility, or room is prohibited.

2.2.C Failure to Comply (203)

Failure to comply with the directions of University officials (including Resident Assistants) acting in performance of their duties is prohibited.

2.2.D Complicity (204)

Conspiracy to commit, solicitation of another to commit, aiding or abetting the commission of, or attempting to commit any conduct which is prohibited under Code Two offenses of the Student Conduct Regulations is prohibited.

CHAPTER 3. Sanctions

Sanctions may be imposed singly or in combination on individuals or student organizations. Disciplinary action by the University does not preclude the possibility that a separate criminal prosecution or civil action may also be taken; in addition, unlawful conduct off campus may be grounds for University disciplinary action. Student organizations in violation of University regulations are subject to equivalent sanctions.

A student found to have violated any Code One regulation will be subject to sanctions ranging from dismissal to written reprimand. If a student previously found responsible of committing a Code One offense is found responsible of committing another Code One offense, the University will normally recommend a minimum sanction of suspension. If a student previously found responsible of committing three Code Two offenses is found to have committed a Code One offense, the University will normally recommend a minimum sanction of suspension.

No sanction will be imposed until all appeals are completed (see Chapter 5 Appeals – Code One Offenses).

The various sanctions are defined as follows:

2.3.A Dismissal (301)

Dismissal prohibits the student from ever attending Miami University. A student may not be re-admitted to the University after dismissal.

2.3.B Suspension (302)

Suspension prohibits the student from attending Miami University for the duration of the suspension, which shall not exceed a period of more than five calendar years following its effective date. The Dean of Students or designee will determine the effective date of the suspension (either immediate suspension or at the close of the current semester, for a minimum of one subsequent semester, not to include summer terms). A student who has been suspended must petition for re-enrollment. Academic credit earned elsewhere during a period of disciplinary hold will not be accepted in transfer. Incomplete grades may not be removed during periods of non-registration including suspension (non-academic) or dismissal.

2.3.C Disciplinary Probation (303)

Disciplinary probation indicates to a student that his or her behavior has resulted in a sanction close to suspension. It is imposed for a definite period of time and may include disciplinary restrictions. A student on probation may be required to meet periodically with a person designated by the Office of Ethics and Student Conflict Resolution.

2.3.D Disciplinary Restrictions (304)

Disciplinary restrictions may be imposed with or without suspension or probation. Disciplinary restrictions include but are not limited to:

1. Restrictions from participating in intercollegiate athletics, extracurricular activities, and residence life activities;
2. Restrictions in the right of access to campus facilities, including residence halls;
3. Monetary payments for purpose of restitution or to cover the expense of educational sanctions;
4. Required University service;
5. No contact/restraining orders;
6. Denial of financial assistance from programs funded by the University;
7. Removal from or reassignment of University housing;
8. Required attendance at educational/assessment programs, such as anger management workshops and comprehensive substance abuse assessments;
9. Administrative hold on access to specified University documents;
10. Loss of University privileges, including but not limited to parking;
11. Suspension of the opportunity to study abroad.

Failure to complete a sanction will result in a hold being placed on a student's ability to register for subsequent semesters or to change a class schedule. Students are able to drop and withdraw from a course(s) per University policy as noted in Section 1.2.C.

2.3.E Penalties for Alcohol Violations (305)

2.3.E.1 Intoxication or Negative Behavior Involving the Use of Alcohol (305A) (see Section 2.3.E.2 for disciplinary procedures for Prohibited Use of Alcohol). Any student who exhibits negative behavior associated with intoxication after using alcohol is in violation of this policy. Further, any student who, after consuming alcohol, destroys property, becomes physically violent, becomes aggressive, or refuses to cooperate with any University staff member, police officer, or person of authority who is performing his or her duties, is in violation of this policy.

Minimum Penalties:

- a. First Offense. The minimum penalty for a first offense is mandatory attendance at a four-hour substance abuse education program and a minimum charge of \$200 to the student for the program as well as mandatory participation in a comprehensive substance abuse assessment and a minimum charge of \$250 to the student for the assessment. Further intervention and an opportunity to participate in group sessions may be recommended by the counselor. There will be no additional charge to the student for participation in the group sessions at the Student Counseling Service.
- b. Second Offense. Suspension from the University, either immediately or at the close of the current semester, for a minimum of one subsequent semester (not to include summer terms).

If a student is suspended as a result of alcohol violations and subsequently returns to Miami University, another violation of the alcohol policy may result in dismissal. Registration for subsequent semesters will be withheld until the student complies with the penalties assessed for the first offense. If a student has been officially found to have committed an alcohol offense and two calendar years have elapsed without a subsequent finding for such an offense, a prior offense will be considered in determining the current penalty but the minimum penalty is not mandatory. For multiple violations of the Student Conduct Regulations, additional penalties may be warranted and imposed in accordance with normal University disciplinary procedures.

2.3.E.2 Prohibited Use of Alcohol (305B)

Minimum Penalties:

- a. First Offense. The minimum penalty for a first offense is required attendance at a two-hour substance abuse program designed to acquaint students with their civil and legal responsibilities as well as the personal and career implications of alcohol and other substance abuse. There will be a minimum charge of \$150 to the student for the program.
- b. Second Offense. The minimum penalty for a second offense is mandatory participation in a comprehensive substance abuse assessment and a minimum charge of \$250 to the student for the assessment. Further intervention and an opportunity to participate in group sessions may be recommended by the counselor. There will be no additional charge to the student for participation in the group sessions at the Student Counseling Service.
- c. Third Offense. Suspension from the University, either immediately or at the close of the semester, for a minimum of one subsequent semester (not to include summer terms).

If a student is suspended as a result of alcohol violations and subsequently returns to Miami University, another violation of the alcohol policy may result in dismissal. Registration for subsequent semesters will be withheld until the student complies with the penalties assessed for the first or second offenses. If a student has been officially found to have committed an alcohol offense and two calendar years have elapsed without a subsequent finding for such an offense, a prior offense will be considered in determining the current penalty, but the minimum penalty is not mandatory. For multiple violations of the Student Conduct Regulations, additional penalties may be warranted and imposed in accordance with normal University disciplinary procedures.

2.3.E.3 Multiple Alcohol Violations Involving Prohibited Use of Alcohol and Intoxication. The minimum penalty for any combination of three alcohol violations is suspension from the University, either immediately or at the close of the semester, for a minimum of one subsequent semester (not to include summer terms).

2.3.F Penalties for Dishonesty Violations (306)

Minimum Penalties:

1. First Offense. The minimum penalty for a first offense is completion of an ethics and integrity education program and a minimum charge of \$200 to the student for the program.
2. Second Offense*. Suspension from the University, either immediately or at the close of the current semester, for a minimum of one subsequent semester (not to include summer terms).

*If the student has been found responsible for a previous act of academic dishonesty or for previously violating Section 102 (Dishonesty) of the Code of Student Conduct, the automatic sanction will be suspension for at least one semester.

If a student is suspended as a result of dishonesty violations and subsequently returns to Miami University, another violation of the dishonesty policy may result in dismissal. Registration for subsequent semesters will be withheld until the student complies with the penalties assessed for the first offense. For multiple violations of the Student Conduct Regulations, additional penalties may be warranted and imposed in accordance with normal University disciplinary procedures.

2.3.G Written Reprimand (307)

Written reprimand is an official notification that the behavior of the student or student organization has been unacceptable. Authorized staff members of the Office of Residence Life and New Student Programs or the Office of Ethics and Student Conflict Resolution may issue a

written reprimand without a hearing for violation of Code Two regulations. Written reprimands will be placed in the student's official disciplinary file.

2.3.H Summary Suspension (308)

The President or designee may summarily suspend a student, student organization, or fraternity or sorority; prohibit the same from any or all appropriate portions of University premises, University-related activities, or registered student organization activities; and/or permit the student, student organization, or fraternity or sorority to remain only under specified conditions for the interim period prior to a disciplinary hearing. A student may also be summarily suspended pending adjudication of felony criminal charges. A summary suspension will be imposed whenever the President or designee determines that the continued presence of the student on the University campus poses a significant risk of substantial harm to the health or safety of the student, to others, to the stability or continuance of normal University functions, or to property.

Before making such a determination, the President or designee shall notify the student of the reasons that the summary suspension is being considered and provide the student with an appropriate opportunity to respond to the President or designee. The purpose of the response is to address only:

1. the reliability of the information concerning the student's conduct; and
2. whether or not the conduct and surrounding circumstances reasonably indicate a significant risk as described above.

If in the President or designee's judgment, the student's continued presence on campus poses a significant danger to the University community, the student may be immediately suspended prior to the process described above. The President or designee will make a reasonable effort to provide the notification and response procedures within 24 hours after the notice of suspension has been delivered. If the student fails to appear at the hearing, the hearing officer will make the determination based upon the available information.

CHAPTER 4. Hearing Procedures — Code One Offenses

2.4.A Complaint and Notice

2.4.A.1 Complaint. Any person, agency, organization or entity may make a complaint to the Office of Ethics and Student Conflict Resolution alleging a violation of a Code One regulation by a student or student organization. The University will treat a police report or citation as a complaint.

2.4.A.2 Notice. The Office of Ethics and Student Conflict Resolution or designee or Office of Residence Life and New Student Programs, after reviewing a complaint or on its own initiative, may initiate the disciplinary process by giving the accused student or student organization written notice of the alleged violation(s). The notice may be sent to the mailing address and/or e-mail address listed with the University information system or the address on the complaint. Notice also may be delivered in person by law enforcement personnel or by University staff. The written notice shall describe the alleged violation(s) and inform the student or student organization about the reported circumstances underlying the alleged violation(s).

For complaints alleging Code One violations in which suspension is not a proposed sanction, the student will not be afforded an opportunity for a procedural review.

The notice will contain the proposed sanction(s) for the violation and the following statement:

If you dispute the allegations, you may request a hearing before Student Court or an administrative hearing. If you do not request a hearing within five University working days of the date of this notice, you will be deemed to have committed the violation and the proposed sanction(s) will be imposed. If you request a hearing, the administrative hearing officer or Student Court may (if you are found to have committed a violation) impose any sanction from written reprimand to disciplinary probation (for minimum mandatory sanctions see Sections 2.3.E.1, 2.3.E.2, and 2.3.F of The Student Handbook).

2.4.B Procedural Review

The purpose of the procedural review is to review the charges, provide an explanation of the disciplinary process, discuss the student's or student organization's options, and advise the student or student organization regarding the potential sanction(s) for the alleged violation(s). The accused student or an authorized student representative of the student organization shall attend the procedural review, which will be conducted by a judicial staff member in the Office of Ethics and Student Conflict Resolution on the Oxford campus, Student Services on the Hamilton campus, or Student Affairs on the Middletown campus. In the Office of Ethics and Student Conflict Resolution, the judicial staff member will be the Director or Associate Director of Ethics and Student Conflict Resolution or designee. On the Hamilton campus, the judicial staff member will be the Assistant Director of Student Services or designee; on the Middletown campus, the judicial staff member will be the Associate Dean for Student Affairs or designee.

The judicial staff member shall determine and advise the student or student organization of the proposed sanction(s) during the procedural review. If an accused student or student organization (through an authorized student representative) fails to appear at the procedural review, the student may be deemed to have committed the violation and the sanction(s) set forth may be imposed or the matter may be scheduled for a hearing at the discretion of the judicial staff member. Procedural reviews may be rescheduled at the discretion of the judicial staff member.

2.4.C Selection of Hearing Option

A student or student organization must, no later than two University working days from the time of the procedural review or if there is no procedural review five days from receipt of the notice, select one of three options and return the Page Two Option Form to the Office of Ethics and Student Conflict Resolution.

The options are:

1. Admit to the charge(s) and agree to accept the imposition of sanction by the Office of Ethics and Student Conflict Resolution; or
2. Request an administrative hearing before the Director of Ethics and Student Conflict Resolution, Associate Director, or designee, Associate Dean for Student Affairs/Student Services on the regional campuses or designee, or Director of Residence Life and New Student Programs or designee (as applicable); or
- 3.a. Request a hearing before Student Court if suspension or dismissal is not a potential sanction; or
- 3.b. Request a hearing before the Disciplinary Board if suspension or dismissal is a potential sanction.

The Office of Ethics and Student Conflict Resolution encourages students charged in the same incident and who have chosen the same hearing venue to have their cases consolidated for hearing. The Office of Ethics and Student Conflict Resolution reserves the right to require consolidation for a hearing when students charged in the same incident have chosen the same hearing venue.

If the accused student or student organization fails to timely notify the judicial staff member of the option selected, an administrative hearing will be scheduled.

2.4.D Hearing

2.4.D.1 Administrative Hearings (404A). The administrative hearing officer or designee will schedule and conduct the hearing and will determine from the weight and credibility of the statements and evidence presented whether the student or student organization has violated the Student Conduct Regulations.

- a. The hearing shall commence not sooner than three University working days after the request for a hearing.
- b. The complainant and the accused student or authorized representative of the accused student organization are entitled to be advised at the hearing by another person of their choice. They are each entitled to bring an attorney, at their own expense, to the hearing. This attorney may act as an adviser to the complainant, the accused student, or student organization subject to the constraints imposed by the administrative hearing officer.
- c. The hearing shall be closed to the public. Both the complainant and the accused are entitled to bring two persons for support to the hearing. The University may accommodate concerns for personal safety, well-being, and/or concerns regarding confrontation among the complainant, the accused and other witnesses during the hearing by providing separate facilities, by using a visual screen or by permitting participation by telephone, videophone, closed circuit television, video conferencing, written statement or other means.
- d. The accused shall have the right to file with the administrative hearing officer a written response to the charges. Any response must be filed and a copy delivered to the Office of Ethics and Student Conflict Resolution at least 24 hours prior to the hearing. The administrative hearing officer shall have the right to determine the acceptability of testimony and other evidence during the hearing and may place time limitations on testimony and on closing arguments. Character witnesses may be called prior to the recommendation of sanction(s) in the event the student is found to have committed a violation of the Student Conduct Regulations.
- e. The accused and the complainant shall have the right to submit evidence and question adverse witnesses who testify in the matter. If the University elects to accept a witness's written statement in lieu of live testimony, the identity of the witness and his or her statements shall be fully disclosed to the other side and they shall be given the opportunity to respond to such statements. Witnesses other than the complainant and the accused shall be present only when they are giving testimony. The administrative hearing officer has the right to control all questioning of witnesses and may require that all questions be conducted by the hearing officer.
- f. The hearing shall be recorded on equipment supplied by the University. Either the complainant or accused may make provisions for a stenographic report of the hearing, subject to their own payment of the cost; or as the parties may agree, in advance in writing, to share the expense of the stenographic report. If a stenographic report is made, a copy shall be supplied to the University at no cost.
- g. The University may elect to present the case on behalf of the complainant. In rare instances, the University may elect to present the case using a licensed attorney. In that event, the accused will be given notice and an opportunity to be represented by an attorney at the student's or student organization's own expense.
- h. The only persons entitled to be present at the hearing are the complainant, the accused (each with an adviser of his or her choice and a maximum of two persons for support) and personnel from the Office of Ethics and Student Conflict Resolution.

If the administrative hearing officer or designee determines that a violation of the Student Conduct Regulations has occurred, he or she will impose the appropriate sanction(s). If an accused student or student organization fails to appear at a scheduled administrative hearing and the absence is not excused, the hearing may proceed without the presence of the accused. Hearings may be rescheduled at the discretion of the administrative hearing officer.

2.4.D.2 Disciplinary Board Hearings (404B). The University Disciplinary Board will be composed of ten faculty members, endorsed by the chair or co-chairs of the Board and appointed by the President; eight undergraduate students, who are juniors or seniors, nominated by Associated Student Government and appointed by the President; and two graduate students, nominated by the Dean of the Graduate School and appointed by the President. The Disciplinary Boards on the regional campuses in Hamilton and Middletown will be composed of six faculty members appointed by the President and four undergraduate students who have earned at least 30 semester hours and are in good academic standing, nominated by the Associated Student Government on the respective campus and appointed by the President. The chair or co-chairs of the Disciplinary Board will be members of the faculty and will be appointed by the President. Except for the chair or co-chairs, who will serve three-year terms, all members will serve one-year terms. Quorum for University Disciplinary Board hearings is defined as at least three faculty members and two students. If the accused student is a graduate student, one of the student members shall be a graduate student.

In cases in which the accused student or student organization is entitled to and has timely requested a hearing before the Disciplinary Board, the Office of Ethics and Student Conflict Resolution shall schedule the hearing.

- a. The hearing shall commence not sooner than three University working days after the request for a hearing.
- b. The accused shall have the right to file with the Disciplinary Board a written response to the charges. Any response must be filed and a copy delivered to the Office of Ethics and Student Conflict Resolution at least 24 hours prior to the hearing.
- c. The complainant and the accused student or authorized representative of the accused student organization are entitled to be advised at the hearing by another person of their choice. They are each entitled to bring an attorney, at their own expense, to the hearing. This attorney may act as an adviser to the complainant or the accused student or student organization, subject to the constraints imposed by the Disciplinary Board.
- d. The hearing shall be closed to the public. Both the complainant and the accused are entitled to bring two persons for support to the hearing. The University may accommodate concerns for personal safety, well-being, and/or concerns regarding confrontation among the complainant, the accused and other witnesses during the hearing by providing separate facilities, by using a visual screen or by permitting participation by telephone, videophone, closed circuit television, video conferencing, written statement or other means.
- e. The chair, or a member of the Disciplinary Board designated by the chair to preside, shall have the right to determine the acceptability of testimony and other evidence during the hearing and may place time limitations on testimony and on closing arguments. Character witnesses may be called prior to the recommendation of sanction(s) in the event the student is found to have committed a violation of the Student Conduct Regulations.
- f. The accused and the complainant shall have the right to submit evidence and question adverse witnesses who testify in the matter. If the University elects to accept a witness's written statement in lieu of live testimony, the identity of the witness and his or her statements shall be fully disclosed to the other side and they shall be given the opportunity to respond to such statements. Witnesses other than the complainant and the accused shall be present only when they are giving testimony. The Disciplinary Board has the right to control all questioning of witnesses and may require that all questions be conducted by the Board.
- g. In rare instances, the University may elect to present formally a case using legal counsel. If the University elects to present a case using legal counsel, the accused will be given notice of the decision and will also have the opportunity to be represented by legal counsel.
- h. The hearing shall be recorded on equipment supplied by the University. Either the complainant or the accused may make provisions for a stenographic report of the hearing, subject to their own payment of the cost; or as the parties may agree, in advance in writing, to share the expense of the stenographic report. If a stenographic report is made, a copy shall be supplied to the University at no cost.
- i. Both sides shall be given a reasonable opportunity to present a closing statement.

At the close of the hearing, the Disciplinary Board shall deliberate privately as to whether the accused violated the Student Conduct Regulations. Boards will seek to reach consensus in adjudicating cases. In the event there is not consensus, a majority vote (the chair voting) will determine the outcome. In the event of tie votes, the report of the Board will be that no judgment was rendered. If a tie vote does occur, the Office of Ethics and Student Conflict Resolution will have the option of referring the case to another Disciplinary Board hearing in which the case is heard by Disciplinary Board members not present at the previous hearing. Within ten calendar days after the close of the hearing, the Disciplinary Board shall report its findings. If the Board determines that the accused violated the regulations, it will provide a written recommendation of the sanction to be imposed.

2.4.D.3 Student Court Hearings (404C). Hearings before Student Court shall follow the same procedures as are followed by the Disciplinary Board. The Student Court will consist of 15 undergraduate students and up to two alternate undergraduates. Student Senate confirms the Student Court appointments. The term of office will be for one calendar year beginning on the last day of second semester or until resignation or removal. Quorum for Student Court hearings is defined as at least five students. If the accused student is a graduate student, one of the student members shall be a graduate student. The Student Court will handle all cases referred to it by the Office of Ethics and Student Conflict Resolution.

2.4.D.4 Notification (404D). The Office of Ethics and Student Conflict Resolution will notify the student or student organization of the decision (in writing) of the outcome of the hearing and will also notify the student or student organization, if responsible, of the sanction(s) imposed.

2.4.D.5 Administrative Fee. Any student or organization that, after a full hearing of the facts, is found responsible for violating the Code will be assessed an administrative fee of \$50 per incident.

CHAPTER 5. Appeals — Code One Offenses

2.5.A University Appeals Board (501)

2.5.A.1 Following the suspension or dismissal of a student or student organization, the accused student or student organization and the Office of Ethics and Student Conflict Resolution or the Office of Residence Life and New Student Programs have the right to file a written appeal with the University Appeals Board within five University working days of the written notification of the disposition of the matter by the Office of Ethics and Student Conflict Resolution or Office of Residence Life and New Student Programs. The appeal should be addressed to the chair of the University Appeals Board and should state the basis for the appeal and should include all supporting documents. Regardless of campus origin, all appeals should be submitted to the Office of Ethics and Student Conflict Resolution on the Oxford campus. During the period of appeal, all sanctions, except for summary suspension, will be held in abeyance.

- a. The University Appeals Board shall be composed of five faculty, three undergraduate students, and one graduate student, all of whom shall be members of the University Senate and shall be appointed by the President. Quorum for the University Appeals Board is defined as three faculty members and two students.
- b. The function of the University Appeals Board shall be as follows: to hear appeals of undergraduate academic misconduct cases, in accordance with the undergraduate academic integrity regulations published in *The Student Handbook*; to hear appeals in student disciplinary cases, in accordance with the Student Conduct Regulations published in *The Student Handbook*.

2.5.A.2 Appeals may be filed for the following reasons:

- a. Inappropriate sanction;
- b. Procedural defect in the adjudication of the case;
- c. New evidence.

2.5.A.3 The Appeals Board will meet in closed session(s). The Appeals Board, in considering an appeal, shall find the appeal to have merit or not have merit by majority vote, within the parameters set forth below:

- a. If the appeal alleges that the sanction was inappropriate and the Appeals Board finds the sanction to be inappropriate, the Appeals Board may increase or reduce the sanction.
- b. If the appeal alleges that there was a defect in procedure or new evidence is presented and the Appeals Board finds that there was a defect in the procedure or new evidence was presented which was sufficiently substantial to have affected the outcome, the Appeals Board will order a new hearing.

The Appeals Board will notify (in writing) the accused and the Office of Ethics and Student Conflict Resolution of its decision within ten working days of its receipt of the appeal from the Office of Ethics and Student Conflict Resolution. If the Appeals Board requires additional time, the Vice President for Student Affairs may extend the time limit. The extension shall be in writing and shall include the reason for the extension, and copies shall be forwarded to both the complainant and the respondent. If a new hearing is ordered, the new hearing will be held before the original hearing authority.

2.5.B Vice Presidential Review (502)

In the case of a suspension or dismissal, the accused student, the accused student organization, or the Office of Ethics and Student Conflict Resolution or the Office of Residence Life and New Student Programs may request the Vice President for Student Affairs or designee to review a decision. A request for review must be presented to the Office of the Vice President for Student Affairs in writing within three University working days of the receipt of the written notification of the decision of the Appeals Board. The request should state the basis for the request and include all supporting documents.

2.5.B.1 Requests for a Vice Presidential review may be filed for the following reasons:

- a. Inappropriate sanction;
- b. Procedural defect in the adjudication of the case;
- c. New evidence.

2.5.B.2 The Vice President or designee may elect to review or not review a decision. In cases where the Vice President elects to review a decision, the Vice President or designee shall find the appeal to have merit or not have merit within the parameters set forth below:

- a. If the appeal alleges that the sanction was inappropriate and the Vice President finds the sanction to be inappropriate, the Vice President may increase or reduce the sanction.
- b. If the appeal alleges that there was a defect in procedure or new evidence is presented and the Vice President finds that there was a defect in the procedure or new evidence was presented which was sufficiently substantial to have affected the outcome, the Vice President will order a new hearing.

The Vice President will notify the parties in writing of either the decision not to review or to review the matter and, if reviewed, the Vice President's disposition of the matter on review.

2.5.B.3 The decision of the Vice President or designee to change a sanction or sustain the finding of the Appeals Board is final. The result of any new hearing ordered by the Vice President or designee may be appealed only as detailed in Section 2.5.A. If a new hearing is ordered, the new hearing will be held before the original hearing authority.

CHAPTER 6. Hearing Procedures — Code Two Offenses

2.6.A Complaint and Notice (601)

Complaint. Any person, agency, organization, or entity may make a complaint to the Office of Ethics and Student Conflict Resolution alleging a violation of a Code Two Regulation by a student or student organization. The University will treat a police report or citation as a complaint. The Office of Ethics and Student Conflict Resolution will refer the following matters to the Office of Residence Life and New Student Programs for disciplinary action if the accused student lives in a residence hall:

1. Allegations of Code Two violations occurring in or in areas adjacent to residence halls;
2. Allegations of Code Two violations occurring in dining halls;
3. Such other disciplinary matters as it deems appropriate.

Notice. The Office of Ethics and Student Conflict Resolution or designee and the Office of Residence Life and New Student Programs, after reviewing a complaint or on its own initiative, may initiate the disciplinary process by giving the accused student or student organization written notice of the alleged violation(s). The notice may be sent to the mailing address and/or e-mail address listed with the University information system or the address on the complaint. Notice also may be delivered in person by law enforcement personnel or by University staff. The written notice shall describe the alleged violation(s) and inform the student or student organization about the reported circumstances underlying the alleged violation(s). The notice shall advise the accused student or student organization whom to contact if the student or student organization wishes to request an administrative hearing.

The notice shall also contain the proposed sanction(s) for the violation and the following statement:

If you dispute the allegations, you may request an administrative hearing. If you do not request an administrative hearing within five University working days of the date of this notice, you will be deemed to have committed the violation and the sanction(s) set forth above will be imposed. If you request an administrative hearing, the administrative hearing officer, after hearing, may (if you are found to have committed a violation) impose any sanction from written reprimand to disciplinary probation.

2.6.B Hearings (602)

2.6.B.1 Administrative Hearing. In cases in which the accused student or student organization has timely requested an administrative hearing, the administrative hearing officer will schedule and conduct the hearing. The administrative hearing officer will determine from the weight and credibility of the statements and evidence presented whether the accused student or student organization has violated the Student Conduct Regulations. If the administrative hearing officer determines that a violation has occurred, he or she will impose sanction(s). The administrative hearing officer may impose any sanction from written reprimand to disciplinary probation, with or without disciplinary restrictions, and is not limited to the sanction(s) proposed in the notice. If an accused student or authorized representative of a student organization fails to appear at a scheduled administrative hearing and the absence is not excused, the hearing may proceed.

- a. The hearing shall commence not sooner than three University working days after the request for a hearing.
- b. The complainant, accused student, or authorized representative of the accused student organization is entitled to be advised at the hearing by another person of his or her choice, provided such person is not separately compensated for his or her role in the proceedings and provided he or she is not a licensed attorney.
- c. The administrative hearing officer shall have the right to determine the acceptability of testimony and other evidence during the hearing and may place time limitations on testimony and on closing arguments. Character witnesses may be called prior to the recommendation of sanction(s) in the event the accused is found to have committed a violation of the Student Conduct Regulations.

2.6.B.2 Administrative Hearing Officers

- a. Prior to the start of each academic year, the Director of Residence Life and New Student Programs shall submit to the Director of Ethics and Student Conflict Resolution for approval a list of those persons authorized to conduct administrative hearings and impose sanction(s) for violations of Code Two offenses.
- b. Office of Ethics and Student Conflict Resolution. The Director of Ethics and Student Conflict Resolution or designee is authorized to conduct administrative hearings and impose sanction(s) for violations of Code Two offenses.

2.6.B.3 Student Court Hearings (404C). Hearings before Student Court shall follow the same procedures as are followed by the Disciplinary Board.

CHAPTER 7. Miscellaneous

2.7.A Withdrawal

Should an accused student be academically dismissed or withdraw from Miami University before a “1219” or disciplinary action has been resolved, the matter may proceed in the absence of the student and/or a disciplinary hold note may be placed on the student’s official transcript indicating “disciplinary charges are pending or disciplinary sanctions are incomplete at Miami University.” Academic credit earned elsewhere during a period of disciplinary hold will not be accepted in transfer. A disciplinary hold will not permit a student to register for a subsequent semester, change a current class schedule, or receive an official transcript. Students are able to drop and withdraw from a course(s) per University policy as noted in Section 1.2.C. If a hold is placed subsequent to a student registering for classes, the classes will be cancelled prior to the start of the semester.

2.7.B Release of Disciplinary Information

The Clery Act and the Family Educational Rights and Privacy Act (FERPA), permit universities to disclose certain disciplinary information.

In cases of an alleged sex offense, in accordance with the Clery Act, both the accuser and the accused will be notified, in writing, of the outcome of the disciplinary proceedings. Upon request Miami University will disclose to alleged victims of crimes of violence or nonforcible sex offense the results of University disciplinary proceedings. If the student is an alleged perpetrator of a crime of violence or nonforcible sex offense as defined by FERPA, and is found responsible for violating the Code of Student Conduct, the University may disclose to any person the final results of University disciplinary proceedings (name of the student, Code Section violated, and sanction imposed).

The University will notify the parents of students under the age of 21 who have been found responsible for violating the Code of Student Conduct regarding the use or possession of alcohol or drugs.

2.7.C Disciplinary Records

The Office of Ethics and Student Conflict Resolution is responsible for maintaining student disciplinary records. Disciplinary records are kept confidential to the extent permitted by law (see Section 2.7.B above).

1. Records of disciplinary actions resulting in a finding of not responsible are maintained by the Office of Ethics and Student Conflict Resolution until the end of the academic year in which the finding is made at which time they are destroyed.
2. Records of disciplinary actions resulting in a finding of responsible and sanctions other than suspension or dismissal are maintained by the Office of Ethics and Student Conflict Resolution for seven years following the date the finding is made at which time they are destroyed.
3. Records of disciplinary actions resulting in a finding of responsible and a sanction of suspension or dismissal are maintained indefinitely by the Office of Ethics and Student Conflict Resolution. A notation of suspension or dismissal is reflected on the student's official University academic record (transcript) maintained by the Office of the Registrar.
4. A request to expunge a record may be made in accordance with Section 2.7.D below.
5. Academic credit earned elsewhere during a period of suspension or dismissal will not be accepted in transfer. Incomplete grades may **not** be removed during periods of non-academic suspension or dismissal.

2.7.D Requests to Expunge Disciplinary Records

At any time after seven years from the date of the finding in which a sanction of suspension was imposed, a student or former student may petition the Dean of Students or designee to have his or her disciplinary record expunged. The decision to expunge will be based on the severity of the violation(s), the person's disciplinary record as a whole, and evidence of good behavior since the violation(s). If the record is expunged any notation of a disciplinary suspension will be removed from the official academic record maintained by the Office of the Registrar.

A student who has been dismissed from the University may not request to have his or her record expunged. However, the Vice President for Student Affairs has authority to expunge the record and remove the notation in extraordinary circumstances, seven academic years following the date the finding was made.

2.7.E Refund Policy

In the event of a suspension or dismissal, the University will follow the regular refund schedule available via the Office of the Bursar website at <http://www.units.muohio.edu/bur/>. Housing fees are normally prorated, forfeiting the deposit, in the event of a suspension or dismissal from University housing.

2.7.F Graduation

All Miami University disciplinary charges against a student must be resolved and sanctions completed before a student is eligible to graduate.

2.7.G Interpretation of the Code

Any question of interpretation or application of the Code of Student Conduct shall be referred to the Vice President for Student Affairs or designee for final determination.

CHAPTER 8. Appendix - Supplementary Disciplinary Procedures

APPENDIX A. The Miami University John E. Dolibois European Center (MUDEC) Discipline Policies

2.8A.A Introduction

Because the tradition of individual responsibility and respect for others is deeply anchored at MUDEC, circumstances involving dismissal of students have rarely arisen. Nonetheless, it is essential that everyone should be fully aware of the academic and student conduct regulations as they apply at MUDEC. The reason for these special rules lies in the small number of students and faculty at MUDEC, the special status of the Miami campus in Luxembourg, and the sense of community that must prevail.

We ask you to read very carefully this explanation of the MUDEC attendance and discipline policies. We have tried to include in one document all the discipline and attendance-related regulations that apply at MUDEC and which will be further described to you at orientation. Please be sure that your parents are aware of the special features of the MUDEC attendance and discipline policies. Your parents will also receive the MUDEC calendar, the field tour cost explanation, and the estimated cost sheet for next year. Once you have read this material, you are required to sign the attached form indicating your willingness to abide by these regulations and your understanding of the possible consequences if you do not. See Section 1.9.B for the MUDEC attendance policies.

2.8A.B Student Conduct

The Code of Student Conduct in *The Student Handbook* shall apply to all students at MUDEC. This includes the policies regarding the use and abuse of alcohol or other drugs, with recognition that the laws abroad may vary from those in the United States. When there is evidence or an allegation of a violation of the Code of Student Conduct and/or of MUDEC regulations, disciplinary proceedings may be initiated. Specifics of the conduct policy are spelled out below and on the waiver form that you must sign before leaving the U.S. All provisions of the Code of Student Conduct regarding procedures shall apply to students at MUDEC, with the following exceptions:

1. Disciplinary action will be initiated by the Dean of MUDEC. Prior to the procedural review, the Dean will consult with the Oxford campus Office of Ethics and Student Conflict Resolution to determine whether the case should be adjudged in full at MUDEC or whether some aspect of the disciplinary process should be undertaken after the student's return to the U.S. The student shall be notified of this decision as part of the procedural review.
2. In addition to the sanctions listed in Chapter 3 of the Code of Student Conduct, it shall be understood that "Termination of Enrollment at the Dolibois European Center (MUDEC)" may be among the sanctions imposed. The decision made by the Luxembourg Disciplinary Board does not preclude the possibility of further disciplinary action upon the student's return to the Oxford campus.
3. All references to University officials are deemed references to the most closely analogous officials at MUDEC.
4. The MUDEC Disciplinary Board shall be composed of five members: One fulltime faculty member of MUDEC (who shall serve as chair and arrange for minutes of the proceedings to be kept); the Student Activities Coordinator; one European instructor familiar with MUDEC; and two students.
 - a. The Dean shall appoint the faculty and staff members at the beginning of each academic year. The two student members, plus one alternate, shall be appointed by the Dean of MUDEC at the beginning of each semester or at other times if a vacancy should occur.
 - b. The Dean shall attend the meeting of the Disciplinary Board in order to explain the reasons for instituting disciplinary proceedings against the student.
5. The University Appeals Board of Miami University, Oxford, Ohio, will adjudicate any appeals of the findings of the MUDEC Disciplinary Board.
6. There will be no vice presidential review of these decisions.

Following suspension and/or dismissal from MUDEC, the student will be required to leave University-provided housing in Luxembourg immediately. No refund of fees paid will be made.

2.8A.C Waivers

Before leaving for Luxembourg, all students are required to sign a waiver indicating: (a) that they have read and understood the MUDEC attendance and discipline policies, and (b) that they understand and accept the possible sanctions in case of any violation of one or the other (or both) of these policies.

APPENDIX B. "1219" Offenses

"1219" Offenses of Violence

The Ohio Revised Code enumerates the following offenses of violence:

2903.01 - *Aggravated Murder*
 2903.02 - *Murder*
 2903.03 - *Voluntary Manslaughter*
 2903.04 - *Involuntary Manslaughter*
 2903.11 - *Felonious Assault*
 2903.12 - *Aggravated Assault*
 2903.13 - *Assault*
 2903.15 - *Permitting Child Abuse*
 2903.21 - *Aggravated Menacing*
 2903.211 - *Menacing by Stalking*
 2903.22 - *Menacing*
 2905.01 - *Kidnapping*
 2905.02 - *Abduction*
 2905.11 - *Extortion*
 2907.02 - *Rape*
 2907.03 - *Sexual Battery*
 2907.05 - *Gross Sexual Imposition*
 2909.02 - *Aggravated Arson*
 2909.03 - *Arson*
 2909.24 - *Terrorism*
 2911.01 - *Aggravated Robbery*
 2911.02 - *Robbery*
 2911.11 - *Aggravated Burglary*

2917.01 - *Inciting to Violence*
 2917.02 - *Aggravated Riot*
 2917.03 - *Riot*
 2917.31 - *Inducing Panic*
 2919.25 - *Domestic Violence*
 2921.03 - *Intimidation*
 2921.04 - *Intimidation of Crime Victim or Witness*
 2921.34 - *Escape*
 2923.161 - *Improperly Discharging Firearm at or Into Habitation or School Safety Zone*
 Division (A)(1), (2), or (3) of section 2911.12 - *Burglary*
 Division (B)(1), (2), (3), or (4) of section 2919.22 of the Revised Code - *Endangering Children*

APPENDIX C. Hazing

2.8C.A Definition

In the University context, the term “hazing” typically refers to actions directed toward or required of individuals new to a group or community by those who are established within the group. Hazing is a broad term encompassing a multiplicity of actions and activities which do not contribute to the positive development of a person; or which inflict or intend to cause mental or bodily harm or anxiety; or which demean, degrade, or disgrace a person.

Hazing is based on the premise that some members are less equal than other members and, therefore, less deserving of respect. It is rationalized by the philosophy that membership is earned, not learned. Hazing especially undermines new member education programs by eroding the atmosphere of mutual respect and trust necessary for groups to contribute to the positive personal growth of all members.

Hazing is strictly prohibited by University policy and state law.

2.8C.B Examples of Hazing

Examples of activities or situations that meet the definition of hazing include, *but are not limited to*, the following.

1. Forcing, requiring, authorizing, or encouraging any person to ingest alcohol, other drugs, food, or any other substance that is spoiled, undesirable, unsafe, or unhealthy.
2. Any form of paddling, physical abuse, psychological abuse, deception, or shocks.
3. Morally degrading or humiliating activities, games, or stunts including but not limited to the following:
 - a. Throwing anything (whipped cream, water, garbage, paint, etc.) at an individual.
 - b. Chairings and “polings.”
 - c. Deliberately creating a mess and requiring any person to clean up the mess.
 - d. Requiring or encouraging a person to yell when entering or leaving the chapter house or any other location.
 - e. Audible harassment such as yelling and screaming at a person, calling him or her demeaning names.
 - f. Playing extremely loud music or music which is repeated over and over.
4. Any activity that interferes with an individual’s scholastic pursuits (class attendance, preparation, study time etc.).
5. Causing excessive fatigue by any means including calisthenics, or not permitting six (6) hours of continuous sleep each night.
6. Branding.
7. Conducting a new member-related activity between the hours of midnight and 7 a.m., or awakening individuals during these hours.
8. Compelling an individual or group to remain at a certain place or to be transported within or beyond the Oxford City limits (road trips, kidnaps).
9. Requiring or compelling any person to conduct or participate in quests, treasure hunts, scavenger hunts, paddle hunts, big and little brother or sister hunts.
10. Requiring any person to “march” in formation or dress like others.
11. Requiring a person to carry items that might be cumbersome or embarrassing.
12. Not permitting a person to talk during an extended period of time.
13. Requiring nudity at any time.
14. Requiring an individual to perform personal errands (servitude).
15. Preventing any person from practicing personal hygiene.
16. Endorsing or encouraging any person’s participation in any activity that could be considered hazing. Note: The laws of the State of Ohio hold accountable not only the perpetrator of the activity but **those present and able to prevent a hazing incident from occurring.**

2.8C.C Questions to Ask

While this appendix is by no means all-encompassing, it should present a clearer view of what hazing is. If you are planning an activity, you may wish to use the following questions, adapted from the *Adelphian*, as guidelines.

1. Will the activity achieve one or more of the predetermined goals of your new member program?
2. Would you be willing to tell your adviser about the activity in advance?
3. Would you be willing to perform it in front of a University faculty or staff member?

4. Would you be willing to send a snapshot of the activity to your parents and the parents of the students involved?
5. Would you be willing to go to court to defend the merit of the activity?

If you are able to answer yes to these questions, then it is likely that the activity is appropriate for your organization. The Office of Student Activities and Leadership should be consulted if questions arise about the appropriateness of an activity.

PART 3

Housing

CHAPTER 1. Residency Requirements

All first- and second-year full-time students are required to live in the residence halls through the spring semester of their second academic year of enrollment. Students in residence halls are required to subscribe to a University meal plan. Students who (1) are over 21 years of age; (2) reside with their parents, legal guardians, spouses or dependent children; (3) full-time employed; or (4) have matriculated full-time for at least two years at another institution of higher education or a regional campus are automatically exempted from this requirement.

Students seeking an exemption to this requirement must submit an application to the Office of the Dean of Students at least six to eight weeks before the beginning of the semester for which the exemption is sought.

In lieu of a second year of residency, qualified students are permitted to live in qualified off-campus housing owned or controlled by a recognized student organization. Contact the Office of the Dean of Students for additional information.

CHAPTER 2. Residence Halls

3.2.A Mission

Historically, Miami has been a residential university, and its residential character is a major and distinctive feature. The residence halls provide special programs and services that promote student development and learning. The first-year advisers serve as academic advisers in the first-year halls. First-year hall programs promote adjustment to campus life and support academic achievement. Upperclass hall programs foster personal growth, learning, socialization, and self-responsibility. Because the residence hall experience contributes significantly to the educational mission of the University, Miami houses students to the extent permitted by space and facility limitations.

The residence halls are operated and maintained as student accommodations under policies and charges established by the University Board of Trustees. The University may exercise its parietal privilege of requiring any undergraduate student to live in University residence halls. The organization and administration of residence hall life is the responsibility of the Office of Residence Life and New Student Programs. All students residing in residence halls are subject to the authority of the Director of Residence Life and New Student Programs and the staff of the director. First-Year Advisers, Assistant First-Year Advisers, Resident Directors and student staff are members of the staff of the Director of Residence Life and New Student Programs. Please refer to the *Guide to Residence Hall Living* for specific information about hall regulations.

Heritage Commons apartments are operated and maintained as student accommodations under policies and charges established by the University Board of Trustees. Please refer to the *Guide to Heritage Commons Living* for specific information about apartment regulations and staff.

3.2.B Supervision

Each residence hall is supervised by a First-Year Adviser or Resident Director, assisted by a group of student staff members. Each hall also elects officers to organize and coordinate social, educational, and recreational programs.

3.2.C Social Activity Regulations

Please refer to the *Guide to Residence Hall Living* for specific information regarding regulations and staff.

CHAPTER 3. Student Room Regulations

3.3.A Right of Room Entry

The University respects the students' desire for privacy. In the interest of maintaining an environment which facilitates good scholarship and provides for the health and safety of residents, it is necessary for the University to exercise the contractual right of room entry; therefore, *the University reserves the right to make periodic health, safety, and maintenance checks* of rooms to administer regulations. These checks are conducted by personnel from the Office of Residence Life and New Student Programs and the Department of Housing, Dining, and Guest Services; the hall government is encouraged to designate a student to accompany the staff on these checks. Any materials or modifications determined to be a health or safety hazard must be removed upon request. This policy is designed to ensure the reasonable, restrained utilization of this contractual right by authorized representatives of the University without violating the fundamental rights of the students. Needless to say, effective implementation of this policy depends upon mutual trust, cooperation, and the sound judgment of all parties.

3.3.B Appliances and Electrical Wiring

Television sets with self-contained antennas, VCRs, DVD players, radios, CD players, electrical razors, clocks, hair dryers, lamps, heating pads, personal computers, and fans are permitted in student rooms providing their use does not disturb the other occupants of the building and that their state of repair is not a fire hazard. Students are encouraged to use surge protectors with electronic equipment such as computers. Microwaves are permitted in rooms (one per room); compact refrigerators must be rented from Housing, Dining, and Guest Services. Microwaves cannot exceed 700 watts.

Safety and insurance standards require that certain restrictions be placed on the use of other electrical appliances in residence halls.

1. Popcorn poppers, hot plates, grills, skillets, coffee pots, and toasters may be used in kitchenettes or other designated areas, but not in student rooms; no other cooking devices are permissible.
2. Sun lamps, dehumidifiers, and gas appliances may not be used.
3. Personal air conditioners are not permitted under any circumstances. Students may request and rent window-mounted air conditioners from the University.
4. Tampering, altering, or rewiring electrical outlets (including telephones) is a fire and safety hazard and is prohibited. The use of personally owned electric irons is limited to laundry rooms.

3.3.C Treatment of Walls and Furnishings

Rooms may be decorated utilizing molding hooks and twine, which are available from your residence hall adviser and manager. Twine, metal, aluminum, and fishing wire are the only approved items that may be used for mountings and/or hangings. Because Plasti-tak has the least damage potential, its use is permitted with the understanding that damages may result. At the time of final room inspection, charges will be assessed for damages, if any, resulting from the use of Plasti-tak.

Tapes, adhesives other than Plasti-tak, tacks, nails, screws, or pins may be used only on bulletin boards, not on walls, ceilings, floors, doors, window trims, or furnishings of rooms. These items alter, mar, scratch, or deface facilities. Also, room decorations may not be affixed to or suspended from ceiling tile, light fixtures, steam pipes or smoke detectors. Platforms, lofts, or construction involving heavy building material are not permitted in student rooms. Students are not permitted to re-paint or re-plaster rooms and/or furnishings.

Storage cabinet and closet doors may not be removed or altered from their original design. Removal of these items tends to reduce future usability.

Beds may be bunked or unbunked only by or under the supervision of authorized University staff. Beds must be bunked with the appropriate number of University bed pegs; pegs are available from the housekeeping staff. Bed rails are available upon request. Mattresses and/or springs on the floor are prohibited. Positioning and constructing of beds other than by original design are health and safety hazards and reduce future usability. Due to possible puncture and resultant water damage and possible overweight in a concentrated space, waterbeds, etc., are not permitted in residence halls.

3.3.D Candles and Incense

The burning of candles, incense, or other substances producing open flame is strictly prohibited in residence halls at all times.

3.3.E Pets

In addition to causing occasional unpleasant situations for your fellow residents, pets can create safety and sanitation hazards. Consequently, with the exception of fish, no pets are permitted in any residence halls. Non-disease carrying, healthy fish are permitted in residence hall student rooms according to the following stipulations.

1. The student is solely responsible for the care and safety of the fish, the cleaning of the aquarium, the proper use of aquariums and associated appliances, and for all damages incurred from the ownership of the fish. Charges or penalties can and will be assessed if these responsibilities are not met.
2. Fish shall be no longer than five inches in length. Fish are the only animals permitted in such aquariums (turtles and snails, for example, have been shown to carry diseases that affect humans).
3. The maximum size of an aquarium shall be ten gallons, and only one aquarium will be permitted per room.
4. Appliances (such as heaters, filters, bubbling machines, etc.) will be permitted in conjunction with each aquarium. Students will be responsible for the proper use and placement of such appliances, and for any damage associated with their use.
5. Aquariums must be cleaned in the sinks of utility rooms in each hall. This is in the interest of health and safety.
6. Miami University is not responsible for the loss of fish for any reason, including loss of power or reduced building temperatures.
7. Fish must be removed and appliances unplugged during vacation periods. Staff should check to see that the appliances are unplugged.
8. Finally, it should be remembered that fish are living things and are totally dependent on their owners for survival. They should be treated with the same compassion and care that one would show for any other pet.

For detailed information regarding all phases of living in residence halls, please consult the booklet *Guide to Residence Hall Living* that is furnished to all University residents or the housing website at <http://www.hdg.muohio.edu/Housing/>.

CHAPTER 4. Off-Campus Housing

In the interest of promoting reasonable conditions for students living off campus, certain provisions are necessary.

3.4.A Requirements for Undergraduate Students

After the second year, students may live in off-campus facilities of their choice. See Chapter 1 for more information.

3.4.B Contractual Agreements

The student is responsible for the contract into which he or she enters and the consequences that may result. The Office of Student Housing and Meal Plan Services at no time will act as mediator. Students wishing legal advice should contact the Student Legal Service or area attorneys.

PART 4

Health and Safety

CHAPTER 1. Student Health Service

Requirements

Each student (undergraduate or graduate) entering the University for the first time is required to follow those physical and psychological requirements stated in Section 1.1.G of the Academic Regulations.

Access

The Student Health Service is available as an acute care outpatient facility for all Oxford, Hamilton, and Middletown students. All services are billed to the student's health insurance by the Student Health Service. The Student Health Service is open 8:00 a.m. to 6:00 p.m. Monday-Friday during the academic year when classes are in session and 7:30 a.m. to 4:00 p.m. Monday-Friday during the summer. In the event of an emergency, the student should report to the emergency department at McCullough-Hyde Memorial Hospital, 110 North Poplar Street, Oxford, 513-529-2111.

Concerns

Student concerns related to the operation or personnel of the Student Health Service shall be directed to the Assistant Vice President for Student Health and Wellness. See www.muohio.edu/saf/shs for detailed information regarding the Student Health Services Center.

CHAPTER 2. Student Counseling Service

Access

The Student Counseling Service is available to provide a range of mental health services and career development services to full-time Oxford campus students only. Consult the Student Counseling Service website (<http://www.muohio.edu/saf/scs>) for up-to-date information on services, requesting service, and mental health issues. There are modest fees for some services. The Student Counseling Service is open 8:00 a.m. to 5:00 p.m. Monday-Friday during the academic year and 7:30 a.m. to 4:30 p.m. during the summer sessions. In the event of an emergency, students should contact the Miami Police Department at 529-2222 or the Community Counseling and Crisis Center's 24-hour crisis hotline at 523-4146.

Concerns

Student concerns related to the operation or personnel of the Student Counseling Service shall be directed to either the Director of the Student Counseling Service or the Assistant Vice President for Student Health Services. See <http://www.units.muohio.edu/saf/shs/> for detailed information regarding the Student Health Services Center.

CHAPTER 3. Disability Services

4.3.A Introduction

Miami University is committed to providing equal opportunities for people with disabilities and is proactive in its efforts to comply with federal laws such as Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. 794 (Section 504), and the Americans with Disabilities Act of 1990, 42 U.S.C. 12131 (the ADA) to ensure access to academic programs and University life. It is the policy of Miami University not to discriminate against students with disabilities in any program or activity of the University for which the student is qualified, and to provide reasonable accommodation and academic support services to such students with due regard for the integrity of academic programs. In order to be eligible for services, the student must self-disclose his or her need for accommodation and provide supporting documentation that meets the University's guidelines. Detailed information regarding documentation guidelines can be found at:

Oxford: the Office of Disability Resources (physical and psychiatric disabilities) or the Office of Learning Disabilities Services

Hamilton: Disability Services

Middletown: Office of Disability Services

The disability service staffs on the campuses of Miami University are committed to ensuring the University's vision of creating a more diverse community and cultivating an environment that promotes personal and intellectual development. We advance toward this goal by serving with compassion, understanding and with respect for privacy. Documentation of disability furnished by the student will be kept confidential and will be shared with University personnel only with permission of the student, except as is otherwise required by law. If the documentation provided is determined to be insufficient by the University's disability services professional(s), then the University reserves the right to request additional documentation that is considered to be reasonably necessary to determine appropriate and effective

accommodation on the college level. For example, appropriate documentation for students with learning disabilities includes a full battery test administered by an appropriate professional that outlines aptitude and ability.

4.3.B Definitions

Under the ADA, a “qualified person with a disability” is someone with a physical, psychological, medical or learning impairment that *substantially limits* one or more *major life activities*. A person is considered to be disabled if he or she has the disability, has a record of the disability, or is regarded as having a disability.

The term *substantially limits* means unable to perform a major life activity, or significantly restricted as to the condition, manner, or duration under which a major life activity can be performed. This is in comparison to the average person or most people.

The term *major life activity* means functions such as caring for oneself, interacting with others, and performing manual tasks such as walking, talking, seeing, hearing breathing, learning or working to name a few.

The term *qualified*, with respect to an individual, is a person who, with or without reasonable accommodation, can meet the essential academic and technical eligibility requirements and standards of behavior and performance required of all students.

A *reasonable accommodation* is one that will allow a student with a disability to have an equal opportunity to participate in, and enjoy the benefits of, a service, program or activity of the University without an undue administrative or financial burden to the University. Reasonable accommodation or adjustments may include auxiliary aids or services such as sign language interpreters, CART services, and/or testing accommodation, and may also include adjustments to academic requirements, activities, or space. Academic adjustments that lower or substantially alter the essential elements of a program, course or curriculum are not reasonable. Accommodation that poses a direct threat to the health or safety of the student or others is also not considered to be reasonable. For a more comprehensive list of possible services, please visit the appropriate disability office on your campus:

Oxford: Office of Disability Resources (physical and psychiatric disabilities) or the Office of Learning Disabilities Services

Hamilton: Disability Services

Middletown: Office of Disability Services

4.3.C Accessibility and Safety

Miami University is committed to increasing access on campus. All academic and administrative buildings are accessible in accordance with UFAS/ADA accessibility guidelines, and modified residential living options are available on campus as well. In order to request accessible housing, students must make their request through the Office of Disability Resources (ODR) so that the most appropriate residential assignment can be made. An individual’s specific needs may also be taken into consideration. Please contact the Director of ODR for more information.

Miami also provides access to special events and activities scheduled on campus. Millett Assembly Hall and Yager Stadium, for example, both host sporting events as well as other special events such as concerts, lectures, and commencement exercises. Questions about accessibility and/or requests for services (i.e. sign language interpreters) can be directed to ODR at (513) 529-1541. Please be advised that requests for interpreters, etc. should be made at least 48 hours prior to the event to ensure services.

Emergency evacuation and fire safety are important issues that should be discussed with appropriate University personnel. **In the case of an emergency, call 911** and trained public safety personnel will respond and provide necessary assistance. ODR provides the Miami University Police dispatcher with the location of students’ residence halls and class rooms so that responding emergency personnel are prepared to offer needed assistance. For more information about fire safety for persons with disabilities, please visit <http://www.units.muohio.edu/oeeo/odr/> or contact the Director of ODR.

Note: A campus map outlining accessible entrances, curb cuts and parking options can be found at <http://www.units.muohio.edu/oeeo/odr/>.

4.3.D Transportation

Motor Vehicles

If medical documentation supports the use of a personal motor vehicle as an accommodation, you must consult with ODR and the Parking and Transportation Services Office. State law requires a state-issued disability placard to park in designated spaces both on and off campus. For more information about parking policies, visit Parking and Transportation Services or call (513) 529-8535.

Access Miami

Access Miami provides accessible transportation for students with disabilities by offering door-to-door transportation around campus and in the Oxford city limits. To arrange for transportation, please call (513) 529-2277 and provide pick-up and drop-off information.

4.3.E Reduced Course Load

Miami students with documented disabilities including physical, psychological, medical, or learning disabilities may be eligible to apply for special status. If approved, this will allow a student to reduce his or her course load below the minimum and maintain full-time status. The number of credits will be determined based on the level of disability. To qualify, students must apply and submit supporting documentation to the appropriate disability service office on their campus of record. Application for this special status must be completed as early as possible prior to registration.

4.3.F Policy Statements for Students with Learning Disabilities and/or Attention Deficit/Hyperactivity Disorder

Under the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973, some “otherwise qualified” individuals with disabilities are protected from discrimination and assured equal access to educational programs. In order to establish that an individual with a disability is covered under the ADA, the documentation of the disability must indicate that it substantially limits a major life activity, including learning. In turn, the implementing regulations and guidance that have been adopted by the Department of Justice state that the existence of a substantial limitation is to be determined by comparing the individual in question “to most people – that is, to the average person in the general population.” The following documentation guidelines are provided to help the evaluating professional document his or her findings in a manner that meets the requirements of ADA and supports the request for accommodation, including academic adjustments and/or auxiliary aids.

These guidelines provide students, professional diagnosticians, and University service providers with a common understanding of the components of documentation which are necessary to validate the existence of a learning disability; its impact on the student’s educational performance, and the need for accommodation. The documentation should be comprehensive in order to avoid unnecessary time delays in a student becoming eligible to work with Learning Disabilities Services and in the subsequent determination of appropriate accommodation and services for that student.

Admission. Admission applications from students with learning disabilities are reviewed under Miami’s regular admission criteria. The Office of Admission accepts untimed or taped ACT/SAT scores. The office immediately forwards all disability documentation to the appropriate campus disability office.

Learning Disabilities Documentation Policy. What follows are the policies that specify the procedures to be followed and the information that optimally should be contained in all documentation of a student’s Learning Disability (L.D.) and/or ADHD report. Please note that the specific reporting format is left to the professional, but the requested information must be clearly presented and easily discernable. Regardless of format used, quality documentation includes a clear diagnostic statement that describes how the condition was diagnosed, provides information on the functional impact, and details the typical progression or prognosis of the condition. Assessment reports should include information about the student’s presenting concerns, history (developmental, family, medical, psychological, education, employment), educational assessment, psychological functioning, and a summary/recommendation.

It is the responsibility of the student to obtain his or her documentation and to present a copy to the office of Learning Disabilities Services. Any correspondence regarding the adequacy of the submitted documentation will be sent to the student. It is the student’s responsibility to obtain additional information or clarification if requested.

A school plan such as an Individualized Education Program (IEP) or a “504 Plan” alone is insufficient documentation to support a student’s eligibility for accommodation and/or services at Miami University. The campus office responsible for servicing students with learning and/or attentional disabilities is responsible for collecting and maintaining disability files. Disability documentation (e.g., psycho-educational report) must adhere to the criteria established by the University for full consideration:

1. A qualified evaluator must complete the assessment.
2. Testing must be current and use adult normed measures.
3. Tests and assessment processes used to document LD/ADHD eligibility should optimally be technically sound (i.e., statistically reliable and valid), standardized for use with an adult population, and representative of a comprehensive test battery.
4. Test results should present clear and specific evidence and identification of a learning disability.
5. When submitting tests with documentation, actual raw scores and accompanying standardized scores provide a better context for meaningful interpretation.
6. It is most helpful if the diagnostic report includes specific recommendations for accommodation as well as a rationale for why each adjustment is recommended.
7. In order to determine the most appropriate accommodation plan, the clinical summary should include any record of prior accommodation or auxiliary aids and may include specific recommendations regarding curriculum and testing considerations.

**These guidelines have been adapted with permission from the consortium on ADHD Documentation (copyright 1998). AHEAD (Association of Higher Educational And Disability) guidelines were also used for this policy.*

Registration Policy for Diagnosed Students. To register for services, students with learning disabilities must (a) provide the documentation to the appropriate disability service office and (b) request services as a student with a disability. Students are strongly encouraged to request accommodation prior to or at the beginning of each semester.

Services Available for Diagnosed Students. Services available to diagnosed students are most often specific to individual course requirements and the student’s evaluation data. Specific information contained in the psycho-educational evaluation is used in determining the reasonableness of accommodation. Accommodation is judged to be reasonable and appropriate when, without the accommodation, the student might not be afforded equal access to course content.

Policy for Students Not Previously Identified as Learning Disabled. Should the campus office for disability services determine that a student exhibits traits highly correlated with those exhibited by students legally identified as learning disabled, that office staff will provide the student with information relative to public or private testing services. Miami’s Learning Centers are not responsible for formal testing of any sort, at any stage of the screening process.

4.3.G Compliance

The Office of Equity and Equal Opportunity (OEEO) is the University's designated department for compliance with federal statutes including the ADA and Section 504. Under the ADA and Section 504, individuals with disabilities are assured equal access to educational programs. In order to establish that an individual with a disability is covered under the ADA, the documentation must support that the individual's diagnosis of a disability includes how the impairment is a substantial limitation of a major life activity, including learning. Questions concerning grievance procedures, discrimination and compliance issues should be directed to OEEO at (513) 529-7157 (V/TTY).

4.3.H Dispute Resolution

If you believe you have been denied equal access in the form of appropriate accommodation, modifications, auxiliary aids, or effective communication or suffered discriminatory harassment as described in Section 504 of the Rehabilitation Act of 1973, 1998 Amendment to Section 508 of the Rehabilitation Act, The Americans with Disabilities Act of 1990, or the Ohio Administrative Code 4112-5-09 Discrimination against persons with disabilities in institutions of higher education you may pursue a resolution under this procedure. The general student grievance procedures, including the University's Policy Prohibiting Harassment and Discrimination, are available to students with disabilities.

The procedures below are additional procedures that apply to students with disabilities who feel their rights have been violated under 504, 508, and ADA.

A report may be filed against a faculty, staff, academic department, non-academic department, program, and/or organization. In addition, students may file a report against The Office for Disability Resources (ODR), Office of Learning Disabilities Services (OLDS), and/or a particular ODR/OLDS staff person.

4.3.H.1 Resolving Conflicts with a Faculty and/or Staff, Academic Department or University Non-academic Department, Program or Organization

- a. Students are encouraged to discuss their concerns with an ODR/OLDS staff member. The staff member will attempt to resolve the issues causing concern by assisting the student in discussing issues with the faculty member, department, or program, participating in such discussions, or calling the faculty member and/or head of the department in an effort to clarify and resolve issues.
- b. In some instances, other ODR/OLDS staff and director/associate dean may be consulted or a meeting convened in order to develop a resolution. Most situations are positively resolved through staff support and mediation. The student and involved parties will be notified by the appropriate staff member of progress, findings, or resolution within 10 business days. Many issues are resolved sooner due to the nature of the complaint.
- c. If either the student or the ODR/OLDS staff member feels that a satisfactory resolution has not been reached, the student should notify the Director of OEEO, Office of Equity and Equal Opportunity, Hanna House, Miami University, Oxford, Ohio 45056 (513) 529-7157 [TTY accessible]. The OEEO Director will evaluate the complaint and determine an appropriate resolution. The OEEO Director will inform all involved parties of her or his progress, findings, or resolution within 10 business days.

4.3.H.2 Resolving Conflicts with ODR/OLDS and/or an ODR/OLDS General Staff Member

- a. When a student has a complaint against ODR or OLDS and/or one of its staff members, the student should first discuss the complaint with the Director of ODR or Associate Dean of Students for Retention and Learning Center Services (students with LD and/or ADHD). Resolution of the issue may be reached at this level.
- b. If the complaint is not resolved or for a specific reason cannot be discussed with the with the Director of ODR (students with general and/or psychological disabilities) or Associate Dean of Students for Retention and Learning Center Services (students with LD and/or ADHD) a student has the right to bypass ODR or OLDS and go directly to the OEEO Director.
- c. The OEEO Director will evaluate the situation and determine an appropriate resolution. The OEEO Director will inform all involved parties of progress, findings, or resolution within 10 business days.

4.3.H.3 Resolving Alleged Discrimination by Another Student

In situations where students allege discrimination by another student, students have the option of filing a complaint under the Code of Student Conduct or a charge under the University's Policy Prohibiting Harassment or Discrimination. Please refer to the policy and procedures in the Student Handbook or contact the Office of Equity and Equal Opportunity for further information.

4.3.H.4 Contact Information

Office of Disability Resources – ODR Director
 19 Campus Avenue Building
 (513) 529-1541 (V/TTY)
 (513) 529-8595 (Fax)

Office of Learning Disabilities Services – Associate Dean of Students for Retention and Learning Center Services
 14 Campus Avenue Building
 (513) 529-8741 (Voice)
 (513) 529-8799 (Fax)

Office of Equity and Equal Opportunity, OEEO Director
 Hanna House

(513) 529-7157 [TTY accessible]

(513) 529-7158 (Fax)

Office of Ethics & Student Conflict Resolution

247 Gaskill Hall

(513) 529-1417 (Voice)

(513) 529-1907 (Fax)

CHAPTER 4. Policy on Alcohol

4.4.A Legal and Responsible Use of Alcohol

The right to acquire, possess, and consume alcoholic beverages is limited by laws that establish minimum drinking ages, drinking and driving laws, and so on. Miami University also has established policies on alcohol use on campus and by campus groups. It is incumbent on students, faculty, and staff to become knowledgeable regarding these policies, whether for individual decision making or for planning programs and events for a department or organization, including student organizations.

4.4.B On-Campus Consumption of Alcoholic Beverages

4.4.B.1 Compliance with Law. All on-campus possession and consumption of alcoholic beverages must be conducted in accordance with Ohio law regarding the possession, sale, and consumption of alcohol. Specifically:

- a. Individuals under the age of 21 may not purchase, possess, or consume beer, wine, or intoxicating liquor. It is also against the law for any person to furnish beer, wine, or intoxicating liquor to any person under 21 years of age.
- b. No person shall have in his or her possession any open container of beer, wine, or intoxicating liquor in any public place except where the alcoholic beverage has been lawfully purchased for consumption on the premises of the holder of the appropriate permit from the State Department of Liquor Control.

4.4.B.2 Service of Alcoholic Beverages on Campus. The Vice President for Finance and Business Services and Treasurer has the primary responsibility for approval, implementation, and interpretation of University alcohol policy. The University Police have primary responsibility for on-campus enforcement of Ohio law and State Department of Liquor Control regulations regarding alcoholic beverages.

The Pub at The Inn is the only establishment on campus open to the general public that serves alcoholic beverages. In all other instances, alcoholic beverages may be served on campus only to those 21 years of age or older at a private gathering of invited guests at an approved University facility. A private reception, dinner, or other gathering where food and alcoholic beverages are served, without cost, to invited guests does not require a liquor permit. The sponsoring department or organization must implement measures to ensure that only invited guests age 21 or older are eligible to be served alcoholic beverages, that only invited guests will be admitted, and that no fee or charge will be assessed. Alcoholic beverages shall not be served to any person who is under the age of 21 or to any person who appears to be intoxicated. Non-alcoholic beverages and food must also be provided.

Approved facilities include seminar rooms and lounges in University academic buildings. These seminar rooms and lounges may be scheduled with the designated scheduling authority of the individual building. If alcoholic beverages are to be served, the designated scheduling authority must be so informed at the time of scheduling. The designated scheduling authorities for the most commonly used facilities are indicated in parentheses:

- a. Marcum Conference Center (Director of Conference & Hospitality Services)
- b. Shriver Center (Senior Director of Shriver Center)
- c. Murstein Alumni Center (Vice President for University Advancement)
- d. Seminar rooms and lounges in academic buildings (department chair or dean)

Whenever a designated scheduling authority of an academic building approves a gathering at which alcoholic beverages will be served, the designated scheduling authority must simultaneously notify, in writing, the Vice President for Finance and Business Services and Treasurer of the approval.

Special Events are gatherings at which an admission fee will be charged and alcoholic beverages will be served or gatherings at which alcoholic beverages will be sold. Special Events also include those gatherings that will be held in a facility that has not been approved for events serving alcoholic beverages. All Special Events must have a liquor permit from the Ohio Department of Liquor Control. They must also have the express written permission of the Vice President for Finance and Business Services and Treasurer. The request must be made in writing and include the date, time, location, and purpose of the event as well as the reason for requesting that alcoholic beverages be available, whether an admission fee will be charged, or whether alcoholic beverages will be sold. Permission is at the discretion of the Vice President for Finance and Business Services and Treasurer and will be granted only in accordance with law, Department of Liquor Control regulations, and University policy. The Inn and Shriver Center have permanent liquor permits, and gatherings held at either facility are exempt from this policy.

No person may enter the property of Miami University for the commercial delivery of alcohol to any person at an on-campus student residential facility or to any student who resides in an on-campus residential facility. Alcohol may not be delivered to, possessed, consumed, or served in any residence hall housing first-year students. Each academic year, the Vice President for Student Affairs shall designate which residence halls will serve as first-year residence halls.

4.4.C Sponsorship by Alcohol Companies

Guidelines for On-Campus Events Sponsored by Alcohol Companies Where Alcohol Is Not Served

1. The promotion and advertising of events sponsored by alcohol companies must be in accordance with Miami University policies. The main focus of such events must not be on promoting and advertising the use of the product.
2. No alcoholic beverages may be given as prizes or awards.
3. While listing the name of the company is permissible, symbols of alcohol may not be displayed on posters, signs, banners, or other advertisements for events. No advertisements featuring foaming mugs, cans, glasses, or kegs will be allowed.
4. Promotion of events sponsored by alcohol companies must not encourage alcohol abuse or emphasize frequency or quantity of use.
5. Advertising, both for promotion of events and for products, either on campus or in institutional media, should not portray drinking as a solution to personal or academic problems or as a necessary ingredient to social, sexual, or academic success. In addition it should avoid demeaning or discriminatory portrayals of individuals or groups.
6. Advertising or promotion of campus events should not associate the consumption of alcoholic beverages with the performance of tasks requiring skilled reactions, such as the operation of motor vehicles or machinery.
7. All events sponsored by alcohol companies must be registered with the Office of Student Activities and Leadership at least four weeks prior to the scheduled event. This process will include consultation with a member of the Student Activities and Leadership staff.

CHAPTER 5. Voluntary Medical Withdrawal

4.5.A Statement of Policy

A student may request a medical withdrawal from the University before the end of a given semester if, during the course of that same semester, he or she suffers from a physical or psychological condition that prevents him or her from performing the essential functions of a student. Any reimbursement of tuition or fees due the student will be determined from the last date of class attendance, regardless of the date of the onset of the condition prompting the request for the withdrawal.

4.5.B Procedures

4.5.B.1 Request. A request for medical withdrawal based upon conditions primarily medical in nature should be submitted by the student to the Medical Director of the Student Health Service or regional campus designee in writing (not e-mail). Requests for a medical withdrawal based on conditions that are primarily psychological in nature should be submitted by the student to the Director of the Student Counseling Service or regional campus designee in writing (not e-mail). Requests must be supported by a licensed physician or mental health professional (including, but not limited to, a staff member of the Student Health or Student Counseling Service) who has assessed the student's condition.

All requests for medical withdrawal should include the following:

- a. An explanation of why the student is unable to continue to perform the essential functions of a student.
- b. Documentation, from a physician, licensed mental health professional, or other appropriate health care provider (not a family member), of the nature, severity, and duration of the illness. This documentation must reflect evaluation performed during the semester in question and reflect the professional's judgment that the student was prevented from performing the essential functions of a student for a significant period of time during that semester due to the condition.
- c. Authorization for the Medical Director of the Student Health Service, Director of the Student Counseling Service, or regional campus designee as appropriate to contact the attending medical or mental health provider, if after review of the documentation provided, it is determined that more information is required.
- d. The last day of class attendance.
- e. The student's Banner ID number.
- f. Current address and telephone number.
- g. The current date.
- h. The student's signature.

Note: Forms to request withdrawal are available from the Student Health Service, Student Counseling Service, or regional campus designee.

The Medical Director of the Student Health Service, the Director of the Student Counseling Service, or regional campus designee, as appropriate, will make a decision regarding a medical withdrawal when the appropriate documentation and/or information has been provided and will notify the student in writing of the decision.

4.5.B.2 If granted:

- a. The Student Health Service, Student Counseling Service, or regional campus designee will notify the Registrar and the student in writing.
- b. The student's transcript for the semester will indicate "officially withdrawn, date." The specific nature of the medical or psychological reasons will not be indicated in order to protect the privacy of the student.
- c. All courses for which the student had been registered during the semester will be erased, as will any grades for the coursework. The student's status with the University, including grade point average, will be identical to that at the beginning of the semester in

question, as though the student had never been enrolled for the semester (see Section 1.2.D). Courses in which a final grade has been assigned may be able to remain on the academic record through the petitioning process (see Section 1.3.E).

- d. A medical hold on future enrollment will be instituted unless in the judgment of the Medical Director of the Student Health Service, the Director of the Student Counseling Service, or regional campus designee there is no concern as to the student's ability to perform the essential functions of a student upon return (see Section 4.5.D below for re-enrollment process).

4.5.C Review Process

If the request for medical withdrawal is rejected by the Medical Director of the Student Health Service, Director of the Student Counseling Service, or regional campus designee, the student may ask that the request be reviewed by a Medical Evaluation Committee comprised of the Assistant Vice President for Student Health Services, the Medical Director of the Student Health Service, the Director of the Student Counseling Service, an additional member of the clinical staff of the Student Health Service, and an additional member of the clinical staff of the Student Counseling Service.

1. If the recommendation of the committee is to grant the request, it shall be granted and the student notified in writing.
2. If the recommendation of the committee is to uphold the decision of the Medical Director of the Student Health Service, Director of the Student Counseling Service, or regional campus designee, the student shall be notified in writing.

4.5.D Re-enrollment Process

If no hold on enrollment has been issued, academic duties following a voluntary medical or psychological withdrawal may be resumed at the student's discretion. If a medical hold has been issued, a re-enrollment request, with supporting documentation, must be submitted in writing to the Medical Director of the Student Health Service, Director of the Student Counseling Service, or regional campus designee, as appropriate.

1. The documentation should verify that the illness or condition which led to the withdrawal no longer prevents the student from performing the essential functions of a student without posing a significant risk of substantial harm to self or others.
2. If the Medical Director of the Student Health Service, Director of the Student Counseling Service, or regional campus designee, as appropriate, upon reviewing the documentation, concurs that the student is capable of performing such duties, the medical hold will be lifted and the student notified in writing.
3. If the Medical Director of the Student Health Service, Director of the Student Counseling Service, or regional campus designee, as appropriate, determines that the information provided by the student does not warrant lifting the medical hold, he or she may either deny the request for re-enrollment or require the student to submit additional documentation including possible examination by a University medical or counseling staff. The student may appeal the matter to the Medical Evaluation Committee comprised of the Assistant Vice President of Student Health Services, Medical Director of the Student Health Service, the Director of the Student Counseling Service, a Student Health Service staff physician, and one senior staff member of the Student Counseling Service.

4.5.E Request for Retroactive Withdrawal

Circumstances. Under extraordinary circumstances a student may request a voluntary withdrawal for a semester that has been completed. Such requests by a student on any Miami campus will be considered by the Medical Evaluation Committee comprised of the Assistant Vice President for Student Health Services, the Director of the Student Counseling Service, the Medical Director of the Student Health Service, a Student Health Service staff physician, and one senior staff member of the Student Counseling Service.

Process. The student should submit a written request that includes:

1. A thorough explanation of the circumstances resulting in the student's inability to perform the essential academic functions of a student for a significant portion of the semester in question.
2. Supporting documentation from an appropriate health care professional who was involved in assessment and/or treatment of the condition *during the semester* for which the condition is claimed to have prevented the student from functioning. Exceptions to this requirement may be considered if supported by detailed documentation by medical or mental health professionals who were involved in assessment and/or treatment of the condition within a reasonable period (e.g. a few weeks) subsequent to the semester in question.
3. The last day of class attendance during the semester in question.
4. The student's Banner ID number.
5. Current address and telephone number.
6. The current date.
7. The student's signature.

The Medical Evaluation Committee will meet periodically to consider the request and render an opinion in writing to the student.

CHAPTER 6. Involuntary Withdrawal

4.6.A Purpose

The University is particularly concerned with the health and safety of its students, faculty and staff. Physical and mental health services are available to students through the University health services. Physical and mental health services are also available from licensed treatment providers in the Oxford area community.

On occasion a student's conduct may pose a significant risk of substantial harm to the health and safety of the student, others, or to property. When such a potential situation is identified, the Dean of Students shall determine whether the student should be involuntarily withdrawn according to the standards and procedures described in this policy.

4.6.B Involuntary Withdrawal Standard

A student is subject to involuntary withdrawal if the Dean of Students determines that the student's condition represents a significant risk of substantial harm to the health or safety of the student, others, or to property; or that the student has engaged in or threatened to engage in behavior which represents a significant risk of substantial harm to the health or safety of the student, others, or to property.

Any member of the University community who has reason to believe that a student may represent a significant risk of substantial harm to the health or safety of the student, others, or to property, should contact the Dean of Students. In the event of an emergency contact the University Police at 911.

4.6.C Imminent Danger Withdrawal

The Dean of Students shall investigate and consult with others as he or she deems appropriate. If, in the Dean's judgment, the student's continued presence on campus poses an imminent threat of substantial harm to the student, others, or to property, the student may be immediately withdrawn from the University. The Dean will make a reasonable effort to notify the student in writing of the reasons for the proposed withdrawal and provide the student with an opportunity to respond.

If a student is withdrawn pursuant to this provision, the student may petition the Dean of Students for revision of the withdrawal. The petition must include documentation that the student can meet, with or without reasonable accommodation, all of the essential functions of a student and that the student does not pose a significant risk of substantial harm to the health or safety of the student, others, or property.

4.6.D Significant Risk of Substantial Harm Withdrawal

If, based on the available information, the Dean of Students determines that although the student may present a significant risk of substantial harm to the health or safety of the student, others, or property, such risk is not imminent, the Dean of Students shall refer the student to the Evaluation Committee¹ (EC). The Dean will make a reasonable effort to notify the student in writing of the reasons for the proposed withdrawal and the referral to the EC.

In the event the matter is referred to the EC, the Dean will arrange to meet with the student at the earliest possible time to (1) discuss the reasons for the proposed withdrawal; (2) discuss this policy and provide the student with a copy of this policy; and (3) where appropriate, inform the student that he or she must meet with a University professional(s) selected by the EC (e.g., a physician, psychologist or psychiatrist) within 48 hours for examination and evaluation. The physician, psychologist and/or psychiatrist should obtain written permission from the student to discuss his or her findings with the Dean and/or members of the EC.

The purpose of the examination and evaluation is to determine whether the student, in fact, poses a significant risk of substantial harm to the health or safety of the student, others or property and if so, whether the risk posed is a result of a disability as defined by the Americans with Disabilities Act and whether the risk can be eliminated or sufficiently reduced through reasonable accommodation.

4.6.E Review and Recommendation

The EC shall review the results of the examination and evaluation and determine whether the risk posed by the student is the result of a disability. If the risk posed by the student is the result of a disability, the EC shall determine whether the risk can be eliminated or sufficiently reduced through reasonable accommodation and if so, shall take appropriate steps to ensure that reasonable accommodation is provided.

If the EC determines that the student does not pose a significant risk of substantial harm to the student, others, or property, it shall recommend that no action be taken and that the student be permitted to remain enrolled without restriction.

If the EC determines that the student poses a significant risk of substantial harm to the student, others, or property, that risk posed by the student is not the result of a disability or if the result of a disability cannot be eliminated or sufficiently reduced by reasonable accommodation, the EC may recommend one or more of the following actions. Other reasonable actions may also be recommended to or taken by the Dean of Students or designee.

1. The student be withdrawn from the University, with or without a date established for re-enrollment. The EC may recommend conditions for readmission.
2. Conditional enrollment, i.e., continued enrollment at the University conditioned on compliance with all actions required of the student. The EC will monitor the student and may, at any point, with the concurrence of at least two panel members, terminate the conditional enrollment and withdraw the student from the University.

The review and recommendation of the EC will be shared with the student. Prior to making a decision, the Dean of Students will provide the student with an opportunity to meet and present any information he or she believes is relevant to the Dean's decision.

4.6.F Compliance

¹ The Evaluation Committee will be comprised of the Assistant Vice President for Student Health Services, a physician employed in the Student Health Service, the Director of the Student Counseling Service, and such other individuals as may be appointed by the Vice President for Student Affairs.

The student is expected to comply with all reasonable requests to meet with the Dean of Students and to meet with any and all other University personnel as the Dean or EC may require. If the student fails or refuses to comply with the Dean's request, the Dean may either (1) initiate an immediate withdrawal of the student; or (2) refer the matter to a hearing to determine whether the standard for withdrawal has been met. If the student fails or refuses to undergo an examination or evaluation as directed by the EC or refuses to release the results thereof, the EC shall make its recommendation based upon all of the available information.

4.6.G Readmission

If a student is withdrawn pursuant to this provision, the student may petition the Dean of Students for revision of the withdrawal. The petition must include documentation that the student can meet, with or without reasonable accommodation, all of the essential functions of a student and that the student does not pose a significant risk of substantial harm to the health or safety of the student, others or property. The Dean may consult with the EC or any other person he or she deems appropriate in making the readmission decision.

4.6.H Records and Fees

All records concerning these proceedings will be maintained by the Student Health Service. The normal policies and procedures for grades and fee refunds for students who withdraw during an academic term, as described in the *Student Handbook*, will apply to students who are withdrawn pursuant to this policy.

CHAPTER 7. Timely Warning Policy

The Campus Crime Alert ("Alert") is provided to give students, faculty and staff timely notification of crimes that may represent a serious or on-going threat to the campus community and to heighten safety awareness. The Alert also seeks information that may lead to arrest and conviction of the offender when violent crimes against persons or substantial crimes against property have been reported to the police.

University Police are responsible for issuing a Campus Crime Alert when a crime is reported to or brought to the attention of the University Police or other campus security authorities and that crime represents a serious or on-going threat to the safety of members of the campus community. Information for Alerts also comes from other law enforcement agencies. Every attempt will be made to distribute the Alert within 12 hours of the time the incident is reported; however, the release is subject to the availability of accurate facts concerning the incident. Alerts are distributed by University Police.

4.7.A Timely Warning Procedure

University Police will prepare a Campus Crime Alert whenever a report is received of a violent crime against a person or substantial crime against property on campus that represents a serious or on-going threat to the safety of students, faculty and staff. Alerts are assigned the same number as the corresponding police report and provide details of the crime, a description of the suspect if known, information on whom to contact with information and safety tips. Campus Crime Alerts will be e-mailed as quickly as possible to faculty, staff, and students, distributed throughout campus, provided to campus media, posted on the University Police web site and, if appropriate, posted in off-campus areas frequented by students. Whenever the City Police issue a news release about an off-campus crime that represents a serious or on-going threat to the safety of students, faculty, and staff, the University will assist in publicizing the crime on campus.

Information included in Campus Crime Alerts:

1. A succinct statement of the incident.
2. Possible connection to previous incidents, if applicable.
3. Physical description of the suspect.
4. Composite drawing of the suspect, if available.
5. Date and time the bulletin was released.
6. Other relevant and important information.
7. Appropriate safety tips.

4.7.B Emergency Communication

In the case of a campus-wide emergency, an emergency notification message to the campus community will occur via cell phones, e-mail addresses, and on a designated web page **through the "Miami Emergency Text Messaging System."** Other University notification methods may include WMUB radio announcements, emergency notification via television channels, police with bull horns, and voice mail to all University phones.

Text messages will only be sent for situations that pose immediate danger or the closing of an entire campus.

Registering for the text message notification services is voluntary, but community members must sign up in order to participate. Those without cell phones can register to receive an emergency e-mail instead. To register, go to the Miami University Police web site or, from MyMiami, find Emergency Text Message System in the Miami Web Page Index.

Messages about Campus Crime Alerts generally will *not* be sent unless it is decided there is *imminent* threat of danger. This notification service is provided in addition to existing emergency reporting procedures and does not replace or eliminate any emergency notification system (e.g., tornado sirens).

CHAPTER 8. Helping Students in Distress

The Dean of Students chairs the Miami Institutional Response Team (IRT) which responds when there is a concern that a student may pose a risk of substantial harm to the student, others, or to property. The IRT consists of representatives of various campus offices, any one of whom may receive information about a student potentially in distress. The IRT then works collaboratively to collect information about a student and/or situation to determine an appropriate course of action.

While there is a great variety in the ways in which students show distress, the following are common signs:

1. A student communicates an intention to harm themselves or others through any medium;
2. Marked and sudden drop in academic performance or class attendance;
3. Disruptive or atypical behavior including social withdrawal or isolation;
4. Sudden and marked drop, elevation, or fluctuation in energy level or mood;
5. Marked changes in physical appearance or hygiene;
6. Signs of substance abuse;
7. Presence of marked dysfunction in major life areas including academics, sleeping, eating, health, relationships, etc.

The staff of the Student Counseling Service (529-4634) is available to provide consultation to any member of the Miami community as to how to evaluate and proceed in such situations. Students, faculty or staff who think a student is experiencing significant distress should pass this information on to the office of the Dean of Students (529-1877) or, if an emergency, contact the Miami University Police at 911.

CHAPTER 9. Emergency Procedures

Emergency Assistance: 911

Criminal Activity – Report to Miami University Police Department 529-2222

Call **911** if you observe a crime in progress or behavior that you suspect is criminal. **Do not approach or attempt to apprehend person(s) involved.** Report information, including:

1. What the person is doing
2. Location
3. Physical and clothing description
4. Weapons or tools
5. Vehicle description, license number
6. Direction of travel when last seen

Stay on the phone with the police dispatcher until instructed otherwise.

Medical Emergency

1. Do not move a seriously injured person unless the person is in a life-threatening situation.
2. Remain with victim, if possible. Send someone to call **911**. Report:
 - a. Victim's location
 - b. Is the victim conscious? Breathing? Bleeding?
 - c. Victim's injuries
 - d. Chemicals or radioactive materials involved?

Fire

1. Activate the fire alarm if you discover fire or smoke.
2. Call **911**. Report:
 - a. Name
 - b. Building
 - c. Floor and room number
3. If the fire is beyond control or involves potentially explosive materials, immediately evacuate the building.
4. Close doors and windows as you leave. Leave lights on. Do not use elevators. Walk, do not run, to the nearest stairway and proceed to ground level.
5. Feel doors before opening. If a door is hot, do not open. Backtrack to an alternate evacuation route.
6. Alert other building occupants by loudly knocking on doors and yelling "FIRE" on your way out.
7. If you encounter smoke, stay low. Crawl if necessary.
8. Continue the evacuation if the alarm sound stops, and warn others who may attempt to enter the building.
9. Move to a safe location and leave clear access for emergency personnel. Do not return to the building until instructed by Department of Safety staff.
10. Someone familiar with the situation and who knows the area involved should meet the fire department. Immediately inform them if someone may be inside the building.

If clothing is on fire:

1. Stop, drop, and roll. Do not run.
2. Smother flames by wrapping in a blanket, rug, coat, etc.

If you become trapped in a building:

1. Find a room with a window. Enter and close the door.
2. If smoke begins to enter around the door, seal with rags, tape, or other material.
3. Call **911**. If no phone is available, signal from a window.
4. Shout at regular intervals to alert emergency personnel of your location.

Evacuation of People with Disabilities

Know your surroundings and plan for emergencies. If an emergency occurs, someone should notify firefighters or police that individuals with disabilities need to be evacuated.

Ambulatory Disability

1. Proceed to the nearest stairway with an escort and await assistance from an emergency response team (e.g., fire department).
2. Do not use elevators unless directed to do so by the emergency response team.
3. If stairway becomes smoke-filled or unsafe, go to another stairway.

If this is not possible, find a room with a window, close the door, and call **911**. If no phone is available, signal from a window and shout at regular intervals to alert emergency personnel of your location.

Ambulatory

1. An escort may be beneficial.
2. Evacuate with other building occupants.

Tornado

Know:

1. Tornado watch and tornado warning conditions
2. Where tornado shelters are located in your building
3. When to initiate appropriate emergency procedures

Tornado Watch - Weather conditions are right for a tornado to occur, but none have been sighted.

1. Notify others in your area that a tornado watch is in effect.
2. Monitor the weather with radio or television.
3. Note when the watch is in effect. Be prepared for an announcement that cancels or upgrades the watch to a warning.

Tornado Warning - A tornado has been sighted in the vicinity.

1. Remain calm. Proceed to your designated shelter area. If the building has no basement, go to the lowest level to a room or hallway away from windows. Restrooms, located near the center of the building and without windows, may provide good shelters.
2. Stay in the shelter until the warning is lifted.
3. Stay away from windows, and do not go outside. Flying debris can result in serious injury.

Tornado - A tornado strikes.

1. Curl up on the floor, face down, and cover your head with your arms and hands. If you are outdoors, curl up in a drainage ditch or low-lying area.
2. After the tornado, if the building is damaged, implement evacuation.
3. Assist those with injuries. Follow Medical Emergency procedures.

Active Shooter – Shelter-In-Place Guidance

If you find yourself involved in the very rare event of an active shooter situation, try to remain calm and use these guidelines to help you plan a strategy for survival.

If an active shooter is outside your building, go to a room that can be locked, close and lock all the windows and doors, and turn off all the lights; if possible, get everyone down on the floor and ensure that no one is visible from outside the room. Call 911 and inform the dispatcher of your location; remain in place until the police or a campus administrator known to you gives the “all clear.” Unfamiliar voices may be the shooter attempting to lure victims from their safe space; do not respond to any voice commands until you can verify that they are being issued by an official. Likewise, do not leave the room if the fire alarm is activated unless you can see smoke and flames and judge the fire to be a greater risk than the shooter.

If an active shooter is in the same building you are, determine if the room you are in can be locked and if so, follow the same procedures described above. If your room cannot be locked, determine if there is a nearby location that can be reached safely and secured, or if you can safely exit the building. If you decide to move from your current location, be sure to follow the instructions outlined below.

If an active shooter enters your office or classroom, try to remain calm. Dial 911, if possible, and alert police to the shooter's location; if you cannot speak, leave the line open so the dispatcher can listen to what's taking place. If there is no opportunity for escape or hiding, it might be possible to negotiate with the shooter. Attempting to overpower the shooter with force should be considered a last resort.

No matter what the circumstances, if you decide to flee during an active shooting situation, make sure you have an escape route and plan in mind. Do not attempt to carry anything while fleeing and leave coats and jackets behind so the police can easily see you are not armed; move quickly, keep your hands visible, and follow the instructions of any police officers you may encounter. Do not attempt to remove injured people; instead, leave wounded victims where they are and notify authorities of their location as soon as possible. Do not try to drive off campus until advised it is safe to do so by police or campus administrators.

Earthquake

During a major earthquake, you may experience shaking that starts out gentle, but quickly grows violent and knocks you off your feet or you may be jarred by a violent jolt (as though a building was hit by a truck), feel shaking, and have difficulty moving about.

During the Quake

1. **Indoors** – get under a desk or table or stand in a doorway or corner. Stay clear of windows, bookcases, mirrors, and fireplaces. If possible, extinguish open flames or ignition sources. Do not use elevator.
2. **Outside** – stay in an open area away from trees, buildings, walls, and power lines.
3. **Crowded public place** – do not rush to doors. Move away from objects that could fall.
4. **Driving** – pull over and stop. Avoid overpasses and power lines. Stay inside the vehicle until shaking stops. If the earthquake was severe, do not attempt to cross damaged bridges, overpasses, or damaged sections of road.

After the Quake

1. Check for injuries. Implement Medical Emergency procedures. If items can be moved by hand, help people who are trapped.
2. Use phone only to report serious injury, fire, or gas leak. If phone is not operating, go to the Police Services Center or the Emergency Operations Center (if identified).
3. If natural gas is leaking, extinguish all sources of ignition, and do not turn on or off any electrical switches in the area.
4. Attempt to block off damaged areas until help can arrive.
5. Do not touch downed power lines or damaged building equipment.
6. Implement Chemical Spill procedure if necessary.
7. If your building is damaged, evacuate and attempt to secure building against re-entry.
8. If you have a radio or cellular phone (and batteries and chargers), take with you.
9. Turn on a battery-powered radio for damage information.
10. Keep streets clear for emergency vehicles. Do not drive a vehicle unless there is an emergency.
11. Be prepared for aftershocks (usually smaller than the main quake, but may cause additional damage to weakened structures).

Hazardous Gas Odor (flammable, toxic, corrosive, oxygen, cryogenic)

Natural Gas Odor

Odorant, added to natural gas, can be detected at extremely low concentrations. Smelling natural gas does not necessarily constitute an immediate hazard. If gas odor is detected:

1. Call **911**.
2. Report:
 - a. Name and phone number
 - b. Building and room number
 - c. Area of odor
 - d. How long odor has been noticed

Compressed Gas Cylinder

If a cylinder is leaking, and in the judgment of the person responsible for the cylinder, the valve cannot be closed, and an immediate hazard exists:

1. Turn on any exhaust ventilation and close all doors when exiting laboratory or shop.
2. Call **911**. Report:
 - a. Name and phone number
 - b. Building
 - c. Room number where cylinder is located
 - d. Name of gas leaking
3. Implement building evacuation. Move to a safe distance and leave clear access for emergency personnel. Do not return to the building until instructed by Department of Safety staff.

Utility Failure

Immediately report utility failure:

Oxford campus

Water, electricity, natural gas 529-6111
 (evenings, weekends, holidays) 529-2222

Hamilton campus

Water, electricity, natural gas 785-3079
 (evenings, weekends, holidays) 785-3222

Middletown campus

Water, electricity, natural gas 727-3333

Voice of America Learning Center

Water, electricity, natural gas 895-8862
 (evenings, weekends, holidays) 780-8862

Report:

1. Name and phone number
2. Building
3. Floor and room number
4. Problem

If you cannot see exit corridors, locate exit stairs or doors and evacuate the building while emergency lights are on. Do not enter the building until power is restored. Emergency lighting is temporary and will not support building operations.

CHAPTER 10. Smoke-Free Environment

In order to promote the health of our students, faculty, staff and visitors, all Miami University campuses are designated Smoke-Free Environments. Smoking is defined as the burning of tobacco or any other material in any type of smoking equipment, including, but not restricted to, cigarettes, cigars, or pipes.

Smoking is prohibited in all Miami University-owned facilities and on the grounds of any University-owned property. This includes all buildings owned or controlled by Miami University, shelters, indoor and outdoor athletic facilities, indoor and outdoor theatres, bridges, walkways, sidewalks, residence halls, parking lots and garages. Smoking is prohibited on sidewalks that adjoin University property. Smoking is also prohibited in any vehicle or equipment owned, leased or operated by Miami University.

Miami University actively promotes and provides smoking cessation assistance and nicotine replacement therapy to students, faculty, and staff, as well as their benefit-eligible spouses and domestic partners. Many services are provided at no cost or a reduced cost. Interested employees should contact Employee Health and Well-Being at <https://www.admin.muohio.edu/phpapps/ehwb/website/>. Interested students should contact the Student Health Service.

Exceptions

Personal Automobile – Smoking is permitted in personal automobiles parked on University premises.

Hotel/Lodging – The President is authorized to establish a designated smoking area in the exterior area surrounding any location that provides overnight guest accommodations in a lodge or hotel fashion. This authorization includes the Marcum Conference Center, the Miami Inn, Climer Guest Lodge, Simpson-Shade Guest House, Patterson Place, and any other location housing overnight guests. The designated smoking area must be at least 25 feet from any University building.

Violations. Faculty, staff and students violating this policy are subject to University disciplinary action. Violators may also be subject to prosecution for violation of Ohio's Smoking Ban (Ohio Revised Code Chapter 3794). Visitors who violate this policy may be denied access to Miami University campuses and may ultimately be subject to arrest for criminal trespass.

PART 5

Student Life

CHAPTER 1. Student Organizations and Governance Bodies

Student organizations and governance bodies are important adjuncts to the academic life of the University. Student groups may be formed to engage in activities related to the academic, recreational, and social programs of the University.

5.1.A Recognition of New Student Organizations

To petition the Office of Student Activities and Leadership for recognition as a student organization on Miami University's campus, the process is as follows:

Pick up an ORGANIZATION RECOGNITION APPLICATION FORM in room 356 Shriver or at www.units.muohio.edu/saf/sac. Fill out the form, gather the required information and submit to the Office of Student Activities and Leadership, 356 Shriver.

5.1.A.1 Criteria that must be met for recognition:

- a. There must be an on-campus adviser (faculty, staff or graduate student) listed with his/her name, email address, phone number and signature.
- b. At least ten members listed with their names and signatures.
- c. Officers must be listed with their names, email addresses, phone numbers and signatures.
- d. A constitution that must contain:
 - i. The official name of the organization. (If Miami, Miami University, or MU is used in the name, it should be behind the actual name of the group, i.e., M.U. Backpacking Association would be Backpacking Association, M.U.)
 - ii. The purpose/mission of the group must be clearly stated.
 - iii. Officer requirements and functions must be stated.
 - iv. Procedures for election of officers must be stated.
 - v. Meeting and attendance requirements must be stated; if there are no attendance requirements this must also be stated.
 - vi. Expulsion requirements and procedures must be specified.
 - vii. Financial obligations of the members must be specified; if there are no financial requirements this must be stated as well.
 - viii. Source of income/funding must be stated.
 - ix. The date the constitution was written must be on the front page.

5.1.A.2 Probationary Period

When the above information has been submitted it will be reviewed, and a determination will be made as to whether or not the group has fulfilled all requirements. If all requirements are fulfilled, there will be a one-semester probationary period before recognition is complete.

That one semester will give your group time to advertise, build up membership, and become strong. You will be listed with other already recognized groups as "NAME OF GROUP, PROBATIONARY" and will have the following privileges:

- a. Use of University facilities and classrooms for meetings or social gatherings.
- b. Use of on-campus facilities and services to sponsor organization fundraisers.
- c. Use of showcases, table tents, posters, and banners for advertising the group.

Privileges not available until after the probationary period and final recognition:

- a. Funding requests from Associated Student Government.
- b. Mailbox in the Student Organization wing of Shriver Center.
- c. Request for office space if/when available.
- d. Establishment of a University financial account.
- e. Access to any University service that would require use of an on-campus account.

After the probationary semester the president must meet with a member of the Office of Student Activities & Leadership to assess the organization's growth over the course of the probationary semester. Other topics for discussion will include an examination of the organization's stability, likelihood to continue in future semesters, and plans for future campus involvement. The Office of Student Activities & Leadership will make the final decision on group recognition, then notify the president and adviser by email of that decision within five working days with directions of how to complete the registration process.

5.1.B Student Organization Requirements and Responsibility

A student organization selecting its membership on the basis of restrictive clauses dealing with gender (except as noted below), race, color, religion, national origin, disability, age, sexual orientation, gender identity, military status, or veteran status shall be considered to be operating in conflict with University policy and will be denied recognition.

It is understood that membership in student organizations is limited to currently enrolled Miami University students. It is also understood that some student organizations may be created for the purpose of deepening the religious faith of students within the context of a denominational or interdenominational grouping, and that some student organizations may be created for the purpose of perpetuating a

national cultural tradition. Where these purposes are clearly stated in the constitution or bylaws of a student organization and appear to be reasonable, a student organization may be granted recognition through customary procedures as an exception to this policy.

It is also presumed that no organization except social sororities, fraternities, and sports clubs will restrict its membership to one gender. The burden of proving that membership restricted to one gender is reasonable and appropriate under the circumstances shall rest upon the petitioning organization.

Student organizations must sign a statement certifying their compliance with University policies on nondiscrimination (this section and Part 5, Chapter 14) and hazing (Appendix C of the Code of Student Conduct). Until such registration has been completed, use of University facilities and services may be withheld. Each student organization and its officers are held responsible and accountable for the behavior and actions of its members at all events sponsored by the organization. Disciplinary Action – a student organization may also lose its recognition for violations of University regulations as determined by the appropriate disciplinary body.

5.1.C Registration of Organizations

Any recognized student organization, in order to be considered active and eligible for services on the campus, must each year register their officers and adviser(s) with the Office of Student Activities and Leadership. The registration deadline is set in the spring semester for the following academic year. Until such registration has been completed, use of University facilities and services will be withheld. Such registration means that the organization is in good standing and may use University services and be granted fiscal safeguards. Failure to register by the fall deadline may result in the loss of privileges for that academic year.

5.1.D Advisers

A student organization must have at least one adviser. Advisers should be faculty, staff or graduate students, this being considered as a part of their service to the University. Exceptions may be granted by the Office of Student Activities and Leadership or, in the case of sports clubs, by the Office of Recreational Sports. Advisers are encouraged to be actively involved in the affairs of the organization. They are minimally expected to: periodically attend meetings of the organization; provide guidance to the officers and members in the organization's plans, programs, and activities; be aware of the organization's requests for University space, budget, and other such request forms as necessary; and serve as a resource to the organization for information about policies of the University. It is expected that officers and members will utilize fully the services of their adviser. Guidance for advisers and organizations is available from the Office of Student Activities and Leadership or from the Office of Recreational Sports for sports clubs.

5.1.E Financial Affairs

All student organizations are encouraged to obtain a University account and to keep all of their funds on deposit in these accounts; this enables these groups to use University services as well as apply for funding. Having funds on deposit with the University means a student organization cannot maintain an outside account at any other location or bank. To obtain a University account, the organization must have signed verification from Associated Student Government that they have been duly recognized and registered. The organization must take this form to the Student Organizations Associate, located in Roudebush Hall, Room 107. All student organizations must elect a treasurer who will be responsible for all financial transactions. This includes depositing revenue, paying expenses, and balancing books. The basic duty of the treasurer is to help a student organization be financially responsible. Treasurer duties are explained in the Student Organization Treasurer Procedures Manual available from the Student Organizations Associate. Also, workshops are held three times a year by the Student Organizations Associate to help treasurers understand their responsibilities. It is strongly suggested that new treasurers attend one of the workshops. Advisers, as well as other officers, are also welcome.

5.1.F Meetings and Activities

Proper conduct of meetings and activities is a responsibility of the organization, the members themselves, and their officers. Included among these responsibilities are the planning and scheduling of all activities, practices, and games; and accounting for the organization's funds and other monies under its control. In the case of sports clubs, and other groups as the activity may warrant, the responsibilities include: participants receiving assurance from the Student Health Service prior to engaging in the activity that they are in a state of health and physical conditioning appropriate to the activity; obtaining, maintaining, and inspecting all necessary equipment; requiring use of all appropriate safety equipment; assuring that all appropriate safety rules and procedures are followed; and assuring the prompt availability of emergency medical assistance where necessary. For meetings and activities beyond those established during the registration of the organization, an officer of the organization must arrange the use of University facilities through the appropriate scheduling office.

CHAPTER 2. Student Organization Funding by Associated Student Government

Student organizations shall receive funding according to the rules and procedures outlined in Article VII of the Associated Student Government Bylaws (see <http://www.muasg.com/index.php>). Any organization wishing to dispute a funding allocation determined by Associated Student Government may petition the Student Court for a hearing.

Associated Student Government shall not be responsible for funding any organization under the authority of Student Affairs Council's Committee on Student Media Organizations, Lecture Series, any graduate student organization, and the Student Carrier Radio. Graduate student organizations should seek funding information from the Graduate School. Lecture Series and the media organizations will be funded through Student Affairs Council.

CHAPTER 3. Fraternities and Sororities

All fraternities and sororities are expected to encourage the principles of Scholarship & Learning, Leadership, Service & Philanthropy, Community, and Brotherhood & Sisterhood.

5.3.A Registration and Recognition of Fraternities and Sororities at Miami University

Fraternities and sororities shall be recognized by the Cliff Alexander Office of Fraternity and Sorority Life and Leadership and the respective Greek Governing Council (Interfraternity Council, National Pan-Hellenic Council, Panhellenic Association, or other recognized Greek Governing Council organization).

5.3.A.1. Registration

In order to be a recognized fraternity or sorority at Miami University by the Cliff Alexander Office of Fraternity and Sorority Life and Leadership, the following registration requirements shall be met each semester of the regular academic year:

- a. A roster of current new members, active members, officers, and advisers on file.
- b. An on-campus adviser (faculty, staff, and/or graduate student) on file.
- c. Membership Activation Form (New Member Bid Acceptance, Hazing Compliance, and Grade Release) is required within 24 hours (or next business day) of acceptance of membership.
- d. Signature of compliance by the Chapter President and Chapter Adviser to the understanding of *The Student Handbook* (Registration and Recognition of Fraternities and Sororities, Hazing) and other University policies.
- e. Recognition by a Greek Governing Council.
- f. Current constitution/bylaws on file.
- g. Should all criteria be met, the fraternity or sorority will be fully registered and recognized by the Office of Student Activities and Leadership and Miami University.

5.3.A.2 Additional Requirements and Expectations:

- a. All social fraternities and sororities must be affiliated/maintain a charter with an inter/national organization or have expressed written intent to affiliate within three years of formation.
- b. Each chapter will maintain at least five million dollars worth of general liability insurance which covers each member, adviser, alumni, board member, the University, and the national chartering organization.
- c. Scholarship & Learning: In order to promote scholarship and learning as a principle of the Miami Greek community, each chapter must maintain a 2.5 chapter grade point average each semester. It is expected that chapters have a plan or program to foster academic excellence.
- d. Service & Philanthropy: All chapters must serve the community and world around them by planning and completing one service project per calendar year. Additionally, each chapter must plan and complete a charitable event for their official philanthropic organization or chosen charity if no official dedication exists.
- e. Functional Leadership: Chapters must complete and submit required paperwork in a timely fashion to the Cliff Alexander Office of Fraternity & Sorority Life and Leadership each semester. Required paperwork includes chapter officer rosters, chapter member rosters, inventory of contributions to the community and others as needed. Each chapter president is expected to meet with his/her designated office liaison a minimum of once per semester.
- f. Non-Hazing Commitment: All chapters must be committed to a university environment that is safe, respectful, and educational. Each semester the Chapter President and Adviser must sign and submit the Certification of Compliance agreement regarding the University's policy on hazing. Each chapter must operate in compliance with State of Ohio, Miami University, and respective inter/national organization policies and laws regarding hazing and related activities.
- g. A Community of Rituals and Values: Every chapter is expected to promote, follow, and act upon the values contained in the rituals and founding spirit of their respective organizations.

5.3.A.3 Benefits of Recognition

All fraternities and sororities recognized by the Cliff Alexander Office of Fraternity and Sorority Life and Leadership and a Greek Governing Council will have the rights and privileges at Miami University including, but not limited to, use of rooms for chapter sponsored events, access to organization financial accounts, and recognition and advisement by the Cliff Alexander Office of Fraternity and Sorority Life and Leadership and the Greek Governing Councils.

5.3.A.4 Levels of Recognition

- a. Active/Good Standing: All fraternities and sororities that have fulfilled all requirements by the specified times. Each chapter must be recognized and in good standing with and adhere to the stipulations of their respective inter/national headquarters, Miami University, the Cliff Alexander Office of Fraternity and Sorority Life and Leadership, and their respective Greek Governing Council.
- b. Probation: All fraternities and sororities that have failed to complete all requirements by the specified times. Organizations that fall in this category shall be notified of the need to complete said requirements by an alternative date by the Cliff Alexander Office of Fraternity and Sorority Life and Leadership and/or Greek Governing Council. All benefits of recognition will be withheld for chapters while on probationary status.

5.3.A.5 Denial or Suspension of Recognition

The Cliff Alexander Office of Fraternity and Sorority Life and Leadership and/or the Greek Governing Council reserves the right to deny or terminate recognition status. Circumstances that will result in denial or suspension of recognition include, but are not limited to, the following:

- a. Denial
 - i. When the student organization has not complied with registration requirements
 - ii. Registering a fraternity or sorority that is under termination or sanction from its local, state, national, or international affiliate (if applicable)
 - iii. Registering a fraternity or sorority currently under disciplinary sanction under a new name
 - iv. When the fraternity or sorority has delinquent debts which the student(s) requesting registration cannot show will be paid within a reasonable time
 - v. Submitting false information to Miami University or a University representative
 - vi. Action taken by the Greek Governing Council
 - vii. Action taken by the Office of Ethics and Student Conflict Resolution (OESCR)
- b. Suspension
 - i. A request from the student organization to dissolve
 - ii. A lapse in communication with the Cliff Alexander Office of Fraternity and Sorority Life and Leadership, including failure to maintain on file with the Office the most current copy of the organization's constitution, bylaws, and officer contact information, including the name and contact information for the faculty/staff adviser; updating the organization file must occur within 30 days of any change to this information
 - iii. Failure to live up to the responsibilities previously enumerated
 - iv. Failure to meet financial obligations
 - v. Failure to comply with the organization's constitution
 - vi. Failure to comply with the rules, regulations, policies, and procedures of Miami University as determined by appropriate University representatives
 - vii. Submitting false information to Miami University or a University representative
 - viii. Action taken by the Greek Governing Council
 - ix. Action taken by the Office of Ethics and Student Conflict Resolution
 - x. Fraternities and sororities may have their registration terminated at the request of their local, state, national, or international chartering organization.

5.3.B Establishment of a Fraternity or Sorority at Miami University

5.3.B.1 Student Initiated

The formation of a newly recognized fraternity or sorority by students will require a petition to be submitted to the Cliff Alexander Office of Fraternity and Sorority Life and Leadership and the respective Governing Council they would like to affiliate with. The petition should include the following information:

- a. Name of Organization
- b. Roster of Officers (with contact information, local address, local phone, email)
- c. Roster of Advisers (with contact information, local address, local phone, email)
- d. Membership Activation Forms for all members
- e. Constitution/Bylaws that include:
 - i. Organization purpose that is tied to the educational purpose of Miami University and supports the mission of the University.
 - ii. Statement of nondiscrimination prohibiting discrimination on the basis of sex, race, color, religion, national origin, disability, age, sexual orientation, gender identity, military status, or veteran status.

5.3.B.2 Inter/National Headquarters, Alumni, Regional, or Graduate Chapter Initiated

The formation of a newly recognized fraternity or sorority by Inter/National Headquarters, Alumni, Regional, or Graduate Chapter will require a petition to be submitted to the Cliff Alexander Office of Fraternity and Sorority Life and Leadership and the respective Greek Governing Council they would like to affiliate with. The petition should include the following information:

- a. Name of Organization
- b. Expansion policies and procedures including timeline and supervision
- c. Documentation of risk management policy, risk reduction education, report of recent risk management violations nationally
- d. Outline of the membership development process including length of time
- e. Documented commitment of alumni participation as an Adviser/Advisory Board
- f. History of past expansions

5.3.B.3 Greek Governing Council Initiated

The formation/expansion/extension of a newly recognized fraternity or sorority may be approved by each Greek Governing Council. The Greek Governing Council initiating the creation of a fraternity or sorority, along with the support of the Cliff Alexander Office of Fraternity and Sorority Life and Leadership will notify Inter/National Headquarters and require the information as outlined in "Inter/National Headquarters, Regional, or Graduate Chapter Initiated."

5.3.C Membership of Fraternities or Sororities at Miami University

All Governing Councils, fraternities, and sororities may establish standards of membership including, but not limited to, credit hour and grade point average requirements. To affiliate with a fraternity or sorority:

1. A student must:
 - a. Be a full-time student (carry at least 12 credit hours) at Miami University.
 - b. Have completed one semester of college (completed 12 credit hours or equivalent to a full-time student) at Miami University or other university or college.
 - c. Have an established minimum cumulative grade point average of a 2.5.
2. All potential members/candidates for membership will need their eligibility verified through the Cliff Alexander Office of Fraternity and Sorority Life and Leadership prior to the chapter extending any form of invitation to membership.
3. Students who seek an exemption to the eligibility requirements must submit an email outlining rationale and circumstances to the Director of the Cliff Alexander Office of Fraternity and Sorority Life and Leadership. The Director will work with the specific Governing Council to decide the merits of the exemption.
4. Once membership has been gained to a fraternity or sorority, it is up to each chapter to determine an individual's requirements to maintain membership.

5.3.D Responsibilities of Collegiate Fraternity and Sorority Chapters

1. National/international fraternities are invited by the University to charter a chapter on campus. Their local colony or chartered chapter must hold membership in the appropriate collegiate governing council.
2. Fraternity chapters shall form and function as single sex organizations (Title IX). Beyond this, however, chapters are responsible to maintain a program of membership recruitment that is inclusive. Each chapter must adopt procedures of recruitment and established membership criteria that will encourage opportunities for mutual selection.
3. Chapters are responsible to educate their membership to the ideals and rituals of their organizations and exhibit these ideals through individual and group behavior and programming.
4. Chapters are responsible to strive for and maintain living environments that enhance and support academic achievement and to practice academic integrity.
5. Chapters are responsible to respect the dignity of all persons. Therefore, chapters will not physically, mentally, psychologically or sexually abuse or haze any human being.
6. Chapters are responsible to protect the health and safety of their membership through programming and education. Chapters that provide housing must develop emergency procedures and establish a regular schedule for fire safety, building, and health inspections. In addition, all chapters are expected to responsibly adhere to fire safety, health, and building regulations/codes as mandated by Miami University or the City of Oxford.
7. Chapters are responsible to maintain their property and present a clean and attractive environment.
8. Chapter members are responsible to respect their property and the property of others. Therefore, each chapter is responsible for developing policies that hold its membership accountable for the abuse and/or misuse of property.
9. Chapters are responsible for meeting their financial obligations to their national organization, housing corporation, the Cliff Alexander Office of Fraternity and Sorority Life and Leadership, the Greek Governing Councils, Miami University, and any entity with which it conducts business. In addition, each chapter is responsible to prepare and approve an annual budget/audit.
10. Chapters are responsible for discouraging the use of illegal drugs and abuse of alcohol. Furthermore, they are responsible for assuring that all form(s) of alcohol use are within the policies of the Greek Governing Council, University, and the laws of the city and state.
11. Chapters are responsible for holding their membership accountable for compliance with standards and expectations adopted by the chapter, the appropriate Greek Governing Council, its inter/national office, and the University for establishing a fair and equitable process for taking corrective/disciplinary/standard action when a member(s) is not in compliance. Additionally, all fraternities and sororities shall be responsible for the conduct of their guests in the facilities used for residential, meeting, or social purposes.
12. Chapters will be held accountable by the Greek Governing Council and the University for upholding laws, policies, rules, regulations, and responsibilities established by the Greek Governing Council and the University. In the case of an infraction of University regulations, the existence of a Greek Governing Council Judicial Board shall not preclude consideration of the matter by the Miami University Office of Ethics and Student Conflict Resolution (OESCR).

5.3.E Responsibilities of the Cliff Alexander Office of Fraternity and Sorority Life and Leadership

1. Serve as an advocate for the Greek Community within the University and communities that affect them.
2. Advise the self-directed activities of the Greek Governing Councils and their standing committees of the Miami University Greek Community, including the Interfraternity Council, National Pan-Hellenic Councils, Panhellenic Association, and other recognized Greek Governing Council organization.
3. Collaborate with the Office of Ethics & Student Conflict Resolution (OESCR) to provide advisement and guidance to the Judicial Boards of the Interfraternity Council, National Pan-Hellenic Council, Panhellenic Association, or other recognized Greek Governing Council organization. The primary responsibility for processing disciplinary issues lies with the Office of Ethics & Student Conflict Resolution (OESCR). However, the Cliff Alexander Office of Fraternity and Sorority Life and Leadership reserves the right to intervene in council and chapter affairs when University policies or state/national laws have been violated by the organization.
4. Provide advisement to major University-wide Greek programs, Greek Life Honoraries, and organizations sponsored by the Greek Governing Councils.

5. Serve as Chapter Liaisons for individual chapters and serve as resource for advice, counsel, support, and guidance for chapter officers and members.
6. Provide programs that enhance Miami University's Fraternities and Sororities Core Principles: Scholarship & Learning, Service & Philanthropy, Community, Leadership, and Brotherhood & Sisterhood.
7. Serve as University Liaison to the national fraternities whose collegiate chapters are recognized at Miami University.
8. Responsible for recommending policy to the Greek Governing Councils and the University.
9. Responsible for assimilating and maintaining records/data for evaluation and analysis to discover trends and enhance the advisory role of professional staff.
10. Conduct training workshops for faculty and/or alumnae/alumni advisers that review the duties and responsibilities of an adviser as they pertain to University and Greek Community policies.
11. Conduct regular meetings between advisers and the Greek Life staff to promote the exchange of information.
12. Responsible for supervising the maintenance of activity records of the Interfraternity Council, National Pan-Hellenic Councils, Panhellenic Association, or other recognized Greek Governing Council organization. The records would include, but are not limited to, membership roles, scholarship reports, social registrations, programs, projects and publications, the collegiate council's minutes and budgets, judicial board activity, etc.
13. Provide information that is in accord with the Federal Educational Rights and Privacy Act of the University to those who may inquire.

5.3.F Responsibilities of the Greek Governing Councils

1. Responsible for serving as the governing bodies for the Greek Community and its member chapters. The Greek Governing Councils are expected to establish and communicate policy, rules, and regulations (within established policies of the University, National Interfraternity Conference, National Panhellenic Conference, National Pan-Hellenic Council, or other national structure) that outline codes of operations and standards to its member chapters.
2. The collegiate councils, through self-governance, are responsible for supporting and enforcing duly adopted policies, rules, and regulations that govern student behavior.
3. The elected council leadership is responsible to be knowledgeable of their respective constitutions, bylaws, and policies, as well as University policies and the respective council guidelines.
4. The elected council leadership is responsible to communicate council, University, and national policies, rules and regulations, and guidelines to member chapters through their collegiate council representatives. In addition, the elected council leadership, council representatives, and member chapters are expected to adhere to and abide by all policies, rules and regulations, and guidelines of operation that are within the established policies of the University, National Interfraternity Conference, National Panhellenic Conference, National Pan-Hellenic Council, or other national structure.
5. The elected collegiate leadership is responsible to develop a working relationship with the member chapters, their representatives who serve on the councils, and peer governing councils.
6. As empowered advocates of the Greek Community, the councils and their elected leadership are responsible to represent accomplishments and concerns of its membership as well as recommend policy affecting its constituencies to the University and community.
7. The council leadership is responsible for developing and supporting regular lines of communication with staff in the Cliff Alexander Office of Fraternity and Sorority Life and Leadership and other University offices and personnel as deemed appropriate.

CHAPTER 4. Event Scheduling

Co-curricular activities are encouraged as a part of the educational experience. They have value in providing relaxation, recreation, cultural enrichment, and opportunities for cooperation, leadership development and personal growth.

5.4.A Registering Events

Student organizations desiring to utilize University facilities in order to hold and/or advertise a planned event must register their event by completing an Event Planning Form with the Office of Student Activities and Leadership. Event Planning Forms can take up to five business days to process. Each event must be registered in the Office of Student Activities and Leadership ten working days in advance of the date it is to be held. Registering an event does not automatically mean that the event will be approved by the Office of Student Activities and Leadership. Events are approved on a case-by-case basis. Campus spaces are limited and are awarded on a first-come, first-served basis.

5.4.B Responsibility for Social Activities

Student organizations sponsoring a social event are held responsible for the behavior and the actions of those attending the event. The officers of the organization must realize that the University holds them and the organization accountable for the event. As they may be held liable, one or more officers are advised to attend for the duration of events planned by the organization, in particular, co-educational social events, overnights, and out-of-town events. In addition, on-campus events that are non-seated and open to the general public are subject to the Miami University Campus Dance Policy. Please contact the Office of Student Activities and Leadership or the Cliff Alexander Office of Fraternity and Sorority Life and Leadership for a copy of the policy.

5.4.C Bands and Entertainers

All contracts for bands, speakers, entertainers, and for goods and/or services must be reviewed and processed through the Office of Student Activities and Leadership at least six weeks prior to the scheduled event. Student organization members are not warranted to sign contracts for Miami University and will be held personally liable for payment if they do.

CHAPTER 5. Use of University Buildings and Facilities

5.5.A Policies Regarding the Use of University Buildings and Facilities

Any recognized student organization that is registered through the Office of Student Activities and Leadership has the right to request the use of University facilities on a space-available basis. Facilities may be used for holding meetings or conducting activities consistent with the objectives of that organization. Any event sponsored by a student organization and opened to the public must be registered with the Office of Student Activities and Leadership. Facility usage is determined by the following priorities:

5.5.A.1 SPECIAL FACILITIES GROUP SCHEDULING PRIORITY LIST (To reserve dates during the next Academic Year)

General categories of Miami University space user groups are identified below (with examples provided for each category). Priority scheduling for event dates during the next Academic Year of Special Facilities' buildings and areas is as follows:

Note: Dates in parentheses indicate the earliest that space can be reserved and the latest the priority remains for requests during the upcoming Academic Year. Users listed in each category are not shown in a priority order. All users in each category have equal standing.

- a. University Events (December 1 through January 31)
 - Commencement
 - Convocation
 - President's Office
- b. University Mission (December 1 through January 31)
 - Admission
 - Alumni Office
 - Center for American and World Cultures
 - Career Services Job Fair
 - Intercollegiate Athletic Events
 - Performing Arts
- c. Academic Departments (February 1 through 28)
 - Intercollegiate Athletic practices
 - Music Department (must be performance groups listed in the academic course schedule)
 - ROTC Events
 - Theatre Department (must be performance groups listed in the academic course schedule)
- d. Academic Mission (February 1 through 28)
 - Departmental Lectures
 - Lecture Series
 - Honors Program
 - Oxford Chamber Orchestra
- e. Registered Student Organizations (March 1 through 31)
- f. Non-University Groups (after March 31)

Any group submitting a request after their priority deadline will be granted use on a first-come, first-served basis.

5.5.A.2 General Instruction Space

To schedule space at the Shriver Center for social events, such as dances, talent shows, movies, organizational meetings, and other such activities, call the Shriver Center General Office.

General classroom space in the academic buildings is not assigned to any specific academic department. These spaces are under the jurisdiction of the Office of the Registrar for assignment of regularly scheduled classes and are available for meetings and study purposes only on a temporary basis and only after being properly scheduled online via their web site:

<http://www.units.muohio.edu/reg/roomscheduling/roomrequest>.

Large audience facilities, such as Todd Auditorium in Laws Hall, 115 Shideler Hall, 322 McGuffey Hall, and Patton Auditorium in Benton Hall, are scheduled by staff members of the Office of the Registrar. To schedule Marcum Conference Center facilities, contact the sales staff at Marcum Conference Center and Inn. Hall Auditorium and Millett Assembly Hall are scheduled by the respective facility administrator.

Gymnasiums and the dance studio in Phillips Hall are initially scheduled for academic classes (Monday – Friday, 8 a.m. - 4 p.m.) by the Department of Kinesiology and Health through the Office of the Registrar. Withrow Court is scheduled by the Office of Recreational Sports with specific times given priority to the Department of Kinesiology and Health (Monday – Friday 8 a.m. – 12 noon) and Intercollegiate Athletics (Monday – Friday 12 noon – 5 p.m.). After academic and intercollegiate schedules are set, the Director of Recreational Sports coordinates the scheduling of all other requests in these facilities for use during designated building hours. With the

exception of the south gym in Withrow Court (9 p.m. – 2 a.m. Fri-Sat; 9 p.m. – midnight Sun.), the use of gymnasiums for programs such as dances, talent shows, and other similar activities may not be approved for many reasons, including damage to the gymnasium wood floors, demand for gymnasium sport activity, and electrical demands for certain audio equipment.

A lecture or other activity sponsored by an academic department requires no approval; but, if the event involves use of any room under the jurisdiction of the Registrar, clearance of space must be obtained before any public announcement is made.

The showing of a film may be scheduled in an academic building when the following conditions exist:

- a. The film is scheduled during a regular class session as a portion of that class; or
- b. The department chair and the Registrar have authorized the use of the facility for academic purposes and with assurance that a faculty member will be present; or
- c. The use of a previously designated room for profit showings, if an admission is to be charged, has been authorized by the Director of Student Activities and Leadership, the Accounting Associate in the Agency Organization Financial Services Office, and the Registrar; and a charge of \$35 for the first four hours of scheduled use and \$8 for each additional hour or part thereof has been made. These charges may be increased without notice if the expenses that they cover (e.g., hourly wage rates) increase. The charge will be made if the organization's intent is to make a profit. If a film is open to the entire campus, thus creating additional custodial needs, the charge will be assessed even if there is no admission charge to those attending. Additional charges will be assessed if audiovisual expenses are incurred or if a late return deposit is required.
 - i. A student organization scheduling a room to show a film only to its members, whether charging or not charging its own members for admission to cover rental costs for the film, will not pay the charge unless exceptional custodial needs are created.
 - ii. The intent of this policy is to ensure that an academic facility is presentable for the next scheduled use of the facility. "Film" as used in this policy statement would include both motion pictures and still pictures, such as slides.

5.5.A.3 General Buildings and Grounds Space

The buildings, grounds, and other property of Miami University campuses are dedicated to the educational mission of the University. Use of the buildings, grounds, and other property of the University is reserved for the direct and indirect support of the teaching, research, and service missions; of the University's administrative functions; and of the students' campus-life activities. The University may prohibit or otherwise restrict access to or use of its buildings, grounds, and other property as may be necessary to provide for the orderly conduct of the University's teaching, research, and service missions; of the University's administrative functions; and of the students' campus-life activities. Visitors are free to walk through the campuses; however, authorization is required from the University or from a recognized student organization to make speeches or presentations, to erect displays, to engage in any commercial activity, or to conduct similar activities on University-owned or University-controlled property.

Regulatory signage. Regulatory signage which is not affected by federal or state guidelines and which is not self evident as to its authority, shall bear the title of the office or officer who has authorized placement of the sign. This information should be placed along the lower margin of the sign face, beginning at the left margin. In general, all signs containing regulatory messages should express their messages as politely as possible. Signage for directions, campus or building names, and building hours are placed under the general authority of the Associate Vice President for Facilities. Signage for traffic control and safety are placed under the general authority of the Chief of Police. In neither of the above instances is there a requirement to specify the office or officer who has authorized placement of the sign. Any questions regarding signage for directions, campus or building names, building hours, traffic control, and safety should be directed to either the Associate Vice President for Facilities or the Chief of Police.

Access to buildings. The hours and days of public operation for each Miami University building are posted on main entrance doors of the building. Please observe the posted hours when planning use of the building by the general campus community. In addition to having access to the building during the times of general operations, those individuals who have after-hours access to the exterior doors of a building may use the building at times and on days other than those that are posted.

5.5.B Right of Usage

Use of space or grounds for purposes other than those for which they have been designated will not be allowed. Neither will individuals or groups be permitted to interrupt the use of space after it has been duly assigned, without permission of the President or a designated University official.

5.5.C Policies Governing the Use of Nonauxiliary Sports Facilities by University and Non-University Groups

The nonauxiliary sports facilities at Miami University were built and are maintained primarily for academic instruction, intercollegiate athletics, and recreational sports. The facilities may also serve, as time and space permit and insofar as such expanded use serves the mission of the University, the residents of the Oxford area, taxpayers of the state of Ohio, and the public in general.

5.5.C.1 Priorities Among Users of Nonauxiliary Sports Facilities

Departmental classes, intercollegiate athletics, recreational sports, and University-sanctioned activities have priority over other University programs in the use of these facilities. The primary function of the facilities is to serve the needs of students. University-affiliated student groups have priority for use of facilities over individuals, including faculty, staff, alumni, their spouses, and their dependents. Those listed above have priority for use of facilities over non-University-affiliated users.

5.5.C.2 Facility User Groups and Fee Status in Nonauxiliary Sports Facilities

Processes. Any charges to University-affiliated groups will be processed by the designated facility scheduling authority in cooperation with the appropriate departments. A fee may be charged for the use of facilities and may also include the cost of additional supervision and/or maintenance requirements; an additional charge will be assessed for property loss and/or damage.

Student Organizations. Except in Goggin Ice Center, the Marcum Conference Center and Inn, the Recreational Sports Center, and Shriver Center, a student organization recognized or registered by Associated Student Government and listed in the Miami University publications should not be charged a rental fee for any activity during regular building hours. Entry or admission fees charged by student organizations for special events should not affect their exemption from rental fees.

Overtime labor charges, property damages, and fees for special services, such as the operation of audiovisual equipment, will be assessed to the organization.

If a student organization uses a third party, non-University affiliated entity to promote a special event or activity, a facility rental fee will be charged to the promoter and the fee paid to either the student organization or the University scheduling authority responsible for the facility. A promoter is differentiated from a sponsor. A promoter assumes a financial risk with the expectation of receiving a financial gain. A sponsor agrees to underwrite costs with no expectation of financial return. Sponsoring entities will not be assessed a facility rental fee.

Workshop Participants and Guests of the University. If workshop participants, guests, or University sponsors want to reserve areas of Phillips Hall, Withrow Court, Millett Assembly Hall, and outdoor fields for their exclusive use and/or for special hours, a facility rental fee will be charged and will include the cost of additional supervision and/or maintenance. An additional charge will be assessed for property loss and/or damage.

Groups Unaffiliated with the University. The scheduling of non-University groups wanting to use nonauxiliary sports facilities should be coordinated by the Recreational Sports Center and Special Facilities.

5.5.C.3 Procedure for Processing Requests for Reservations for Special Use of Sports Facilities

a. Facilities Managed by Recreational Sports. After physical education classes, intercollegiate athletic events (including practices), and certain recreational sports programs are scheduled, responsibility for further scheduling of the following facilities has been delegated to the director of the Recreational Sports Center. Those interested in the availability or scheduling of the following facilities should contact the Recreational Sports Center.

- i. Cook Field
- ii. Club Sport Field and Dewitt Cabin Field
- iii. Wilson Hall tennis courts and Hepburn Hall tennis courts
- iv. Phillips Hall downstairs gymnasium, racquetball courts, and Dance Studio Room 115
- v. Recreational Sports Center
- vi. Western Playing Field
- vii. Withrow Court

The Recreational Sports Center will clear the request with any departments that might be affected, either directly or indirectly, by the request. The Recreational Sports Center will confirm the use clearance to the requestor and send copies of the rental contract to the appropriate parties (i.e., Kinesiology and Health; Intercollegiate Athletics; Physical Facilities; University Police).

b. Other Facilities. The availability of other facilities on campus can be determined, and reservations made, by calling the offices listed by each facility.

- i. Goggin Ice Center, 529-9800
- ii. McKie Field, Office of the Director of Intercollegiate Athletics, 529-3113
- iii. Yager Stadium track and turf field, Office of the Director of Intercollegiate Athletics, 529-3113
- iv. Miami Stables, 529-2352
- v. Millett Assembly Hall Arena, sub-basement gym and concourse, Office of Special Facilities, 529-3355. Millett Assembly Hall ROTC classrooms, room scheduling section of the Office of the Registrar, 529-8708
- vi. Peffer Park, Division of University Advancement, 529-5957
- vii. Shriver Center, Office of the Director of the Shriver Center, 529-4031
- viii. Dogwood Grove picnic area and Formal Gardens, Office of Campus Services, 529-6786
- ix. Western Lodge, Office of Student Activities and Leadership, 529-2266
- x. WRA Cabin, Office of Student Activities and Leadership, 529-2266
- xi. Phillips Hall—Department of Kinesiology and Health, 529-2700. Phillips Hall classrooms, room scheduling section of the Office of the Registrar, 529-8708

5.5.C.4 Outdoor Physical Education and Recreational Sports Facilities and Fields

The primary function of the outdoor facilities is to serve the needs of students. In the interest of maintaining fields and outdoor facilities in proper and safe condition the following guidelines are to be followed by those using the fields. These guidelines will be strictly enforced.

Guidelines

- a. Scheduling of outdoor facilities and sports fields for recreational purposes has been delegated to the Recreational Sports Center. Outdoor facilities may be reserved only during stipulated hours with scheduling approval from the Director of Recreational Sports.
- b. Possession and/or consumption of alcoholic beverages is prohibited on all outdoor facilities and fields.

- c. Individuals and student groups may not sell food and soft drinks on any of the outdoor fields or facilities. Concession and food stands are permitted only in adjacent parking lot areas.
- d. No transportation equipment of any kind is permitted on the fields. This includes cars, bikes, trucks, vending stands, and motorcycles. Any damage caused by a vehicle will be paid for in full by the person or organization responsible for the activity.
- e. No holes, ditches, or pits may be dug for any purpose. The field is to be used as is unless complete written authorization is given by the Director of Campus Services.
- f. All persons and organizations using University facilities are expected to leave the facility in the same or better condition than that in which they found it. This includes responsibility for returning equipment to its proper place, removal of all debris, etc.
- g. Street shoes are not permitted on any outdoor tennis court. Only nonmarking, soft-soled TENNIS shoes are permitted. No bikes, skateboards, or other modes of transportation are permitted. Tennis is the only game permitted to be played on any outdoor tennis court.
- h. Because of the expense, the time necessary to grow grass, and the “shared” use of most University field areas, rain becomes a reason for canceling scheduled activities. If, when a person stands on the playing area, water comes out of the ground around the individual’s foot, the organization MUST NOT use the area for practice or play. If in any doubt, contact the Campus Services Grounds Manager at the office or at home.
- i. If maintenance services are required or if any damages occur, the organization or individual responsible for the activity will be billed.
- j. Willful destruction or abuse of University property will result in forfeiture of the outdoor facility and field use privilege and/or other University disciplinary action.

Failure to Observe Guidelines

FAILURE TO OBSERVE ANY OF THE ABOVE RULES AND REGULATIONS WILL RESULT IN FORFEITURE OF THE RIGHT TO USE PHYSICAL EDUCATION AND RECREATION OUTDOOR FACILITIES AND SPORTS FIELDS. ORGANIZATIONS USING THE FACILITIES ARE RESPONSIBLE FOR ADHERENCE TO THESE REGULATIONS BY MEMBERS OF THEIR GROUP.

5.5.C.5 Indoor Physical Education and Recreational Sports Facilities

Guidelines

- a. The primary function of the facilities is to serve the needs of students, faculty, and staff, and then spouses, domestic partners and dependents of all above. Dependent children must be in the immediate company of a parent or other responsible adult while using the facilities.
- b. Responsibility for general supervision and building security rests with the staff member or recreation supervisor(s) directly in charge of the activity or facility.
- c. Scheduling of facilities for recreation purposes has been delegated to the Recreational Sports Center. Facilities may be used only during stipulated hours and only with assigned supervision. Trespassers will be subject to prosecution.
- d. Smoking is prohibited in all University facilities.
- e. Possession or consumption of alcoholic beverages is prohibited in all physical education and sports facilities. Persons who are under the influence of alcohol or controlled substances will be asked to leave recreational sports facilities.
- f. Food and soft drinks are not permitted in classrooms, natatoriums, gymnasiums, or other activity areas.
- g. Individuals and groups MAY NOT sell food and soft drinks in any of the physical education and sports facilities without approval from the Recreational Sports Center.
- h. Spectators are permitted only in the bleachers or in designated seating areas.
- i. Street shoes are prohibited in all activity areas unless otherwise posted in writing. Some activity areas require special footwear that must be worn. Equipment other than that used in indoor sports is prohibited in all activity areas unless prior written approval is obtained from the Recreational Sports Center.
- j. All persons and organizations using University facilities are expected to leave the facility in the same or better condition than that in which they found it. This includes responsibility for returning equipment to its proper place, removal of all debris, etc.
- k. If excessive maintenance services are required or if any damages occur, the organization or individual responsible for the activity will be billed.
- l. Dogs and other animals are not permitted in any physical education or sport facility, Intercollegiate Athletics facility and recreation auxiliary facility (exception: service animal accompanying an individual with a disability).
- m. Willful destruction or abuse of University property will result in the forfeiture of the facility use privilege and other University disciplinary action if appropriate.

Failure to Observe Guidelines

FAILURE TO OBSERVE THESE RULES AND REGULATIONS WILL RESULT IN FORFEITURE OF THE RIGHT TO USE PHYSICAL EDUCATION AND SPORT FACILITIES. ORGANIZATIONS USING THE FACILITIES ARE RESPONSIBLE FOR ADHERENCE TO THESE REGULATIONS BY MEMBERS OF THE ORGANIZATION.

5.5.C.6 Responsibilities of Participants in Recreational Sports Programs

Participant Safety. Through the Recreational Sports Program, individuals elect to participate in an intramural sport, an informal sport, a sport club, or an indoor/outdoor recreation activity or program. Regardless of the activity, all participants must realize that there are certain risks assumed as a participant in an active recreational sports program. Each person must be aware of this assumption. Each participant also has a responsibility to use prudent and ordinary care in his or her actions. For individual safety and that of fellow participants, any situation perceived as a potential danger must be called to the attention of the supervisor. This would include, but should not be limited to:

- a. facilities that are unsafe,
- b. equipment that has broken or is in need of repair,
- c. a participant who is not feeling well or is unduly fatigued,
- d. a participant having unusual difficulty in performing an activity.

Each participant is obligated to follow the rules and regulations set down by the program for individual safety. This includes the proper dress, such as tennis shoes, and protective equipment, such as eye guards. If individuals choose not to use such protective equipment, provided or requested, they must realize that they are doing so at their own peril and that injury might occur. All participants want a safe environment, but it must be recognized that accidents do occur in active, vigorous participation. Throughout the conduct of this program every effort will be made to keep all facilities and equipment in good, safe, workable condition. Everyone, supervisors and participants, must use good judgment and work together for safe participation.

Should an injury be incurred during participation in the organized/informal sports or intramural sports program, *the program supervisor will make arrangements for transportation* to the Student Health Service or McCullough-Hyde Memorial Hospital, whichever is appropriate. The injured party is responsible for all financial obligations incurred in this process and for any subsequent treatment necessitated by the injury in all recreational sports programs. Because of this, all students are required by the University to carry some form of health care insurance (see *The Miami Bulletin, General Edition*). All others are encouraged to have health care insurance. All students should discuss with the Student Health Service medical staff any known physical problems that may limit their participation in the recreational sports program. *This should be done before participation.* It is important to do this inasmuch as a medical examination is no longer a requirement for admission to the University.

This entire statement is strictly for participant protection. Any questions concerning it should be addressed to the Director of Recreational Sports.

CHAPTER 6. Right of Expression of Students

5.6.A Right of Expression

The University believes that the right of expression is as necessary as the right of inquiry and that both must be preserved as essential to the pursuit and dissemination of knowledge and truth. Consequently, students, individually and collectively, may express their views through the normal faculty, administrative, and student channels of communication. Students also may express their views by demonstrating peacefully for concepts they wish to make known, and the University will make every reasonable effort to protect that right.

The University also has an equal and simultaneous obligation to protect the rights and freedoms of students who do not choose to participate in a demonstration. Similarly, the University is obligated to protect its property and to prohibit interference with scheduled activities of students, University personnel, and guests on the campus.

Miami University is aware of the need for forbearance on its part in tolerance of peaceful demonstrations, protests, or other expressions of student attitudes. The University recognizes the fact that expression of opinion through demonstrations is not forbidden unless it disrupts, as defined later in this policy, University functions or activities. The University has an obligation to assure the safety of individuals, the protection of property, and the continuity of the educational process. The object of this statement, therefore, is to provide through explicit, reasonable limitations on expression a context in which expression may be protected and in which violent actions are avoided.

5.6.B Prohibited Actions

Pursuant to Section 3345.21 of the Ohio Revised Code, the Board of Trustees hereby declares that all persons, including University faculty, staff, students and visitors, are prohibited from engaging or participating in, or aiding and abetting any of the following actions on any campus of Miami University. For purposes of this section, "aiding and abetting" shall be construed to mean the giving of aid or assistance to the principal in the planning or execution of any of the specified acts.

1. Obstruction or disruption of teaching, research, administration, disciplinary proceedings, or any other University activities, including its public safety or service functions.
2. Threatening to or engaging in conduct or creating a condition that presents a risk of physical harm to the offender or another or to the property of another.
3. Theft or damage to property of the University or any other person.
4. Unauthorized entry to or unauthorized use of University facilities.
5. Violation of University rules and policies including those regulations concerning the use of University facilities, or concerning the time, place, and manner of public expression.
6. Violation of rules governing residence in University-owned or University-controlled property.
7. Disorderly conduct.
8. Use, offer for sale, sale, distribution, possession, or manufacture of any controlled substance or drug except as expressly permitted by law.
9. Failure to comply with orders or directives of University officials or University police or any other law enforcement officers or emergency personnel acting in performance of their duties.
10. Obstruction of the free flow of pedestrian or vehicular traffic.

11. Possession or use of firearms, explosives, dangerous weapons, or chemicals. A dangerous weapon is defined as any instrument, device, or object capable of inflicting physical harm or death; and designed or specifically adapted for use as a weapon; or possessed, carried, or used as a weapon.

Individuals holding views different from those presented by persons participating in a peaceful demonstration, protest, or other expression of student attitudes are subject to the same policies.

The initial judgment of the permissible limits of student expression should be made by the faculty member, administrator, or other University representative in charge of a specific University facility or function. Any member of the University community who believes the permissible limits of student expression have been exceeded may lodge a complaint with the University official in charge of the specific facility or function. If after observation of the situation the person in charge of a facility or function determines that said situation is no longer peaceful and orderly, he or she should:

1. Request, not direct, the students to desist from the activities causing the disturbance and allow a reasonable amount of time for such action to occur. In the event of the failure of his or her efforts at persuasion, he or she should inform the University Police of the nature of the disturbance and remain on the scene, except for extreme duress, until the arrival of the police officer.
2. Elect to immediately inform the University Police and the Office of the Vice President for Student Affairs when he or she believes personal safety or well-being will be endangered by direct involvement with the demonstrators.

5.6.C Penalties for Violation

Any student who violates any of the foregoing prohibitions is subject to University discipline. Disciplinary action may include discharge, or suspension from the University. Such person may also be subject to criminal prosecution. Visitors are subject to criminal prosecution. Any visitor who violates this policy may be immediately ejected from University property by Miami University police.

CHAPTER 7. Signs, Posters, and Banners

Any student or registered student organization may post signs, posters, and banners only in accordance with this policy. Any sign, poster, or banner posted in violation of this policy may be removed, without notice or warning, by the University. Notification of the removal of any signs, posters, or banners by the Physical Facilities Department should be sent to the Office of Student Activities and Leadership. Questions or concerns should be directed to the Senior Director for Facilities Operations (529-7070). Violation of this policy is a violation of the Code of Student Conduct and may lead to disciplinary action.

5.7.A Definitions

Sign. A written communication on a fixed medium (i.e. paper) that is displayed on campus property.

Poster. A sign that is 11 inches by 17 inches or larger. Posters may not exceed six square feet.

Banner. A sign on a bed sheet, streamer, ribbon, etc. Banners may not exceed 40 square feet (size of one twin bed sheet).

5.7.B General Guidelines

Event/Posting Date. Signs, posters, and banners must include an event date or posting date so that they may be removed in a timely manner. Any sign, poster, or banner without an event date or posting date will be removed.

Time Limits. No sign, poster, or banner may be posted for more than 14 calendar days. Any sign, poster, or banner promoting an event must be removed within 24 hours following the event.

Signs. Signs may be posted with thumbtacks on exterior bulletin boards and kiosks. Tape and staples may NOT be used. No more than one sign for the same event may be posted on each bulletin board or kiosk. Signs may not be posted on top of others.

Posters. Posters may be affixed to trees and light poles only with string or rope. Tape and metal fasteners (tacks, staples, nails, or wire) may NOT be used. Posters must be tied to tree branches that are at least two inches in diameter to avoid damage to the tree. Posters larger than 12 inches by 18 inches may not be placed on bulletin boards or kiosks.

Banners. Banners may be affixed to trees and light poles only with string or rope. Tape and metal fasteners (tacks, staples, nails, or wire) may NOT be used. Banners should be tied to tree branches that are at least two inches in diameter to avoid damage to the tree.

5.7.C General Prohibitions

Signs, posters, and banners may not be posted on fences, chains, benches, sculptures or exterior building surfaces including windows, doors, walls, etc. Signs, posters, and banners may not be placed on any horizontal surface including sidewalks, patios, or steps, etc. No paint or chalk may be used.

Sandwich board signs are reserved for University use only and may not be used by student organizations without written permission from the Office of Student Activities and Leadership. Sandwich boards may only be used for University events that are held on campus and are not intended for any commercial activity or commercial advertising purpose.

No signs, posters, or banners may be posted in Bishop Woods.

Signs, posters, and banners encouraging, promoting, or advertising alcoholic beverage or tobacco consumption are prohibited.

Signs, posters, and banners promoting commercial activity of any person or entity other than a student organization are prohibited. Signs, posters, and banners promoting commercial activity must indicate the name of the sponsoring student organization.

Signs, posters, and banners are subject to all applicable state and federal laws including libel laws. Students and student organizations are personally responsible for any violation of law including defamatory statements in signs, posters, and banners. Signs, posters, and banners are subject to all applicable University policies including the Policy Prohibiting Harassment and Discrimination.

5.7.D Signs, Posters, and Banners in Residence Halls

The General Guidelines and Prohibitions above must be followed.

Signs, posters, and banners within the residence halls must conform to the Guide to Residence Hall Living and may only be posted in designated areas. For a list of the designated areas contact the residence hall director. A list of residence hall directors may be obtained from the Office of Residence Life and New Student Programs.

5.7.E Signs, Posters, and Banners in Academic and Administrative Buildings

Signs, posters, and banners may only be posted in designated areas within academic and administrative buildings. For a list of the designated areas contact the building director.

Signs or posters promoting commercial activity may NOT be placed in any academic or administrative building.

**Please note that certain buildings are not available for general posting of signs, posters, or banners except for designated groups (e.g., Millett Assembly Hall is reserved for Intercollegiate Athletics' signs, posters, and banners and Withrow Court is reserved for club sports' signs, posters, and banners).*

5.7.F Signs, Posters, and Banners in Dining Halls

Permission to place table tents in all dining halls is required and requests can be submitted to the Office of Student Activities and Leadership no earlier than four weeks and not later than seven calendar days prior to placement date. Please call 529-2266 or stop by 356 Shriver.

The size of the table tent must not exceed 4 inches by 6 inches after being folded. All table tents must include the name of the sponsoring organization or department and bear the Office of Student Activities and Leadership stamp.

Table tents must be placed on dining hall tables by members of the sponsoring organization. The maximum time allocated for one table tent will be seven calendar days. All table tents for a particular week will be placed on tables on Monday and all will be taken down by dining hall staff the following Sunday.

A maximum of 12 table tents may be approved for any one time-period. One table tent will be used for After Dark, another held exclusively for the use of Program Board, and six held for student organizations. Four table tents are held exclusively for academic and department use and may not be used by student groups or organizations. Academic and department table tents can be booked a maximum of one semester in advance of scheduled use and must not advertise the same event or activity for more than one week in succession.

During the last full week of classes of each academic semester, the Office of Student Activities and Leadership will, on a first-come, first-served basis, authorize student organizations and groups to reserve table tents for the first four weeks of the coming semester.

5.7.G Table Flyers

Each week Associated Student Government will create and distribute table flyers, which shall be no larger than 8 1/2 inches by 5 1/2 inches after being folded.

Student organizations wishing to have their publicity included in a table flyer must submit what they want included to the Associated Student Government Communications Director at least three weeks prior to the date the flyer is to be distributed to the dining halls. No single organization's publicity may take up more than one-fourth of the entire area of a table flyer. Organizations must pay Associated Student Government on a per-square-inch basis to have their publicity included in a table flyer. The Executive Cabinet will determine the per-square-inch charge at the beginning of the year, and the money collected from this fee will be used to pay for running copies of the table flyer.

Table flyers will be put up and taken down in the same manner as table tents.

5.7.H Shriver Center Display Cases

Requests for permission to post signs or posters in the display cases in the Shriver Center should be submitted to the Office of Student Activities and Leadership. Reservations may be made four weeks in advance of the requested display date. Shriver display cases available for use include two display cases on the main floor by the copy machine (33 inches by 47 inches), four display cases on the first floor by the ride board and ATMs (24 inches by 36 inches), two display cases on the main stairwell (24 inches by 36 inches), and two display cases across from the TV Room on the first floor (23 inches by 34 inches).

Display case postings are limited to student organizations and University departments. Displays may be put up on Monday through Friday between 8 a.m. and 4 p.m. Keys to the display cases can be picked up in the Office of Student Activities and Leadership. An ID is required

to pick up keys. The maximum posting time is seven calendar days. Posting cycles are Monday through Sunday. During the last full week of classes of each academic semester, the Office of Student Activities and Leadership will, on a first-come, first-served basis, authorize student organizations to reserve display cases for the first four weeks of the coming semester.

Display cases may only be used for University events that are held on campus and are not intended for any commercial activity or individual or commercial advertising purpose.

CHAPTER 8. Solicitation, Political Canvassing, Sales Projects, and Raffles

5.8.A Solicitation

5.8.A.1 General Regulations. In an effort to protect privacy within the classroom and University housing, no soliciting (e.g., selling and promotion) is permitted on the campus or within University buildings except as noted below. Solicitors and unauthorized sales representatives are considered trespassers and may be prosecuted. Students may not act as agents for business firms when this entails solicitations or the receiving of business offers or goods on University property. Rooms and apartments in University housing may not be used for business purposes of any nature whatsoever.

The University generally supports moneymaking projects of registered campus organizations. Therefore, the following guidelines have been adopted:

There shall be no door-to-door commercial solicitation in University housing. Vendors and merchants not affiliated with Miami University are not permitted to solicit in University housing or slip their materials under the room doors of residents. Vendors and merchants may put their promotional materials in an accessible location for residents to read or pick up. These locations are limited to the lobby and mailroom areas of University housing buildings.

Any registered student organization may request permission for a sales project. Requests must be submitted in writing, using an Event Planning form, to the Office of Student Activities and Leadership, 356 Shriver Center.

If a registered student organization wishes to solicit in University housing, the group must abide by the “Open” or “Closed” solicitation status voted on by the residents as explained below (an exemption exists for political canvassing as defined in Section 5.8.B). In the first two weeks of the first semester, residents will vote to determine if the facility will be open to solicitation or closed to solicitation by student organizations. Until the vote to determine this status has taken place, the facility shall be considered a closed solicitation facility. The solicitation status may not be altered until second semester. At the request of the community council, a second vote may take place during the first two weeks of the second semester to alter the solicitation status.

5.8.A.2 Open Solicitation. If the residents vote to be open to solicitation, registered campus organizations with the appropriate permissions secured from the Office of Student Activities and Leadership may solicit, campaign, or sell merchandise door-to-door in University housing. Non-Miami University solicitors are prohibited from going door-to-door in University housing at Miami University. Any nonresident representative of a registered student organization soliciting in University housing must be escorted at all times.

5.8.A.3 Closed Solicitation. If the residents vote to be closed to solicitation, registered campus organizations with the appropriate permissions secured from the Office of Student Activities and Leadership may solicit, campaign, or sell merchandise in the front lobby or mailroom areas of the facility only.

A list of University housing and their solicitation status will be available at the Office of Residence Life and at the Office of Student Activities and Leadership. Registered campus organizations that request permission to solicit, campaign, or sell merchandise are responsible for determining and abiding by the solicitation status chosen by the residents of each facility on campus.

5.8.B Political Canvassing

General Regulations. Door-to-door political canvassing in University housing is permitted for a single period in the following cases: (a) for each election (university, city, county, state, or national) for matters pertaining to that election; (b) annually, for each other political issue or circumstance. The period will be designated by the canvassers in consultation with the appropriate office in the Division of Student Affairs. Political canvassing does not include the option to solicit funds for any commercial purposes.

Conditions for Permission. Political canvassing is permitted only under the following conditions:

All canvassers, at least two working days before the period of canvassing is to begin, must register with the appropriate office in the Division of Student Affairs and at that time provide proper identification and evidence of affiliation with the group the canvasser represents. Registration will include attesting to a statement that their sole purpose for being on student living floors is to campaign for a political candidate or to supply or seek other information directly related to a political issue. After completing the registration process, a card or sheet of authorization to campaign door-to-door under these guidelines will be issued. The authorization card must be signed and dated by the canvasser and the resident director (in upper-class facilities) or the first-year adviser (in first-year halls) upon arrival and departure; this card must be presented upon request of any resident or staff member.

Door-to-door political canvassing is permitted only between the hours of 7 p.m. and 10 p.m. Escorts are required at all times. Canvassing may not take place in areas designated “off limits” to nonresidents by the visitation regulations. Canvassers may not solicit funds for any commercial purpose or attempt to advertise or sell any item. Canvassers may not attempt to contact students in their rooms if the students

have a “NO CANVASSING” sign on the outside of their room doors. For other rooms, canvassers must knock on the resident’s door, immediately identify themselves, and state their purpose for being on the floor. Canvassers must honor immediately a student’s request to leave the student’s room or doorway. Amplifying devices and other techniques, such as discussion in the corridors, that might disturb the peace of the floor may not be used by canvassers. Canvassing is permitted in dining hall lobbies but prohibited in the dining room.

Violations. Any canvasser violating any of these provisions may be subject to prohibition from canvassing in University housing.

Age, sex, race, sexual orientation, gender identity, and political affiliation shall not be considered in issuing authorization to canvass.

5.8.C Sales Projects

Student organizations planning any sales projects must complete the Event Planning Form in the Office of Student Activities and Leadership. Any sales project must be within the limits established and listed below:

Monies gained through sales or fund-raising activities must either accrue to the organization or be approved by the Office of Student Activities and Leadership for distribution off campus for philanthropic purposes.

Public sales tables are available on a first-come, first-served basis inside the Phillip R. Shriver Center, housing and dining facility lobbies, and selected outside locations. The project must be registered with the Office of Student Activities and Leadership before tables may be utilized for sales. A limited number of tables are available to be reserved.

Projects must take place in areas agreed to by the Office of Student Activities and Leadership.

If the sales project entails selling goods or products received on consignment from a vendor, the members of the sponsoring student organization must be present and participating in the sale at all times. A sign must be posted at the sale indicating the name of the sponsoring group. The sponsoring group must also provide to the Office of Student Activities and Leadership a photocopy of the vendor’s Butler County or State of Ohio vending license. This must be done at least one week in advance of the sale. The vendor may be available for product information but may not be used or relied upon by the sponsoring organization to conduct the sales. Authorization for the sale has been given to the student organization as a fund-raiser, not to the vendor. A single vendor may only display goods using members of student organizations under this provision once every 30 calendar days.

Student organizations may not sell or distribute any food item that needs to be cooked or refrigerated without obtaining the proper vendor’s license from the Butler County Health Department due to restrictions and liability issues.

The sale period will be registered for no more than seven calendar days.

If a student organization fails to abide by these regulations, the project in violation may be terminated, and its future requests for fund-raising projects may be denied.

5.8.D Student Organization Temporary Recognition

Student groups that have submitted all information and materials required for University recognition may apply, on a one-time basis, for temporary recognition in order to participate in fund-raising. Authority to approve or deny requests for temporary recognition resides with Student Senate.

5.8.E Raffles and Games of Chance

While the University generally supports the fund-raising efforts of its registered student organizations, the legal complexities of definition, methodology, and distribution of monies associated with schemes or games of chance such as raffles, bingo, poker, or other similar activities necessitate the University’s prohibition of such activities in conjunction with its student organizations. A game of chance is any event where a player gives anything of value in hope of gain where the outcome of which is determined largely by chance. For instance, if participants pay an entry fee to play AND prizes of any type are awarded to the players, then this is a game of chance.

CHAPTER 9. Outside Speakers on Campus

General Principles

Miami University recognizes the following principles as a general guide for all student organizations desiring to invite outside speakers to the campus:

- A. A speaker or performer may appear on the Miami University campus only on invitation extended by a duly recognized student organization.
- B. It must be recognized that an institution cannot be wholly disassociated in the public mind from views expressed on its campus. Under no circumstances must it in any way be suggested that Miami University as an institution has given its approval to a visitor invited by a student organization, or that the University as an institution endorses the point of view expressed by an outside speaker.
- C. The invitation to outside speakers must always represent the desire of a recognized group after due consideration of its members and after appropriate discussion with its adviser. No invitation should be extended as a result of pressure from an external organization.
- D. Because certain officials or speakers may be of some stature politically, nationally, or internationally, and since this may involve an area of public relations for Miami University, the President of the University or his duly appointed representative should be notified prior to the speaker’s arrival.

- E. In issuing invitations, student organizations must keep in mind that the sole purpose of such visits is to contribute to the aims of the University as a center of free inquiry and sound learning, and that the prime responsibility for ensuring that this purpose is served rests with the sponsoring organization.

CHAPTER 10. Grievance Procedure for Student Publications

Definition

Grievance shall be defined as a perceived injustice affecting an individual or group as a result of some action of official capacity by an editor of *The Miami Student* or *Recensio*, or other publications approved by Student Affairs Council.

Steps to Be Taken to Resolve Grievances *(Note: any reference to class days in this manual includes exam week.)*

- A. Individuals or groups shall notify the appropriate editor in writing of the specific grievance, with suggestions for action that the complainant deems appropriate. The editor will respond in writing to the complainant within three class days.
- B. If the grievance is not resolved, the complainant may, within three class days after receiving the response from the editor, submit his or her case in writing to the chair of the Committee on Student Media Organizations, together with the editor's written response and all other correspondence.
- C. The chair of the Committee on Student Media Organizations will notify all Committee members of the matter and will place it on the agenda of a meeting to be held within ten class days of receipt of the complaint. Appropriate action will be determined by the usual voting procedure of the Committee.
- D. Should the Committee determine that a hearing is not warranted, the chair will notify the appropriate parties in writing within three class days.
- E. Should the Committee decide to schedule a hearing, the chair of the Committee on Student Media Organizations will arrange the time and place of the hearing with the complainant and the editor, such hearing to be held within ten class days. During the hearing, the complainant will be allowed ten minutes to state his or her grievance, present supporting evidence, and suggest desired action. The editor will then be allowed ten minutes to reply. Each may then be questioned by members of the Committee on Student Media Organizations, after which the complainant and the editor will leave the hearing. Members of the Committee will then consider the matter and decide upon an appropriate action.
- F. The chair of the Committee on Student Media Organizations will, within three class days, give written notice of the Committee's decision to the complainant, the editor, and the Vice President for Student Affairs.
- G. Either the editor or the complainant may appeal the decision of the Committee to the Student Affairs Council, such appeal to be made within three class days after receiving the notice from the chair of the Committee on Student Media Organizations.

CHAPTER 11. Student Organization Salary and Wages

Salaried positions for students are only justifiable in cases where hours have been documented according to all federal wage and hour laws. Departments that use salaried student positions have obtained approval from the Department of Human Resources and University Counsel. To be eligible for a salaried position while holding an Associated Student Government position, a student must not be on academic or conduct probation or suspension. For further information, refer to the *Supervisor's Manual* for Student Employees (<http://www.units.muohio.edu/sfa/employment/>).

CHAPTER 12. Reporting Harassment and Discrimination

Working Environment

It is Miami University's position that employees and students should have a working, learning, and living environment free from harassment and discrimination. Should students experience harassment or discrimination from other students, employees, or visitors of the University, they should seek assistance from the Office of Equity and Equal Opportunity by visiting the website at <http://www.muohio.edu/oeeo>, or by calling 529-7157.

Filing a Complaint

Students who believe they have been the victims of harassment and/or discrimination on the basis of race, sex, religion, color, national origin, age, disability, sexual orientation, gender identity, military status, or veteran status should file a complaint with the Office of Equity and Equal Opportunity, located in Hanna House on the Oxford Campus (529-7157). More information about complaint procedures and harassment and discrimination is available on the website at <http://www.muohio.edu/oeeo>. Students should follow the procedures outlined in Chapter 14, Policy Prohibiting Harassment and Discrimination (see also the "University Statement Asserting Respect for Human Diversity" in the Introduction to the *Student Handbook*).

CHAPTER 13. Romantic and Sexual Relationships

Prohibited Supervision

Faculty members and graduate students are prohibited from exercising academic supervision over persons with whom they have a romantic or sexual relationship (academic supervision is defined as assigning grades, sitting on a thesis or dissertation committee, or otherwise exercising decision-making power that affects the student's academic record, academic benefits, or progress toward graduation). Supervisors are prohibited from having supervisory responsibility over persons with whom they have a romantic or sexual relationship. A faculty member, graduate student, or supervisor who has a romantic or sexual relationship with a person over whom he or she has academic or other supervisory responsibility must notify his or her immediate superior of the relationship. The faculty member, graduate student, or supervisor must be removed immediately from all decision-making processes and supervisory roles concerning the person with whom he or she has the relationship. The University requires the resolution of all conflicts of interest created by the relationship.

Grounds for Discipline

Failure to report the relationship, cooperate in the transfer of supervisory responsibility, and resolve all conflicts of interest are grounds for discipline, up to and including termination under appropriate University policies.

CHAPTER 14. Policy Prohibiting Harassment and Discrimination

IMPORTANT NOTE: To ensure that a report can be effectively acted upon by the University, a report of discrimination or harassment must be made within 300 calendar days of the most recent occurrence of the alleged harassing or discriminatory behavior. A person who believes that he or she has been the victim of harassment or discrimination may proceed directly to the filing of a report (see Section 5.14.J).

5.14.A Harassment and Discrimination Are Prohibited

Respect for human diversity is an essential element of the Miami University community. Miami University strongly opposes and will not tolerate harassment or discrimination on the basis of age, color, disability, national origin, race, religion, sex, sexual orientation, gender identity, military status, or veteran status. This prohibition extends to discrimination or harassment, based on the protected classes listed above, including the creation of an intimidating, hostile, or offensive working, learning, or living environment.

Discrimination and harassment are also illegal. This policy is not intended to impair or limit the right of anyone to seek a remedy available under state or federal law. Legal remedies may be pursued outside Miami University by contacting the Equal Employment Opportunity Commission, the Ohio Civil Rights Commission, the United States Department of Education Office for Civil Rights, or by consulting an attorney at the individual's own expense. Under the law, there are various time limits for filing charges outside the University. Individuals should contact the agencies listed above or an attorney to determine the applicable time limits.

This policy may in some respects exceed the requirements of applicable law. However, this policy will not be enforced so as to infringe upon First Amendment rights, including the right to academic freedom.

5.14.B Coverage

This policy applies to all aspects of Miami University's operations and programs, including regional campuses. It applies to all University students and employees, including faculty, administrators, classified non-bargaining staff, bargaining unit staff, and student employees. It also applies to all vendors, contractors, subcontractors, and others who do business with the University. It applies to all visitors or guests on campus to the extent that there is an allegation of harassment made by them against University students or employees. This policy does not apply to individuals who are accused of harassment who are not students, employees, affiliates, or agents of Miami University.

Violence and sexual assaults committed against or by a Miami student, employee, or agent may be pursued through this policy, through the public criminal justice system, or, depending on the facts and the individuals involved, through the Office of Ethics and Student Conflict Resolution or other appropriate University disciplinary system. An initial choice to use one of these avenues does not preclude a later or simultaneous decision to use one or more of the others.

5.14.C Romantic and Sexual Relationships in the Instructional and Supervisory Contexts

The University discourages romantic and sexual relationships between supervisor and employee or faculty and student (see Chapter 13 above). In the event of an allegation of sexual harassment, the University will carefully scrutinize any defense based on a claim that the relationship was consensual when the facts establish that an academic or employment power differential existed within the relationship.

5.14.D Information and Assistance

Many offices and individuals on Miami's campuses provide general information and assistance regarding harassment and discrimination. Consultation with any office or individual other than those listed in Section 5.14.G will not be considered a report to the University.

5.14.E Action

Any person who believes he or she has been the victim of discrimination or harassment is encouraged to pursue relief under this policy. If, as the result of an investigation of a report, the University determines that there is reasonable cause to believe that a violation of this policy has occurred, the University will take action to provide appropriate relief to the victim. The University will also take appropriate action, up to and including disciplinary action, against the perpetrator under Section 5.14.N of this policy.

5.14.F Retaliation Is Prohibited

It is a violation of this policy for a person to be disciplined or otherwise disadvantaged as a result of a good faith resort to this policy. Any retaliatory action or conduct taken by any individual against a person who has sought relief under this policy is strictly prohibited and will be regarded as a separate and distinct violation of this policy. Examples of retaliatory action include assigning low grades, assigning undesirable teaching or work schedules, and/or giving deflated performance evaluations. This protection against retaliation extends to any person who opposes acts of discrimination or harassment or who testifies, assists, or participates in any manner in an investigation, proceeding, or hearing relative to discrimination or harassment.

5.14.G Reporting Harassment or Discrimination

Any person who believes he or she is the victim of harassment or discrimination may report the behavior directly to the Office of Equity and Equal Opportunity (OEEO). Alternatively, the person may report the behavior to any of the following individuals: a department chair, a dean, an administrative head of office, a director, the Senior Director of Human Resources, the Assistant Provost for Personnel and Director Academic Personnel Services, or the Director of Intercollegiate Athletics. Any person designated in the preceding sentence who receives a report or has knowledge of harassment or discrimination must promptly inform OEEO, which will conduct a preliminary assessment of the report.

The report should not be made to the same person alleged to have violated this policy. A person who believes that he or she has been harassed or discriminated against by someone listed in the preceding paragraph should make the report to someone else on the list.

Anonymous reports will be accepted; however, the University's options for investigating or resolving anonymous reports may be limited because of the unique challenges presented. There is no way to assess the reporter's veracity and no ability to obtain additional information from the reporter if the report is unclear or confusing. However, OEEO will review and take appropriate action on all reports, including anonymous reports.

5.14.H Advisers

Any person who reports alleged harassment or discrimination and any person against whom such an allegation is made may be accompanied at all stages of the process described in this policy by a friend, family member, or other individual of his or her choice to provide support and assistance.

5.14.I Initial Assessment of a Report

Upon the receipt of a report of harassment or discrimination, OEEO will make a preliminary assessment of the report. Every effort will be made to handle such reports fairly, impartially, and quickly. OEEO understands that these matters can be extremely sensitive. However, in order for the University to take action where warranted, it will usually be necessary to conduct an investigation. In order to protect both the person making the report and the person against whom the report has been made, every effort will be made to handle the matter discreetly. Because information relating to the report will be shared in the course of the investigation on a need-to-know basis, or as otherwise required by law or under this policy, it is not possible to guarantee complete confidentiality. OEEO may facilitate an informal resolution of the report agreed to by the person who made the report (or the victim if someone other than the victim made the report) and the person alleged to have violated this policy. An informal resolution of the report does not bar a subsequent request to pursue a formal resolution.

5.14.J Filing a Report of Harassment or Discrimination

To initiate formal resolution procedures, an individual must report the alleged violation of this policy to OEEO within 300 calendar days of the most recent occurrence of the alleged harassing or discriminatory behavior. This report should specify the incident(s) of harassment and/or discrimination, and be signed by the person making the charge. A copy of the report will be provided to the person alleged to have violated this policy.

5.14.K Investigation of a Report

Within 30 calendar days of receipt of a report, OEEO will conclude its investigation to determine whether there is reasonable cause to believe that a violation of this policy has occurred, including the extent and severity of the violation. At the completion of the investigation, OEEO will issue a written report of its investigation that includes a finding of reasonable cause or no reasonable cause and related recommendations. A copy of the OEEO report will be given to both the person who made the report (or to the victim if someone other than the victim made the report) and the person alleged to have violated this policy. After the OEEO report is issued, both the person who made the report (or the victim if someone other than the victim made the report) and the person alleged to have violated this policy are permitted to review the OEEO investigation file.

5.14.L Review

If dissatisfied with the OEEO report, either the person who made the report (or the victim if someone other than the victim made the report) or the person alleged to have violated this policy may request a review by a Harassment/Discrimination Review Panel Committee (the Panel Committee). A Panel Committee review of the OEEO report is only available to students and University employees. The request

must be made in writing, stating the reasons therefore, to OEE0 within ten class days of the issuance of the OEE0 report. (*Note: any reference to class days in this manual includes exam week.*)

The Harassment/Discrimination Review Panel (the Panel) is appointed annually by the President to serve for the undergraduate and graduate student bodies, the faculty, and the classified and unclassified staff. The Panel Committee will consist of five members selected from the Panel. Each Panel Committee will receive appropriate training on this policy.

The composition of the Panel Committee will reflect the peers of the parties involved and will depend on the status of those parties:

Parties Involved	Composition of Panel Committee
1. Both are faculty members	All faculty members
2. Both are staff members	All staff members
3. One is a faculty member and one is a staff member	Both faculty and staff members
4. One is a student and one is a faculty or staff member	Two students and three faculty or staff members
5. Both are students	All students
EXCEPT:	
a. If either student requests that one or two members be faculty or staff members	One or two faculty or staff members; the rest students
b. If the report arises out of a graduate assistant's teaching responsibilities	Two students and three faculty members
c. If the report arises out of a graduate assistant's non-teaching responsibilities	Two students and three staff members

Both the person who made the report (or the victim if someone other than the victim made the report) and the person alleged to have violated this policy will be presented with the list of names of all appropriate members of the Panel. Each party may disqualify up to three members from service on the Panel Committee. The President or designee will select five members from the remaining names and appoint one of the five to serve as committee chair. The Panel Committee will have full access to the OEE0 investigation file.

5.14.M Decision of the Panel Committee

Within ten class days of its appointment, the Panel Committee will issue a written report in which a majority of its members concur. In the report, the Panel Committee will do one of the following: (*Note: any reference to class days in this manual includes exam week.*)

1. Affirm or reverse the finding of no reasonable cause.
2. Affirm or reverse the finding of reasonable cause.
3. Remand the matter to OEE0 for additional investigation and a supplementary report based on the additional investigation.
4. Affirm or recommend modifying any recommendations made by OEE0.

If the Panel Committee concludes that reasonable cause exists to believe that this policy has been violated, it may instruct OEE0 to take immediate action to eliminate the harassment or discrimination.

5.14.N Disciplinary Action

If there has been a finding of reasonable cause and a recommendation that the person alleged to have violated this policy be subjected to appropriate disciplinary action either in the OEE0 report or as a result of a review and report by the Panel Committee, the discipline, if any, to be imposed will be determined according to the procedures described in the Student Conduct Regulations, if the person is a student; the Ohio Civil Service Law or a collective bargaining agreement then in effect, whichever is applicable, if the person is a member of the classified staff; Section 13.7 of the *Miami University Policy and Information Manual* if the person is a member of the unclassified staff; or Section 8.3 of that same manual, if the person is a member of the instructional staff.

If disciplinary action is initiated, the person alleged to have violated this policy, the person or office initiating disciplinary action, and the hearing body will be entitled to full access to the OEE0 investigation file and the file, if any, of the Panel Committee.

If there has been a finding that reasonable cause exists to believe that a vendor, contractor, subcontractor, visitor, guest or other person who does business with the University has violated this policy, the matter shall be referred to the Vice President for Finance and Business Services and Treasurer for appropriate administrative action.

5.14.O Miscellaneous

After a report of harassment or discrimination has been filed, subsequent time limits specified in this policy may be extended by the vice president who has authority in relation to the person alleged to have violated this policy, or by the President's designee for those under no vice presidential authority. Notice of the extension will be made in writing and will include the reason for the extension. Copies will be provided to both the person who made the report and the person alleged to have violated this policy.

It is a violation of this policy to knowingly make a false allegation of harassment or discrimination. However, failure to prove a claim of harassment or discrimination is not equivalent to a making false allegation. It is also a violation of this policy for a person alleged to have violated this policy or other person interviewed by OEE0 to knowingly make a false statement.

CHAPTER 15. Regulations Pertaining to Student Use of University Libraries

5.15.A Introduction

Purpose Statement. The University Libraries provide students with the information facilities, services, collections, and instruction needed to succeed in their academic endeavors. An environment conducive to meeting the diverse research needs of Miami's students can occur only with the cooperation and support of all. Social activities should take place in other campus facilities or off campus, not in the libraries. Accordingly, persons determined by the library staff to be disruptive may be asked, and are required, to remove themselves from library premises immediately.

Warning to Clients. WARNING TO CLIENTS OF THE LIBRARIES: All library materials are protected electronically. Please check out all materials at the appropriate circulation desk. Theft or attempted theft will be treated as a serious offense (see Sections 5.15.C and 5.15.D below). Computer disks, CDs, DVDs, audio tapes, or video recordings cannot be harmed by the security gates; however, keep video and audio tapes clear of the checkout areas, because the desensitizing units may damage them.

5.15.B Lending Regulations

Student ID. All students are required to have a valid University identification card to check out materials from the Libraries. Loss of the card should be reported immediately to the Libraries and to the Office of the Bursar. Two approved forms of identification are required from students who wish to borrow portable electronic equipment (e.g., laptop computers, digital cameras).

Rules of Borrowing. Undergraduate students may borrow most books from Miami University Libraries for three weeks. As a courtesy, graduate students and University Honors students may borrow books in the general collection for a semester to support their research. Any book is subject to immediate recall if needed for reserve or if requested by another client after the initial three-week lending period. Failure to respond to recalls will result in the book being declared overdue and subject to the fines listed in Section 5.15.C below.

Most checked-out books may be renewed as long as there is not a hold (request for use) on the book by another client. Books may be renewed through the Miami University Libraries' online catalog as well as in the Libraries. Note that some materials circulate to all clients for less than three weeks. In addition, some materials (including journals, reference materials, special collections materials, selected government documents, and selected reserve materials) may not be removed from the building. For more details about borrowing library materials, consult www.lib.muohio.edu/about/circulation/borrowing.php.

All borrowers, whether they are students, faculty, staff, or Friends of the Libraries, are responsible for the materials that are checked out in their name. We caution against exchange of materials without changing the official library records.

Materials borrowed from the **OhioLINK consortium** of libraries are subject to OhioLINK's policies, fines, and charges, which differ from those of the **Miami University Libraries**. For the most up-to-date information about Miami or OhioLINK borrowing policies, inquire at a circulation desk or refer to information online at <http://www.lib.muohio.edu/about/policies.php>.

5.15.C Overdue, Lost, and Damaged Materials

Overdue Fines and Lost Materials/Equipment Charges. As a courtesy, the Miami University Libraries send e-mail notifications to remind clients about overdue materials. Regardless of whether an overdue notice is received, clients are responsible for the return of library materials by the indicated due date. Current information on replacement costs is available at www.lib.muohio.edu/about/circulation/fines.php. These fines and charges are subject to change with approval by the Miami University Board of Trustees.

WARNING: Failure to pay library fines and fees may result in the suspension of library privileges.

Fines. For overdue fines, replacement costs, and repair costs for Miami University and OhioLINK materials, see: www.lib.muohio.edu/about/circulation/fines.php.

Theft, Attempted Theft, Malicious Defacement, Damage and Mutilation of Library Materials, Equipment, and Other Library Property. All library materials and equipment are state property. Theft, attempted theft, malicious defacement, damage, or mutilation of library materials or equipment will result in the charge of academic misconduct and official University action (see Part 1 Undergraduate Academic Regulations, Chapters 5 and 6). Additionally, students found guilty of these acts will be billed for replacement costs and processing charges as described on the Libraries web site at the address listed above.

5.15.D Prohibited Actions

5.15.D.1 Actions That Will Result in Disciplinary Action

- a. Theft, attempted theft, defacement, damage, or mutilation of library materials, furniture, equipment, or other property.
- b. Unauthorized or prohibited use of computing resources, as defined by Part 1, Chapter 6 Responsible Use of Computing Resources.
- c. Use of emergency exits when no emergency exists.
- d. Tampering with fire alarms, smoke detectors, or emergency exits.
- e. Disorderly conduct, abusive language, or disruptive actions toward library staff or other clients of the Libraries.

5.15.D.2 Other Prohibited Actions. Miami University Libraries have detailed policies to explain conditions of use for special resources and equipment. What follows below are broad, system-wide guidelines:

- a. Library policies regarding food and beverages are independently established by and posted in each facility. Under no circumstances will deliveries of food or drink items be allowed to any library. Restricted food or drink items will be confiscated.
- b. Cell phone policies are independently established by and posted in each facility. Use of cell phones in restricted areas is prohibited.
- c. Some areas within the Libraries are designated for quiet study. Students who do not observe the posted norms for quiet study areas may be asked to work in another area in the library or to leave the building.
- d. No alcoholic beverages are permitted in any of the Libraries.
- e. Smoking and the use of smokeless tobacco are prohibited.
- f. Posters and signs may be displayed on bulletin boards, but not on doors, windows, or walls. Violators will be reported to the appropriate University office.
- g. Election tables, petition campaigns, and other co-curricular activities are prohibited except in the lobby of any library with the permission of the Dean and University Librarian or in the lobby of Brill Science Library with the permission of the Assistant Head Science Librarian.
- h. No fraternity or sorority activities may take place in the Libraries.
- i. Pets are not permitted in the Libraries, except for service animals.
- j. Library workstations are not intended for recreational uses such as e-mail, instant messaging, or game playing.

CHAPTER 16. Student Employment

Working while attending college is a time honored tradition at Miami. In a typical academic year approximately 5800 students are employed in designated student employment positions at Miami. We understand that students work for many reasons: financial necessity; to gain work experience and job skills; and to supplement their academic studies. Miami offers a variety of student employment positions designed to accommodate these goals. In order to be eligible for student employment, a student must be enrolled at least six hours per semester during the academic year. A student's primary commitment is to his or her studies. Thus, students may not work more than 30 hours per week during the academic year.

Student employment positions are available in offices throughout campus including Housing, Dining and Guest Services, the Recreational Sports Auxiliaries, Physical Facilities, Community Engagement and various academic and administrative offices. Application for employment should be made directly to the office in which the student desires to work. Student employment positions are also posted online at www.muohio.edu/studentjobs.

Student employees are one of the University's most important resources and the University desires to promote a stable, pleasant, and productive work atmosphere for student employees. The Office of Student Financial Assistance is responsible for managing the student employment process. Several University offices have also developed student employment manuals which contain guidelines for student employees. These manuals have been designed in the hope that the student employment expectations contained in them will provide answers to many frequently asked questions and will help to avoid many of the concerns and misunderstandings that can occur in the student employment setting. It is not possible to compose a set of student employment guidelines that would cover every single detail of the employer/student employee relationship. The student employment guidelines are, however, designed to provide information on most employment topics. If a specific question is not answered by the guidelines or if a variance from the stated guideline is requested, the student should consult with his or her supervisor (non-student). A reasonable attempt will be made to resolve the question. If that is not possible, the question should be taken to the head of the department in which the student is employed. If no student employment guidelines are available, the student should consult his or her supervisor for guidance.

Change is inevitable in any employment relationship and changes will surely be made to the guidelines offered in the student employment manuals. The guidelines outlined in the manuals are not conditions of employment and may be changed at any time.

It should also be understood that student employment at Miami University is terminable at the will of either the student or the University. This means that the student may quit at any time, with or without notice, and with or without cause. However, students should be aware that quitting without giving their supervisor at least two weeks' notice (not counting finals week) may result in the supervisor refusing to provide the student with an employment recommendation.

The University may discharge a student employee at any time, with or without notice, and with or without cause. No representative of the University has any authority to make any contrary promise, unless in writing and signed by the President. Students who feel they have been asked to work more than the maximum allowable hours per week or have been discharged unfairly may address their concerns in writing to the Director of Student Financial Assistance, 121 Campus Avenue Building.

PART 6

Motor Vehicles and Bicycles

Parking and Transportation Services
Campus Avenue Building, Room 128
301 South Campus Ave.
Oxford, OH 45056
(513) 529-8535

<http://www.muohio.edu/Parking/>

Regular Office Hours:

Monday – Thursday, 8 a.m. – 5:30 p.m.
 Friday, 8 a.m. – 5 p.m.

Summer Hours:

Monday – Friday, 7:30 a.m. – 4:30 p.m.

CHAPTER 1. Scope of the Policy

Miami University discourages students from bringing cars to Oxford. The University and the City of Oxford are compact and interdependent, with most locations accessible to pedestrians. Students who desire transportation will find that the Miami Metro provides an efficient alternative to a personal vehicle. Miami University is not responsible for damage to or theft from motor vehicles or bicycles parked, stored, or operated on University property. Miami University is not responsible for damage to motor vehicles or bicycles and locks incurred during impoundment or immobilization.

This policy applies to the use and storage of motor vehicles and bicycles in University parking areas, defined in these regulations as streets bordering the Oxford campus, streets through the Oxford campus, Oxford campus parking lots, garages, and drives, and Hamilton campus and Middletown campus parking lots and drives. The Director of Parking and Transportation Services may modify restrictions in any area at any time in the course of managing the University's parking resources.

CHAPTER 2. Motor Vehicle Permits

6.2.A Permit Required

A permit is required to park in a University parking lot or on a University drive at all times, except as noted in these regulations. No permit is required for daytime parking in the garages. A permit is required to park on city streets that run through or adjoin campus from 7 a.m. to 4 p.m., Monday through Friday. At other times a permit is not required to park on city streets that run through or adjoin campus.

6.2.B Warning Citation

Parking enforcement staff may issue one warning citation per license plate per year (July 1 – June 30) to a car parked in violation. **A warning will not be issued for the following violations:**

1. Parking in a handicap zone; Section 6.3.F
2. Spaces reserved for specific vehicles or permit numbers; included in Section 6.3.B Restricted Area
3. Spaces posted for no parking between 2 a.m. and 6 a.m.; included in Section 6.3.K Prohibited/Yellow Zone
4. Overtime at a meter; Section 6.3.G
5. Reproduction or illegal use of a permit; Section 6.3.E
6. Restrictions in place for special events such as home football games; included in Section 6.3.B Restricted Area
7. Immobilization/Impoundment; Section 6.3.N

6.2.C Permit Eligibility

Freshman students are not permitted to bring a car to campus without express University authorization (exceptions listed below). Sophomores, juniors, and seniors are permitted to bring a car, but are required to register the vehicle with the University and obtain a parking permit.

6.2.D How to Apply for a Permit

Students may apply for a permit and obtain a copy of the parking map through the Parking and Transportation Services website or in person at the Parking Office. Each semester, for 14 calendar days after the start of classes, students may park in the Ditmer or West Millett parking areas without a permit. Students may not register vehicles belonging to other students unless they are siblings who are also Miami

students. Students may not register vehicles belonging to faculty or staff who are not immediate family members. Permit colors correspond to specific parking areas indicated on the parking map.

6.2.D.1 Qualifications for Green Permit Parking

- a. The Parking Office will confirm eligibility. A green permit is restricted for use only by the graduate assistant to whom the permit is assigned.
- b. A green permit is transferable only to another vehicle being used by the graduate assistant.

6.2.D.2 Qualifications for Blue Permit Parking

- a. Graduate students.
- b. Seniors (must have completed 96 credit hours) who reside on campus or commute from the home of a parent or guardian.
- c. Juniors (must have completed 64 credit hours) residing on campus.
- d. A blue permit is not transferable to another vehicle.

6.2.D.3 Qualifications for Yellow Permit Parking

- a. Students who reside on campus or commute from the home of a parent or guardian.
- b. A yellow permit is not transferable to another vehicle.

6.2.D.4 Qualifications for Purple Permit Parking

- a. Students who reside off campus.
- b. A purple permit is not transferable to another vehicle.
- c. Cars with purple permits may not park in the West Millett lot between 2 a.m. and 6 a.m.

6.2.D.5 Temporary Permit

- a. A student may obtain up to four weeks of temporary permit privileges each semester.
- b. Any student may obtain a temporary permit for his or her own vehicle only.

6.2.E Exceptions Authorized for Freshmen to Obtain a Permit

1. Nontraditional student: Age 23 or married at time of registration.
2. Distance: Permanent residence outside of a 200-mile radius of Oxford (not driving distance).
3. Regional campus class: The Parking Office will verify enrollment.
4. Commuter: Student who resides in the home of a parent or guardian.
5. Internship: Student shall provide verification from the instructor indicating academic credit for the internship.
6. Business: Student shall provide a pay stub from the employer reflecting hours worked 21 calendar days or more after the start of each semester. No other documentation is acceptable as proof of employment. Employment must be outside of the Oxford area.
7. Exceptional transportation need: Student with an exceptional transportation need shall provide a statement of need at time of application.
8. Health: A student with a medical need that requires the use of a vehicle shall obtain authorization from a physician at the Student Health Service prior to making application. The Parking Office will not accept documentation from personal physicians.
9. Military: Student shall provide written verification by the commanding officer. Involvement in Miami University's ROTC units does not meet this qualification.

6.2.F Permit Revocation

Obtaining a permit by providing false information, or in violation of this policy's restrictions, will result in revocation of the permit with forfeiture of the permit fee. Unauthorized transfer of a student permit to another vehicle will result in revocation of the permit with forfeiture of the permit fee.

The student shall notify the Parking Office of any change in the conditions under which the student qualified for the permit and surrender the permit to obtain an exchange. Failure to report a change in qualifying conditions is a violation of the motor vehicle regulations and will result in revocation of the permit with forfeiture of the permit fee. The Parking Office will work with a student who needs a parking privilege in the event the student's circumstances change.

Display of a lost, stolen, or revoked permit is Illegal Use of Permit, a violation of Section 6.3.E. Vehicles bearing a revoked permit may be immobilized.

Students may be referred to the Office of Ethics and Student Conflict Resolution for actions described in this section.

6.2.G Duration of Permits

Annual permits: Valid through Monday following May Commencement.

Semester permits: Valid through Monday following Final Examination Week of each semester.

Summer term: As listed in the course guide.

Temporary: Minimum of seven calendar days from date of issue; maximum of four weeks each semester.

Permit fees are not refundable.

6.2.H Special Circumstances

Special Events

Ordinarily, all student permits are accepted in most areas of the Ditmer and West Millett parking lots. However, *on dates of home football games and other special events, all student cars must be removed from the West Millett lot. Students are required to check the Parking Services website for those dates that require removal from the West Millett lot. Students may park in Blue permit areas on campus all day on those dates.* On home football game weekends, a permit is not required from noon Friday to 7 a.m. the following Monday.

Semester Breaks and Holidays

Red permit and Green permit lots are *not* open for student parking Monday through Friday, *including holidays and semester breaks.* Posted restrictions in these lots are in effect, and ticketing in these areas does occur on holidays and semester breaks. Blue permit areas are open for all student permits on holidays and semester breaks.

Any vehicle bearing a valid permit may park during the day in Blue (*not* Red or Green) permit parking areas designated on the parking map as follows:

1. Tuesday and Wednesday preceding and Monday following Thanksgiving Holiday.
2. Thursday and Friday preceding and Monday following Spring Break.
3. Thursday and Friday of Final Examination Weeks for both semesters.
4. Thursday preceding, Friday of, and Monday following Mid-term Break (fall semester).
5. Friday preceding, Monday of, and Tuesday following Martin Luther King, Jr. holiday.
6. The first two days of each term or semester.

Log-In Privilege

Students who require a parking privilege that is not granted by their parking permit must call the Parking Office for permission *prior to parking on campus.* The student must have a valid permit assigned to the vehicle. Advise the Parking Office if your vehicle becomes disabled while parked on campus. Students will be allowed 24 hours to have the vehicle removed from a restricted lot and will be responsible for citations issued to the vehicle in that lot after that time.

Students with extenuating circumstances may receive permission to park on campus up to four times in the semester. The student must have a valid permit assigned to the vehicle. If a parking citation is issued during the time of the log-in after permission has been granted, the student must call or present the citation on the date of issue or the next business day to request the citation be canceled.

Hazard Lights or Stopping and Standing

Use of vehicle hazard flashers or stopping and standing does not permit a vehicle to park in violation of posted restrictions and the parking policy. *Violators may receive a parking citation even if hazard flashers are in use.*

CHAPTER 3. Violations

A student is responsible for any vehicle brought to the Oxford area for his or her use and for all citations issued to that vehicle. This applies whether the vehicle belongs to the student, his or her parents, or a third party. *Students who lend their vehicles to others are responsible for any parking fines incurred.*

Vehicles that remain parked in violation at the same location for more than three hours after being cited may be cited again. Vehicles moved to another location after being cited may be cited immediately if parked in violation.

6.3.A Failure to Display Valid Permit: Fine \$30

Failing to display or improperly displaying a valid University parking permit. A permit is required to park in University parking areas (see Section 6.2.A Permit Required). All information on the permit must be visible from outside the vehicle. Decal permits must be permanently affixed to the inside surface of either windshield at the lower corner of the driver's side. Hangtag permits must be displayed on the rearview mirror inside the vehicle. Card permits must be displayed inside the front windshield. *Cars that display no permit and are parked in a University lot or drive after restricted hours may be cited for Failure to Display a Valid Permit.*

6.3.B Restricted Area: Fine \$65

Parking in University parking areas beyond time and area privileges granted by your permit or parking in violation of posted special event parking restrictions. During restricted hours, the specified permit is required to park a vehicle in a University parking area. Signs at the entrances to most campus lots and individual spaces indicate the color, type, or number permit required to park in the lot or space, as well as the times and days the restriction is in effect.

University events sometimes require the exclusive use of parking areas. These areas will be posted in advance of the event. Students are not permitted to park in the West Millett lot on Saturdays of home football games.

Not all campus streets are posted with permit restrictions. Contact the Parking Office or consult the parking map if you have a question about permit restrictions for an area.

6.3.C Explanation of Parking Map and Conditions that Apply

6.3.C.1 Red

- a. A few RED permit areas are posted for 24-hour restrictions and are limited at all times every day to vehicles displaying a RED permit. Vehicles displaying permits of any other color are not permitted to park in these areas.
- b. Most RED and RED/GREEN permit parking areas are posted with restrictions in effect from 7 a.m. to 4 p.m. or from 7 a.m. to 7 p.m., Monday through Friday. After those times any vehicle displaying a valid permit of any color may park in that parking area.
- c. RED permit holders may park in any University parking area except those spaces designated for specific vehicles and visitors only.

6.3.C.2 Green

- a. Most RED/GREEN permit parking areas are posted with restrictions in effect from 7 a.m. to 4 p.m. or from 7 a.m. to 7 p.m., Monday through Friday. After those times any vehicle displaying a valid permit of any color may park in that parking area.
- b. GREEN permit holders may not park in University parking areas designated for red permits during restricted hours (see red restricted hours stated above).

6.3.C.3 Blue

- a. BLUE permit parking areas are restricted from 7 a.m. to 4 p.m., Monday through Friday. After those times any vehicle displaying a valid permit of any color may park in the blue parking areas.
- b. BLUE permit holders may not park in University parking areas designated for red and red/green permits during restricted hours (for restricted hours, see appropriate colors above).

6.3.C.4 Purple

- a. PURPLE permit holders may park in the Ditmer lot at all times and the West Millett lot during the day.
- b. PURPLE permit holders may not park in the West Millett lot between 2 a.m. and 6 a.m.
- c. PURPLE permit holders may not park in University parking areas designated for red, green, and blue permits during restricted hours (for restricted hours, see appropriate colors above).

6.3.C.5 Yellow

- a. YELLOW permit parking areas (Ditmer and West Millett) are open to any vehicle displaying a valid permit of any color at any time EXCEPT student parking is not permitted in West Millett parking area on Saturdays of home football games. Shuttle bus service is provided from Ditmer and West Millett to central campus.
- b. YELLOW permit holders may not park in University parking areas designated for red, green, blue, or purple permits during restricted hours (for restricted hours, see appropriate color stated above).
- c. The West Millett Lot has a 24-hour section for overnight parking and a 6 a.m. to 6 p.m. section for daytime parking. Vehicles parked in the daytime area after 6 p.m. may be cited.

6.3.D Combined Violations 6.3.A and 6.3.B

A registered vehicle may be cited for Failure to Display Valid Permit *and* Restricted Area violation when displaying no permit while parked in violation of the privilege granted by that vehicle's assigned permit.

6.3.E Reproduction or Illegal Use of Permit: Fine \$300

Use by a student of any of the following is a violation:

1. Reproduction of a permit
2. Permit that has been altered
3. Permit that has been revoked
4. Permit reported lost or stolen
5. Student permit transferred to another vehicle without authorization
6. Permit issued to or designated for issue to a visitor, faculty or staff member, or graduate assistant

6.3.F Parking in a Handicapped Zone: Fine \$250

6.3.G Overtime at Meter: Fine \$10

Parking at a meter that indicates time has expired, or failure to pay for time parked in a space or facility requiring a fee is an overtime parking violation. Vehicles may park in spaces controlled by meters when the meter display indicates time remaining. Permits must be displayed at all meters on campus unless otherwise posted. Unless otherwise posted, meter fees must be paid when parking between the hours of 7 a.m. and 7 p.m., Monday through Friday, except when the University is officially closed. This applies only to parking meter fees; all other parking and permit restrictions are in effect at all times.

Several parking meters are posted to allow parking with any valid permit when the meter display indicates time remaining. Permit requirements and parking restrictions are in effect at all times even when vehicle is parked at a meter.

University parking facilities that require a fee for use by the hour or by the event require payment at all times. Failure to pay for time parked in a facility that requires a fee is a violation. No parking is permitted in the Campus Avenue Parking Garage between 2 a.m. and 6 a.m. daily.

6.3.H Overtime in a Timed Zone: Fine \$10

Exceeding time limits as posted.

6.3.I Outside Designated Space: Fine \$65

More than one vehicle in one designated space, parking in two or more spaces, or creating a space where none exists.

6.3.J Parking in Loading Zone/Service Drive: Fine \$65

Parking in loading or service areas where signs prohibit parking.

6.3.K Prohibited/Yellow Zone: Fine \$65

Parking or standing in a posted “No Parking” zone or Yellow area.

No parking is permitted on alternate sides of Oak and Maple Streets between 2 a.m. and 6 a.m. as posted.

No parking is permitted in the Campus Avenue Parking Garage between 2 a.m. and 6 a.m. daily.

6.3.L Parking on Sidewalk or Grass: Fine \$65

6.3.M Bicycles Parked Improperly: Fine \$10

Bicycles may not be parked inside campus buildings except in residence hall rooms. Bicycles should be parked in bicycle racks. Chaining or securing bicycles to any object or structure other than a bicycle rack is prohibited. Bicycles must not be parked in a manner that will hinder the safe flow of pedestrian or vehicular traffic.

Students must remove all bicycles from campus by the end of the spring semester. The University will remove and impound all bicycles not removed by their owners. Bicycles not claimed at the beginning of the following fall semester will be sold at auction.

6.3.N Immobilization/Impoundment: Fine \$200

A vehicle may be immobilized/impounded under these conditions:

1. Any combination of three violations beginning July 1 each year even if all fines have been paid, and the vehicle is parked in violation at time of immobilization.
2. A violation of Section 6.3.E Reproduction or Illegal Use of Permit and parked in violation at time of immobilization.
3. Unauthorized removal or damage of an immobilization device. The car is subject to immobilization or impoundment until the device is accounted for or recovered.

This Immobilization/Impoundment fine must be paid prior to the release of the vehicle. Students may also be referred to the Office of Ethics and Student Conflict Resolution.

Bicycles parked in violation may be immobilized or impounded.

6.3.O Payment of Fines

Fines may be paid by charge through the Bursar, cash or check made payable to Miami University. Please include the number of the citation on the check to ensure proper credit. Payment may be sent to Miami University, Parking and Transportation Services, 301 South Campus Avenue, Campus Avenue Building, Room 128, Oxford, Ohio, 45056.

CHAPTER 4. Student Traffic Appeals Committee

6.4.A Appealing a Citation

Appeals on citations must be submitted *in writing* and received at the Parking Office within ten calendar days of the date the citation was issued (forms are available in the Parking Office). Appeals may be sent through the Parking and Transportation Services website at <http://www.muohio.edu/parking>.

All decisions made by the Student Traffic Appeals Committee are final.

Appeals must include all pertinent information and supporting documentation needed to allow the Committee to make an intelligent judgment. Appeals should contain a complete and full explanation of circumstances or claim. Items that may accompany your written statement include but are not limited to pictures, statements by others, receipts and diagrams.

6.4.B Parking and Transportation Services

1. Prepares and forwards appeals to the Student Traffic Appeals Committee.
2. Notifies student of the Committee's decision.
3. Does not participate in the Committee's deliberations.
4. Answers all inquiries concerning appeals.

6.4.C Student Traffic Appeals Committee

6.4.C.1 Composition: Is composed of students, faculty, and staff.

- a. The committee consists of 12 students and 12 faculty or staff.
- b. Student members shall be recommended by the President of Associated Student Government.
- c. All members shall be appointed by the President of Miami University.
- d. The Director of Parking and Transportation Services or designee shall be a non-voting consultant to the Committee.

6.4.C.2 Responsibilities

- a. Hears all appeals to citations.
- b. Acts upon all appeals. This will be done by all attending members of the Committee.

6.4.C.3 Student Traffic Appeals Committee Chair

- a. Convenes the meetings.
- b. Attests to decisions reached.
- c. Is a voting member (five members, including the chair, shall constitute a quorum).

6.4.C.4 Student Traffic Appeals Committee Vice-Chairs (There will be two student vice-chairs.)

- a. Aid the chair.
- b. Convene meetings in the absence of the chair.
- c. Perform such other duties as shall arise from time to time.

6.4.D Regulation Changes

The Student Traffic Appeals Committee may recommend changes to the motor vehicle regulations for purposes of clarity, accuracy, or procedural improvement. These recommendations shall be made to the President of Miami University via Student Affairs Executive Council. Recommendations for major policy revision shall remain the responsibility of Student Affairs Executive Council, with members of the Committee invited to participate in such discussions.

CHAPTER 5. Regional Campus Motor Vehicle Regulations

Students, faculty, and staff must display current parking permits on their vehicles when parking on any of Miami University's campuses. Short-term, temporary permits are available at the Office of Business Services at both regional campuses.

These regulations are in effect at all times. All vehicles must be registered by the end of the first week of classes.

6.5.A Requirements of Permit Holders

An applicant for a permit must present a valid operator's license at the time an application is filed. These permits will authorize holders to park in student areas on both regional campuses. All students are required to park in legal spaces. Regional campus students attempting to earn an equal or greater number of credit hours on the Oxford campus during any semester must purchase a parking permit for the Oxford campus.

Student permit holders are issued hangtags that must be displayed from the inside rearview mirror. Hangtag permits are transferable to all vehicles owned by the permit holder. Faculty/staff permit holders are issued decals or hangtags that must be properly affixed to the vehicle. Decal permits must be permanently affixed to the inside surface of either windshield at the lower corner on the driver's side. Hangtag permits must be displayed on the rearview mirror inside the vehicle. Hangtag permits are transferable to all vehicles owned by the permit holder. Card permits must be displayed inside the front windshield.

Only one permit per person is issued on the regional campuses. There is a \$10.00 replacement fee for lost or stolen permits.

6.5.B General Parking Information

The regional campuses have areas designated for faculty/staff, students, visitors, and the handicapped. These areas are clearly marked by signs. Vehicles shall park in designated areas consistent with permit restrictions. Parking outside of permitted areas is a violation and is subject to a fine.

Parking on the Oxford campus. Vehicles that display the YELLOW MUH/MUM permit issued by the Hamilton and Middletown regional campuses must be parked in compliance with this regulation. On the Oxford campus vehicles that display the YELLOW MUH/MUM permit must park in West Millett and Ditmer lots from 7 a.m. to 4 p.m. Monday through Friday and may park in other campus lots after restricted hours as posted. Faculty, staff and students who work or attend classes on any campus are not considered visitors to the Oxford, Hamilton or Middletown campuses.

6.5.C Regional Campus Violations

All permits are issued with the understanding that permit holders will abide by the motor vehicle regulations of the University. Below is a list of violations and respective fines:

1. Unregistered vehicle. Fine: \$10.
2. Failure to display valid permit. Fine: \$10.
3. Illegal parking in a restricted area or on the grass. Fine: \$10.
4. Blocking any access road. Fine: \$15.
5. Parking in handicapped zone. Fine: \$75.
6. Exceeding 20 mph speed limit. Fine: \$30.
7. Hazardous operation. Fine: \$75.
8. Disregarding traffic control device. Fine: \$15.

Repeated violations may subject the offender to immobilization of the vehicle and the loss of parking privileges on the campuses of Miami University. Fines must be paid within three working days of the issuance of the citation. All fines must be paid prior to release of an immobilized vehicle.

Miami Hamilton—pay at the cashier's office in 102 Mosler Hall.

Miami Middletown—pay at the cashier's office in 114 Johnston Hall.

6.5.D Appeals

Citations or penalties must be appealed *in writing* to the Office of Business Services on the appropriate regional campus within three working days of the citation date for consideration by the Traffic Appeals Board. All decisions of the Traffic Appeals Board are final.

CHAPTER 6. STUDENT PERMITS

Permit Color/Destination	Recipients	Where may I park?	Annual Fee	Semester Fee
Blue	Juniors and seniors living on campus; senior commuters; graduate students	On-street parking; nonrestricted lots or spaces; specific Red Permit areas after 4pm or 7pm, per signage	\$200	\$100
Green	Graduate assistants	Same as above and designated Green Permit areas	\$30	\$30
Yellow/Park & Ride Lots	Commuters; students living on campus (freshmen must meet an exception to qualify)	Ditmer and West Millett lots; on campus 4pm-7am M-F; all day S-S	\$100	\$50
Purple/Park & Ride Lots	Students living off campus in the Oxford area (freshmen must meet an exception to qualify)	Ditmer at all times and West Millett lot daytime only; on campus 4pm-7am M-F; all day S-S	\$100	\$50
White/Temporary	Students who have a short-term need for a motor vehicle and/or who do not meet the general qualifications for a permit	As displayed on permit	\$5 (1-week permit); maximum of four weeks per semester	
Blue/Summer	All students enrolled in summer classes	On-street parking; nonrestricted lots or spaces; specific Red Permit areas after 4pm or 7pm, per signage	\$20/all summer	\$10/term

No student permits of any type are allowed to park in restricted spaces (red, red/green, visitor) during posted hours.

Please check the signs at the entrance to or within each parking lot.

A map of campus parking lots is available at the Parking Office, or at <http://www.muohio.edu/parking>.

All student permits are accepted in non-restricted areas on Saturday and Sunday.

All student permits are accepted in the Ditmer and West Millett lots, subject to restricted hours as stated above. Student vehicles must be removed from the West Millett lot on specific event dates.

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