Contents

PART 1 UNDERGRADUATE ACADEMIC REGULATIONS ...........................................................................................................5
   CHAPTER 1. Admission .......................................................................................................................................................... 5
   CHAPTER 2. Registration .................................................................................................................................................... 9
   CHAPTER 3. Grades and Scholarship ..............................................................................................................................14
   CHAPTER 4. Examinations ...............................................................................................................................................18
   CHAPTER 5. Academic Integrity .......................................................................................................................................19
   CHAPTER 6. Responsible Use of University Computing Resources at Miami University ............................................24
   CHAPTER 7. Academic Responsibilities and Academic Grievance Policy .................................................................28
   CHAPTER 8. Classification of Students ..........................................................................................................................30
   CHAPTER 9. Class Attendance .......................................................................................................................................30
   CHAPTER 10. Graduation Requirements ......................................................................................................................31
   CHAPTER 11. Degree Honors and Distinction ..............................................................................................................33
   CHAPTER 12. Family Educational Rights and Privacy Act Policy .................................................................................33
   CHAPTER 13. Financial Obligations ...............................................................................................................................36
   CHAPTER 14. Student Email Policy ................................................................................................................................36

PART 2 CODE OF STUDENT CONDUCT ......................................................................................................................................37

PART 2 STUDENT CONDUCT REGULATIONS ................................................................................................................38
   CHAPTER 1. Offenses .......................................................................................................................................................38
   CHAPTER 2. Sanctions .......................................................................................................................................................42
   CHAPTER 3. Hearing Procedures ...................................................................................................................................46
   CHAPTER 4. Appeals .........................................................................................................................................................48
   CHAPTER 5. Miscellaneous .............................................................................................................................................49
   CHAPTER 6. Appendix - Supplementary Disciplinary Procedures ..............................................................................50

PART 3 HOUSING ..................................................................................................................................................................54
   CHAPTER 1. Residency Requirements ............................................................................................................................54
   CHAPTER 2. Residence Halls ..........................................................................................................................................54
   CHAPTER 3. Student Room Regulations .......................................................................................................................54
   CHAPTER 4. Miami University Carruthers Commuter Resource Center .......................................................................56

PART 4 HEALTH AND SAFETY ..............................................................................................................................................57
   CHAPTER 1. Student Health Service ............................................................................................................................57
   CHAPTER 2. Student Counseling Service ......................................................................................................................57
   CHAPTER 3. Disability Services .......................................................................................................................................57
   CHAPTER 5. Voluntary Medical Leave of Absence.........................................................................................................62
   CHAPTER 6. Involuntary Medical Leave of Absence ......................................................................................................63
   CHAPTER 7. Timely Warnings .........................................................................................................................................65
   CHAPTER 8. Helping Students in Distress .....................................................................................................................66
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

Equal Opportunity

Miami University is committed to providing equal opportunity and an educational and work environment free from discrimination on the basis of sex (including sexual harassment, sexual violence, sexual misconduct, domestic violence, dating violence, or stalking), race, color, religion, national origin, disability, age, sexual orientation, gender identity, pregnancy, 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 (513) 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 (513) 529-8595 (fax).

Title IX Coordinator- Title IX of the Educational Amendments of 1972 is a federal law prohibiting discrimination on the basis of sex in higher education. Sex discrimination includes sexual harassment and sexual violence. The University’s Title IX Coordinator is Kenya Ash, Director of the Office of Equity and Equal Opportunity, Hanna House, Miami University, Oxford, Ohio 45056. Ms. Ash may be reached at (513) 529-7157 or ashkd@MiamiOH.edu.

Deputy Title IX Coordinator for Athletics- Ms. Jennifer A. Gilbert, Associate Athletic Director/Senior Woman Administrator/Director of NCAA Compliance, is the University’s Deputy Title IX Coordinator for matters related to equality of treatment and opportunity in Intercollegiate Athletics. This includes athletic financial assistance, accommodation of interest and abilities, and equity of athletic program benefits. Ms. Gilbert may be reached at Millett Assembly Hall, Miami University, Oxford, Ohio 45056, (513) 529-3113 or gilberj2@MiamiOH.edu.

Deputy Title IX Coordinator for Student Sexual Assault- Ms. Rebecca Getson, Sexual Assault Response Coordinator, is the University’s Deputy Title IX Coordinator for matters related to student sexual violence. This includes sexual misconduct, sexual violence, and sexual coercion of students. Ms. Getson also serves as the coordinator for matters relating to student domestic violence, dating violence, and stalking. Ms. Getson may be reached at Student Health Service, 104 Health Services Center, 421 S. Campus Avenue, Oxford, Ohio 45056, 513-529-1870 or getsonra@MiamiOH.edu.

Sections 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act Coordinator- Section 504 and the ADA are federal laws prohibiting discrimination on the basis of disability. The University’s Section 504 and ADA Coordinator is Ms. Kenya Ash, Director of the Office of Equity and Equal Opportunity, Hanna House, Miami University, Oxford, Ohio 45056. Ms. Ash may be reached at (513) 529-7157 or ashkd@MiamiOH.edu.
Smoke- and Tobacco-Free Environment

All Miami University campuses are designated as smoke- and tobacco-free environments. Smoking and tobacco use are prohibited at all times in all Miami University-owned facilities, on the grounds of any University-owned property including street parking and garages controlled by the University, sidewalks that adjoin University property, natural areas, and inside personal vehicles parked on University property. Refer to Part 4, Chapter 10, of The Student Handbook or visit http://www.MiamiOH.edu/about-miami/publications-and-policies/smoke-free-policy.html for the full text of Miami's smoke- and tobacco-free 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 advisor 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 (Scholastic Assessment Test) is not required to take such an examination for admission purposes.

Information and application forms for prospective international undergraduate students are available online (www.MiamiOH.edu/admission). Mail applications to: Office of Admission, 301 South Campus Avenue, Miami University, Oxford, Ohio 45056-3434, U.S.A. Phone: (513) 529-2288. Fax: (513) 529-0682. Email: goglobal@MiamiOH.edu.

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. 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 regional campuses who have graduated from state-accredited high schools or have a GED may be admitted without submitting ACT or SAT 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.

1.1.B.1 Open Admission. The regional campuses 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.

Admission is for fall or spring semester; however, students have the option of early enrollment to the preceding summer or winter term.

1.1.B.2 Selective Admission. Miami’s Oxford campus typically receives more applications for admission than it 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), 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.

Admission is for fall or spring semester; however, students have the option of early enrollment to the preceding summer or winter term.

- Scholastic Enhancement Program (SEP). 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.

- **Conditional Admission.** A student who is competitive for admission, but does not meet the minimum English language proficiency requirement, may be offered conditional admission. Conditional admission is only granted through approved English intensive-language programs, including the Miami University American Culture and English (ACE) Program and the Miami University Middletown English Language Center (ELC). For a student’s status to be changed from conditional admission to regular enrollment, the student must complete and fulfill all criteria established by the approved program.

- **Curriculum Standards.** Prospective students who intend to complete a baccalaureate degree are expected to have completed four units of college preparatory English, four 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.B.3 **International Student Admission.** Basic requirements for admission of international students to undergraduate study include:

a. Completion of formal secondary education in a pre-university curriculum that culminates in the award of a secondary school diploma or certificate which is generally recognized as the educational qualification necessary to gain admission to higher studies in the student’s own country.

b. Adequate financial support.

c. English language ability.

d. ACT (American College Test) or SAT (Scholastic Assessment Test) test scores are required for admission of international students who are attending U.S. high schools or secondary schools in countries that follow a U.S. high school curriculum and those who intend to participate in the intercollegiate athletic program and need to comply with NCAA eligibility requirements.

**English proficiency.** International applicants (non-immigrants with F-1 or J-1 or other visa status) whose native language is not English are required to submit evidence of English proficiency prior to their admission. In most cases, applicants will need to present satisfactory scores on the Test of English as a Foreign Language (TOEFL) or International English Language Testing System (IELTS). Information concerning these examinations and location of test centers can be obtained at [www.toefl.org](http://www.toefl.org) or [www.ielts.org](http://www.ielts.org). See also, Conditional Admission.

Undergraduate international students, like all Miami undergraduates, must satisfy the freshman English requirement. If accepted, the student may be required to take a Department of English placement examination before registering for classes. Students will be placed in the appropriate English courses based on test scores or other English proof of proficiency received at the time of admission. Consult the Miami Bulletin-General Edition.

**American Culture and English (ACE) Program.** A student who is admitted through the American Culture and English (ACE) Program is conditionally admitted to Miami University. For a student’s status to be changed from conditional admission to regular enrollment, the student must complete the ACE core curriculum with a B- or higher in each of the required English language classes (ACE 112 and ACE 113) and with a passing grade (D- or higher) in an approved American Culture course. If a student does not achieve a grade of B- or higher in both ACE 112 and ACE 113 or fails the approved American Culture course in his/her first semester or term, the student’s enrollment status will remain conditional, and the student will be required to retake the pertinent course(s) during his/her second semester or term, excluding summer or winter term. If the student does not earn a grade of B- or higher in ACE 112 and ACE 113 and does not pass an approved American Culture course at the conclusion of his/her second semester or term, that student has not met the requirements of conditional admission and will not be allowed further enrollment at any Miami University campus.

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. Each student must submit a transcript and evidence of honorable separation from each institution in which the student has been registered, whether or not credit has been granted and whether or not the student desires to receive transfer credit. Submitted transcripts will not be returned to the student, nor sent elsewhere at the student’s request. Posted transfer work will not be removed. 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 an acceptable conduct record from 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. Transfer credit for new transfer students will be posted to fall or spring semester academic records. Admission is for fall or spring semester; however, students have the option of early enrollment to the preceding summer or winter term. (See also 1.1.E regarding transcript submission)

1.1.C.2 Credit. Most college level courses taken fall term 2010 or after at regionally accredited institutions across the United States will be transferable to Miami University if the student earns a grade of D- or better. Credit earned on a pass/fail basis, credit/no-credit basis, etc., is also transferable if it can be determined the student earned a C or better. Courses taken prior to fall term 2010 are accepted for transfer credit from non-Ohio regionally accredited institutions for grades of C or better. All transferred credit is posted on the student’s Miami record without grade including credit for work taken at recognized degree granting institutions outside of the United States.

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.

Graduate-level work can be reviewed for articulation toward an undergraduate degree by contacting the appropriate divisional advising office.

Students who have attended U.S. institutions not fully accredited by a regional accrediting agency must validate their previous coursework by earning 32 semester credits toward a baccalaureate degree or 16 semester credits toward an associate’s degree with a minimum 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 or 16 hours. Credit earned for any grade reported as a D- or better at two-year institutions not fully accredited will be accepted on a provisional basis and must be validated by earning 32 or 16 semester credits with a minimum 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.

Once an institution achieves regional accreditation, only those credits earned while the institution was in candidacy status and afterwards will be transferable.

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 toward a baccalaureate degree or 16 semester hours toward an associate’s degree 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 Proficiency Examinations).

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 (ACE). Students entering the University fall 2012 or after will also be awarded credit for military training and experience in the Armed Services based on the evaluation of 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 Office of 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 baccalaureate degrees from other colleges or universities and do not want to get an additional undergraduate degree from Miami may apply as unclassified students.

Visiting (Transient Status). 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.

Post-Secondary Enrollment Students. Miami University participates in the Post-Secondary Enrollment Options Program (PSEOP) 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. 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). http://www.MiamiOH.edu/pseop

Senior Citizens. Ohio law provides an opportunity for persons sixty years of age or older who have resided in Ohio for at least one year to attend classes without paying tuition or admission fees, provided the attendance is for audit basis, is in courses where classroom space is available, and is approved by the instructor. Fees such as lab fees and books are a responsibility of the senior citizen.

1.1.E Re-enrollment of Former Students

Former students may apply online through the Office of the University Registrar for re-enrollment at the University for any semester or term. Applications should be submitted at least one month prior to the beginning of the semester or term. Each student must submit a transcript and evidence of honorable separation from each institution in which he or she has been registered since last attending Miami, whether or not credit has been granted and whether or not the student desires to receive transfer credit upon reenrollment. Submitted transcripts will not be returned to the student nor sent elsewhere at the student’s request. Posted transfer work will not be removed. 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 semester or term. Former students with active holds preventing registration must receive clearance from hold-issuing office(s) before registration will be permitted. Students who have been academically suspended or dismissed are subject to the regulations 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 for academic reasons under this section have the right to submit a written petition to their academic division for consideration by the Interdivisional Committee of Advisors (see Exceptions to Scholaristic Regulations). If a student is not eligible to re-enroll due to non-academic reasons, the first contact should be through the Office of Student Ethics and Conflict Resolution.

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 for fall or spring semester. Other students who left the University without being suspended or dismissed and who have a cumulative GPA below 2.0 may petition their divisional committee of advisors for Fresh Start after a two-year absence if they believe their past academic record suffered due to extenuating circumstances.

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 Office of the University Registrar will inform them about re-enrollment opportunities, including the Fresh Start option. The Office of the University 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 at Miami 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.” Catalog year is changed to reflect the first term of re-enrollment after the term of Fresh Start is established.

1.1.F Registering for Classes at Other Miami Campuses

1.1.F.1 Permission to Take a Class(es) at Another Miami University Campus(es).

Regional campus students may take classes at any regional campus. In order to register for class(es) on the Oxford campus, regional campus students must obtain special permission from their regional campus advising office.

Oxford campus students may take classes at Hamilton, Middletown, and Voice of America Learning Center generally without special permission.

1.1.F.2 Intra-Campus Relocation

Regional campus students may take course work at Hamilton, Middletown, and Voice of America Learning Center to begin a baccalaureate degree in most majors. Degrees can be completed in NSG, ENT, or BIS on the regional campuses. Students seeking to complete other Miami baccalaureate degrees may apply to relocate to the Oxford Campus with at least a 2.00 cumulative grade point average, an acceptable conduct record, and after earning at least 16 hours of Miami University college-level course work (not including developmental 00_classes, CLEP, AP and PSEOP credit). Regional campus students must complete the relocation form and contact the regional campus advising office. These requirements will be verified as of the start of the approved relocation term by the Regional Registrar and Regional Advising Office. Students wishing to relocate to Oxford with exceptions to these requirements must contact the Oxford campus divisional office in consultation with the student’s regional campus advising office.

1.1.G Physical Examinations and Immunizations

Miami University requires that all entering students 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 Student Health Service. Failure to meet the requirements will result in students being prevented from registering for classes.

All students who are accepted for admission starting in any term or semester are required to submit a completed medical history to the Medical Director of Student Health Service before final enrollment can be approved. International students are required to submit a medical report on the international student medical questionnaire. This shall not be a requirement for admission to a regional campus, except in the nursing program. Failure to comply with the above requirements will result in cancelling the registration for the next semester or term of student registration.

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 demonstrate freedom from tuberculosis. New international students must report to Student Health Service prior to the start of the semester to be tested for tuberculosis. If the test is positive, the student must return to Student Health Service for a medical evaluation. Students who fail to comply will have their classes cancelled and a registration hold put on the current semester until they comply. Regional campuses are also required to comply with TB testing practices. Failure to comply will result in a registration hold for the following semester. 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. Tdap – within the past five 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

A full-time undergraduate student must be actively enrolled in a semester or term for at least 12 credit hours of academic work and shall be subject to all the rules, regulations, and fees governing regular Miami University students. A full-time graduate student must be actively
enrolled in a semester or term for at least 9 credit hours of academic work in a semester. Students are strongly encouraged to contact their lenders and insurance agents to determine continued eligibility for loan deferments and insurance coverage before taking an action that will change their enrollment status to less than full time.

A part-time undergraduate student, i.e., carrying fewer than 12 credit hours in any semester or term, must be a resident of Oxford or must commute from his or her home.

The maximum credit-hour limit for an undergraduate student is based upon courses taken at all locations of Miami University and is limited to 20 credit hours in a fall or spring semester. The credit-hour limit for summer term is 16 credit hours, for the six-week summer sprints 8 credit hours, and 1.3 credit hours per week for overlapping sprints. The credit-hour limit for the winter term is 6 credit hours. A student who needs to exceed the maximum credit-hour limits must obtain permission from the academic dean of the student’s academic division.

1.2.C Registration Procedures

After conferring with an advisor on the selection of courses, the student completes registration through BannerWeb and by payment of fees. If a student’s registration is cancelled for nonpayment, upon re-registering the student’s schedule will be reinstated as it was at the time of cancellation. All registration activity follows percentage-based deadlines. Deadline dates are therefore dependent upon the length of the course within a full semester or term or sprint part of semester or term. Students should refer to the Academic Calendar on the Office of the University Registrar website (http://www.units.MiamiOH.edu/reg/calendars/) for specific academic deadline dates. Refunds follow University policy, available via the Office of the Bursar website at http://www.units.MiamiOH.edu/bur/.

Students are responsible for class registration, payment, and attendance. No student shall be admitted to or receive credit for a course in which he or she is not properly registered and paid. Registration must be completed following the policies listed in 1.2.C.1. Authority to extend this deadline is vested in the Office of the University Registrar.

1.2.C.1 Changes of Registration. Courses may be changed only in the prescribed time stated in the University academic calendar. Forms for reporting such changes may be obtained online at http://www.units.MiamiOH.edu/reg/forms/index.php. No change is official until the change-of-schedule form or registration transaction is received by the registration office on the appropriate campus.

Adding a Course. Students may add, without an instructor’s signature of acknowledgement, courses that have open seats during the first three full-term days of each semester or term (including weekends and holidays) or the first two days of any sprint part of semester or term (including weekends and holidays).

Following the first three full-term days of each semester or term or the first two days of any sprint part of semester or term, the instructor may approve a student to add the course. An instructor may also refuse to accept a student if, in the instructor’s judgment, too much subject matter has already been covered. Departments or programs may choose to approve the student action in addition to or in place of the course instructor.

Dropping a Course. Students may drop a course during the first three full-term days of each semester or term (including weekends and holidays) or the first two days of any sprint part of semester or term, without the instructor being notified that the student dropped the course.

Following the first three full-term days of each semester or term or the first two days of any sprint part of semester or term, the student must contact the instructor about dropping the course. The instructor shall drop the student from the course using the on-line course-drop process, and the student and instructor will be notified via email once the drop is processed. A student may drop a course up to the first 20
percent of the course with no grade or other designation appearing on the student’s official record. Students should refer to the Academic Calendar (http://www.units.MiamiOH.edu/reg/calendars/) for specific academic deadline dates.

Before dropping a course, a student is encouraged to consult with the instructor. Students are also strongly encouraged to contact their lenders and insurance agents to determine continued eligibility for loan deferments and insurance coverage before taking an action that will change their enrollment status to less than full-time or to a lesser increment of part-time.

Dropping a course is a formal administrative procedure; merely ceasing to attend class is not the same as dropping a course and does not void financial responsibility.

**Workshop Refund Policy (applies to all campuses for all semesters and/or terms).** In order to receive a refund for a workshop, a student must drop the workshop by 4:30 p.m. the last business day before the workshop begins. See http://www.units.miamioh.edu/bur/refund/.

**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 advisor. 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. A grade of W will appear on the student’s official record. A grade of W is not calculated in the student’s grade point average and credit hours graded with W do not count in enrollment status. Refunds follow University policy, available via the Office of the Bursar website at http://www.units.MiamiOH.edu/bur/. Students should refer to the Academic Calendar on the Office of the University Registrar website (http://www.units.MiamiOH.edu/reg/calendars/) for specific academic deadline dates. Students are strongly encouraged to contact their lenders and insurance agents to determine continued eligibility for loan deferments and insurance coverage before taking an action that will change their enrollment status to less than full time.

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 Advisors. The petition must include the signatures of the course instructor and the student’s academic or divisional advisor. 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 Exceptions to Scholastic Regulations). The withdrawal deadline is 5:00 p.m. on the last Friday of the term’s classes preceding final exam week, or if a sprint or accelerated class, 5:00 p.m. on the last meeting date of that class.
3. Only in rare circumstances will a petition to withdraw from a course after 60 percent of the course be complete be approved for reasons of academic performance alone.
4. When possible, a student should continue to attend class until the Interdivisional Committee of Advisors 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.

**1.2.C.2 John E. Dolibois European Center.** Full-time enrollment during fall or spring semester is 16 credit hours; specific program rules apply for winter or summer term. In some cases and after a process of appeal a student may be permitted to drop below 16 credit hours, though not below 12, with the exception of winter or summer term.

**1.2.C.3 Course Repeat Policy.** An undergraduate Course Repeat Policy (Policy) is available for any two courses taken in an undergraduate Miami degree program when a grade of C- or lower is earned and where the initial enrollment and completion was fall semester 2012 or thereafter. Students are strongly encouraged to visit with an advisor to determine whether repeating a course is advisable. Repeating a course may have an impact on financial aid, insurance, entrance to professional schools, participation in athletics, immigration status, and other matters.

Degree seeking undergraduate students may apply the Policy when:

a. The first instance of the repeated course occurs during the first 32 earned hours for an associate degree and up to the first 64 earned hours for a baccalaureate degree.

b. Prior to completion of all undergraduate degrees, and when the second instance of the repeated course occurs prior to completing the degree.

When a student meeting the above requirements elects to repeat a course, these rules apply:

a. Any course being repeated must be taken in a graded status—A-F.

b. The Policy will be applied to a student’s academic record upon completion of the repeated course at Miami University and at the request of the student. Once processed, the decision is irrevocable. When a course is repeated, all applicable tuition and required fees apply.

c. Credit toward a degree with a grade of D- or higher may be earned only once for a particular course unless a department or division has, in other policies, allowed for multiple credits from that course.

2014-2015 Student Handbook
d. If the subject code or course number has changed since the student completed the initial course, the department or program offering the course will verify that the repeated course is substantially the same in order to have the Policy apply.

e. If the initial course is a cross-listed course, a student may apply the Policy in any course in which the initial course is cross-listed and is currently equivalent. If the initial attempt of a course has a modifier such as University Honors, Departmental Honors, MUDEC, or first-year students, the repeated course is not required to have the same course modifier.

f. Topics courses are not repeatable unless the topic is identical as verified by the department or program.

The calculation and recording of the grade in a repeated course taken on any campus of Miami University are administered as follows:

a. The grade via the Course Repeat Policy will be included in the grade point average calculations. The grade received in the initial attempt of the course, if a C- or lower, will not be included in the grade point calculations but will remain on the academic record with a notation on the transcript indicating that the initial course grade is excluded from the grade point average calculations.

b. This Policy does not apply to courses resulting in a grade of I (if non-punitive), IU, IUY, W, or courses with an academic dishonesty notation.

c. The Policy may be applied to a specific class only once even if the initial class was affected by the Incomplete Grade Policy which converted the IU to an F (see 1.3.D).

d. All grades for initial and repeated courses will be calculated into Latin Honors distinction, University Honors, and Departmental Honors. The President’s and Dean’s Lists will not be recalculated as the Lists will have already been calculated for the initial term.

e. All attempts of a given course will appear on the academic record with the grade earned.

After the student exceeds the parameters of this policy, the following Repeat Policy is in effect:

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 Auditing Courses).

The academic action status of a student in a prior semester will not change as a result of repeating a course (see 1.3.E).

1.2.D Withdrawal from the University

1.2.D.1 Official Withdrawal. Officially withdrawing from the University is a formal administrative procedure; merely ceasing to attend classes will not be considered an official withdrawal from the University. A student withdrawing from the University is required to file a withdrawal form in the Oxford Office of the University Registrar or Regional Records and Registration Office. The withdrawal form must be signed by the student’s divisional advisor or the proper University official as indicated on the withdrawal form. An international student on a non-immigrant student visa must also obtain the signature of the International Student Advisor on the withdrawal form. The withdrawal deadline for fall or spring semester is 5:00 p.m. on the last Friday of the semester preceding final exam week. The withdrawal deadline for summer or winter term is 5:00 p.m. of the last meeting day of the course. Official withdrawals are noted on a student’s academic record (transcript). Refunds follow University policy, available via the Office of the Bursar website at http://www.units.MiamiOH.edu/bur/.

Students should refer to the Academic Calendar on the Office of the University Registrar website for specific academic deadline dates (http://www.units.MiamiOH.edu/reg/calendars/). Students considering withdrawal from the University are strongly encouraged to contact their lenders and insurance agents to determine continued eligibility for loan deferrals and insurance coverage.

a. If a student officially withdraws during the first 20 percent of any semester or term, no grades will be recorded, excluding sprint courses completed or not yet begun prior to the date of withdrawal from the University. Courses in which a final grade has been assigned remain on the academic record.

b. If a student officially withdraws from the University at any point after 20 percent and through the last class day of a semester or term, the Office of the University 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. Courses in which a final grade has been assigned remain on the academic record.

c. If a student officially withdraws from the University after 60 percent of a semester or summer term (excludes winter term), and if the student wishes to re-enroll, the student must submit a petition for re-enrollment to the Interdivisional Committee of Advisors. 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.

d. If a student obtains a medical withdrawal certified by the Medical Director of Student Health Service or Director of Student Counseling Service, the student will be allowed to withdraw from the University without grades (see Part 4, Voluntary Medical Withdrawal). If a student obtains a military withdrawal, the provisions of Section 1.2.E apply.

1.2.D.2 Unofficial Withdrawal. If a student leaves the University without formally withdrawing resulting in failing and/or non-completion grades recorded for all classes in the semester or term, registrations in subsequent semesters or terms may be cancelled.
student may petition the Interdivisional Committee of Advisors to request consideration of a change in his or her record if the petition is submitted during the federal financial aid compliance year.

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 University Registrar, 118 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 Office of the University 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 or term and the fees have been paid, and a refund of fees is due per the University refund schedule, a refund will be sent to the student. 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 or term and 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 University 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 University 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 official 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 Office of 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; the document can be reviewed by contacting the Office of the President.

1.2.F Change of Major

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 University Registrar by the accepting division.

**Change of Major.** A student may change his or her major at any time during the semester. The student should contact the divisional advising office of the major in which he or she wishes to declare to identify the process and confirm signatures needed. A regional campus student should initiate this process with the advising office of his or her respective campus.

1.2.G Proficiency Examinations

Successful completion of the proficiency examination results in academic credit earned at Miami University. Students may obtain credit 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. Proficiency examinations are given 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 successfully completed examinations. Proficiency examinations may not be used to determine an equivalency for or validate accepted transfer credit. 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. Fees are charged for the examination and include the first credit hour if passed, additional fees are charged for each additional credit hour. Credit earned by taking proficiency examinations administered by an academic department is traditional credit and will not be counted in the admissible hours of nontraditional credit and will not be calculated in the grade point average. Posted proficiency examination credit will not be removed.
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 advisor 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 factored in. 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 record the normal letter grade, which the Office of the University 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

Courses may be audited without credit with the consent of the instructor and will not be counted under any rules establishing maximum registration or enrollment status. The requirements for auditing a course are established by the instructor and may include active participation by the student. An instructor may drop an auditing student at any time during the semester if the student is not fulfilling the audit requirements. 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 University Registrar. Grade submission deadlines and dates by which grades are viewable are listed on the academic calendar (http://www.units.MiamiOH.edu/reg/calendars/).

<table>
<thead>
<tr>
<th>Standard Letter Grade</th>
<th>Grade Points Per Semester Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>4.00</td>
</tr>
<tr>
<td>A</td>
<td>Excellent 4.00</td>
</tr>
<tr>
<td>A-</td>
<td>3.70</td>
</tr>
<tr>
<td>B+</td>
<td>3.30</td>
</tr>
<tr>
<td>B</td>
<td>Good 3.00</td>
</tr>
<tr>
<td>B-</td>
<td>2.70</td>
</tr>
<tr>
<td>C+</td>
<td>2.30</td>
</tr>
<tr>
<td>C</td>
<td>Satisfactory 2.00</td>
</tr>
<tr>
<td>C-</td>
<td>1.70</td>
</tr>
<tr>
<td>D+</td>
<td>1.30</td>
</tr>
<tr>
<td>D</td>
<td>Poor 1.00</td>
</tr>
<tr>
<td>D-</td>
<td>0.70</td>
</tr>
<tr>
<td>F</td>
<td>Failure 0.00</td>
</tr>
</tbody>
</table>

If a student is found guilty of academic dishonesty, and the resulting sanction is failure for the course, a notation of academic dishonesty will appear directly beneath the class on the academic record. (Refer to section on Academic Integrity)

Other grade symbols include:
PART 1 Undergraduate Academic Regulations

I = Incomplete; calculates as an F in grade point averages.
IG = Incomplete work at the graduate level; not included in the calculation of grade point averages.
IGY = Incomplete work at the graduate level in a credit/no credit course; not included in the calculation of grade point averages.
IU = Incomplete work at the undergraduate level; not included in the calculation of grade point averages.
IUY = Incomplete work at the undergraduate level in a credit/no credit course; not included in the calculation of grade point averages.
L = Audit; not included in enrollment status hours; not included in the calculation of grade point averages.
N = No grade submitted by the instructor; not included in the calculation of grade point averages.
P = Passing; carries no credit points; not included in the calculation of grade point averages (used for student teaching, thesis hours, dissertation hours).
S = Satisfactory progress; carries no credit points; not included in the calculation of grade point averages (used for courses in research, independent work, special problems, thesis hours, dissertation hours, and undergraduate honors courses); changes to a final grade by the instructor when the work is completed.
U = Unsatisfactory progress; carries no credit points; not included in the calculation of grade point averages (used for special projects as described above under grade of S); changes to a final grade by the instructor when the work is completed.
W = Withdrawal; assigned to a student who officially withdraws from the University or drops a course after 60 percent deadline; carries no credit points, not included in the calculation of grade point averages.
X = Credit in a course taken credit/no-credit in which a grade of C or better is earned in an undergraduate course, or in which a grade of B or better is earned in a graduate course; not included in the calculation of grade point averages.
Y = No credit in a course taken credit/no-credit in which a grade of C- or less is earned in an undergraduate course, or in which a grade of B- or less is earned in a graduate course; not included in the calculation of grade point averages.
Z = Course grades preceded by Z indicate the Fresh Start policy has been applied.

1.3.B Midterm Grades

In the fall and spring semesters, instructors are required to submit midterm grades by the end of the eighth week of classes for all undergraduate students who have 45 or fewer earned credits at Miami University. This requirement applies only to full-semester and twelve-week Q-sprint classes during the fall and spring semesters; it does not apply to other fall and spring semester sprint classes or for the winter and summer terms. Midterm grades are accessible online through Bannerweb. Instructors are encouraged to submit midterm grades for all other students.

1.3.C Change of Grade and Removal of Grade of Incomplete

1.3.C.1 Change of Grade. A final grade once reported may be changed only upon recommendation of the instructor with the approval of the dean of the academic division. 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 the student’s right to confer with the department chair of the instructor concerned. Further appeal procedures are described in Chapter 7.

1.3.C.2 Removal of Grade of Incomplete. Until removed, a grade of Incomplete will remain as an “I” and be calculated as an F. Grades of IG, IGY, IU, and IUY will not be calculated in grade point averages. A change of a grade of Incomplete requires only the instructor’s signature. A grade of Incomplete not removed by either of the options below will be changed to an F on the last day of classes of the following semester, excluding summer or winter term for undergraduate students and winter term for graduate students. If more than one instance of the same course has a grade of Incomplete, a change of grade only applies to one instance.

Options for removal of I, IG, IGY, IU, and IUY are as follows:

- Completing the course requirements. This must be done by the last day of classes of the next semester, excluding summer or winter term for undergraduate students and winter term for graduate students. A grade of Incomplete may be removed during periods of non-enrollment including academic suspension and dismissal (see Restrictions for Students under Academic Suspension or Dismissal). A grade of Incomplete may not be removed during periods of non-academic suspension or non-academic dismissal.

- Repeating the course. If, in the instructor’s judgment, repeating the course is the most suitable action for completing the requirements of the course, the student may repeat 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 taken out of the calculation of grade point averages. This arrangement must be reported to the Office of 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 Advisors.

- Graduating students. Grades of Incomplete for a graduating student must be satisfactorily resolved by the conclusion of end-of-semester/term processing for the student’s date of graduation, approximately 30 days after the date of graduation. If not satisfactorily resolved, the grade of Incomplete will be administratively converted to the grade of F.
Academic Action and Incomplete Grades. When there has been no instructor grade change by the last class day of the semester or term, excluding summer or winter term for undergraduate students and winter term for graduate students, following the assignment of the grade of Incomplete, the grade of Incomplete is administratively changed to the grade of F and calculates in the semester or term and cumulative grade point averages. Grade point average calculations occur at the conclusion of each semester or term and are recalculated for the semester or term in which the grade of Incomplete was awarded. Academic actions (warning, probation, suspension, and dismissal) for the semester or term in which the grade of Incomplete was awarded will not be assessed.

1.3.D Computation of Averages and Definition of Earned Hours, Attempted Hours, and Grade Point Average Hours, President’s and Dean’s Lists

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 the incomplete grade of “I”. 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 or Term 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.

Cumulative Average. A student’s cumulative average is computed by dividing the total Miami grade 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).

President’s and Dean’s Lists. The President’s List recognizes the top three percent of undergraduate students within each division registered for 12 or more credit hours attempted for grades (A+ through F) in a semester or term (excluding winter term). The Dean’s Lists recognize the next 17 percent of undergraduate students within each division registered for 12 or more hours attempted for grades (A+ through F) in a semester or term (excluding winter term).

Students within each academic division must achieve the following grade point averages:

<table>
<thead>
<tr>
<th>Division</th>
<th>President’s List</th>
<th>Dean’s List</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arts and Science</td>
<td>4.00</td>
<td>3.70</td>
</tr>
<tr>
<td>Creative Arts</td>
<td>4.00</td>
<td>3.70</td>
</tr>
<tr>
<td>Education, Health and Society</td>
<td>4.00</td>
<td>3.80</td>
</tr>
<tr>
<td>Engineering and Computing</td>
<td>4.00</td>
<td>3.60</td>
</tr>
<tr>
<td>Farmer School of Business</td>
<td>3.95</td>
<td>3.60</td>
</tr>
<tr>
<td>Professional Studies and Applied Sciences</td>
<td>4.00</td>
<td>3.60</td>
</tr>
</tbody>
</table>

The grade point standards used for the President’s and the Dean’s Lists approximate the average grade point average of the highest three percent of students in each academic division and the next 17 percent of students in each academic division, respectively, for the past three years. These criteria will remain unchanged.

Note: Undergraduate students in non-degree programs who meet these same criteria will be included in the College of Arts and Science divisional calculations.

Miami University’s News and Communications Office notifies the hometown newspaper of each student eligible for the President’s or Dean’s Lists. Note that a confidentiality hold on a student’s record will prevent his or her name from being published in the hometown newspaper or on the Miami University website. Dean’s and President’s lists are considered finalized approximately 30 days after the end of the semester and are not subsequently recalculated.

1.3.E 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 occur on the basis of semester or term and/or cumulative grade point averages as computed by the Office of the University Registrar at the end of a semester or term. Academic actions will be taken on any student regardless of the number of hours taken in any semester or term with suspension and dismissal exclusions as noted below. Good academic standing is defined as maintaining a minimum 2.00 cumulative grade point average. 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.

Academic Warning. An undergraduate student who earns a grade point average less than 2.00 during his/her first semester or term will be placed on academic warning at the end of the semester or term. Excluding a student’s first semester or term, in all subsequent semesters/terms 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.

Removal of Academic Warning. If an undergraduate student has a cumulative grade point average of 2.00 or better, the student is removed from academic warning at the end of the semester or term.

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 term in which his/her cumulative grade point average is less than 2.00.

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

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 grade point average of 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 a grade point average for a semester or term of 2.00 or better, but has a cumulative grade point average of less than 2.00, is continued on academic probation.

Academic Suspension. An undergraduate student with 30 or more Miami grade point average hours who is on academic probation will be suspended if his/her grade point average for a semester or term is less than 2.00. The period of suspension is two consecutive semesters or terms. Winter term is excluded as a term on which suspension can be applied or satisfied. (See Re-enrollment after Academic Suspension or Dismissal).

Academic Dismissal. Failure to meet academic standards after academic suspension results in academic dismissal. The period of academic dismissal is usually considered a permanent action, but a student may petition for readmission after a two-year absence. Winter term is excluded as a term on which dismissal can be applied or satisfied. (see Re-enrollment after Academic Suspension or Dismissal).

1.3. F Exceptions to Scholastic Regulations

1.3.F.1 Undergraduate Students

a. Interdivisional Committee of Advisors. The Office of the Provost provides University-wide supervision of the system of academic advising in collaboration with the Undergraduate Academic Advising Council. The Interdivisional Committee of Advisors takes action on matters requiring exceptions to the academic regulations of the University at the undergraduate student level. Neither the Interdivisional Committee of Advisors nor Graduate Council can provide exceptions to state or federal law. (See 1.9.B.1 for students attending the John E. Dolibois European Center [MUDEC]).

   Membership

   Permanent Membership. One (1) appointed as the Chair by the Provost, votes 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 the Dean of the Regional Campuses; and one (1) representative from the Council of First-Year Advisors, 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 College of Engineering and Computing; one (1) from College of Education, Health, and Society or College of Creative 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 College of Engineering and Computing, then back to Farmer School of Business, etc.). Terms will begin effective the first day of the fall semester.

b. Procedures for Petitioning. An undergraduate student may petition for an exception to any of the University’s academic regulations. Students initiate petitions by contacting their representative at their respective campus. The division, classification, or 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 Advisors; Oxford upper-class student matters are considered by the committee of advisors in the academic division of the student’s primary major. All regional campus student matters are considered by the committee of advisors at the regional campuses. Consult the Graduate Student Handbook for petitioning procedures for graduate students.

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

1.3.F.2 Graduate Students. Graduate students’ matters are addressed by the Graduate Council. Consult the Graduate Student Handbook for petitioning procedures. Neither the Interdivisional Committee of Advisors nor Graduate Council can provide exceptions to state or federal law.
1.3.G 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 (e.g., transfer credit, Advanced Placement, CLEP) during the term of academic suspension or dismissal will not be accepted. 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.H Re-enrollment after Academic Suspension or Dismissal

1.3.H.1 Academic Suspension. A student placed on academic suspension for low scholarship is eligible for re-enrollment on academic probation after at least two consecutive semesters or terms (including summer) have elapsed. Winter term does not count in the computation of a consecutive term. Students requesting housing must first check with the appropriate office; and, if 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.

1.3.H.2 Dismissal. A student dismissed for low scholarship may petition for re-enrollment after two calendar years have elapsed, beginning with the start of the next semester or term. The petition should be presented to the Committee of Advisors in the student’s academic division for a recommendation; it will be forwarded to the Interdivisional Committee of Advisors for action.

CHAPTER 4. Examinations

1.4.A Final Examinations or Other Evaluative Substitution

Final examinations are expected in all undergraduate courses unless other evaluative substitute procedures have been approved by the department chair or dean of the academic division. Final examinations or duly approved substitutions may be completed during the final examination days following the end of each semester, term, or sprint course as noted in the academic calendar. 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 at the conclusion of fall or spring semester. The above regulations do not apply to laboratory final examinations. No final examination, including laboratory final examination, may be given during study days. Exceptions to these rules require the approval of the department chair, the academic dean, and the Provost.

1.4.B Schedule Changes for Final Examinations or Other Evaluative Substitution

No student shall be required to take more than three (3) scheduled final examinations in any 24-hour period. If a student has four (4) or more final examinations in any 24-hour period, then one of those examinations may be changed to a later time with the consent of the instructor, or to an earlier time with the consent of both the instructor and the dean of the academic division in which the course is given. In cases where a student is scheduled for four (4) or more final examinations in any 24-hour period and no agreement as stated above can be reached, the Provost shall be empowered to make necessary adjustments.

An individual student’s final examination may not otherwise be rescheduled except in extraordinary circumstances beyond the student’s control, in which case an attempt should be made to reschedule the examination at a later time rather than an earlier time if possible. Rescheduling an examination in such cases to a later time requires the consent of the instructor; advancing to an earlier time requires the consent of the instructor, the department chair/program director, and the dean of the academic division in which the course is given.

During final examinations week, an instructor may not reschedule a regularly scheduled class examination except in extraordinary circumstances, in which case an attempt should be made to reschedule the examination at a later time rather than an earlier time if possible. Rescheduling any class final examination requires the instructor to obtain the consent of the department chair/program director and the dean of the academic 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

Miami University is a scholarly community whose members believe that excellence in 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 and the acceptance of personal responsibility.

Miami demands the highest standards of conduct from its students, faculty, and staff. As a community of scholars, our fundamental purpose is the pursuit of knowledge. Integrity in academic study is based on sound disciplinary practices and expectations as well as a commitment to the values of honesty and integrity.

As stated in the Statement of Good Teaching Practices (MUPIM, Section 5.4), a responsibility of the faculty is to “…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 also have the responsibility for “assuming the positive obligation to confront students suspected of academic dishonesty.”

All Miami students are expected to be of the highest character and to behave honestly in their learning and in their behavior outside the classroom. Academic and other forms of dishonesty violate the spirit of the values espoused by Miami University and undermine the value of a Miami education for everyone, especially for the person who is dishonest. Therefore, students are encouraged to hold one another accountable and report suspected academic dishonesty to their instructors. Additionally, when students err in their academic conduct, they are expected to accept responsibility for and learn from their actions. As such, the process outlined in this policy is intended to be educational in nature and provide learning opportunities for students in maintaining personal and academic integrity.

Students are responsible for knowing and understanding these standards; 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 of the course, the department chair/program director, the academic dean in the appropriate division, or the Coordinator for Academic Integrity in order to maintain the highest standards of academic integrity.

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 Academic dishonesty is defined as engaging or attempting to engage in any activity that compromises the academic integrity of the institution or subverts the educational process, including as a means to complete or assist in the completion of an academic assignment.

An academic assignment is defined as the submission or presentation of any student work for evaluation, grade, or academic credit. This includes, but is not limited to, assignments in courses, proficiency waiver exams, and portfolios of research submitted to earn academic credit. This definition applies to work submitted face-to-face or through on-line or electronic means and work submitted for face-to-face, hybrid, and on-line courses affiliated with any of Miami University’s campuses and divisions.

Academic dishonesty includes, but is not limited to, the following acts.

1.5.B.2 Acts of academic dishonesty

a. Cheating: using or attempting to use or possessing any aid, information, resources, or means in the completion of an academic assignment that are not explicitly permitted by the instructor or providing such assistance to another student.

Examples of cheating include, but are not limited to:

- Possessing, referring to, or using in any way unauthorized textbooks, notes, study aids, crib/cheat sheets, or other information during an academic assignment, in paper, electronic, or other format;
- Possessing, referring to, or using in any way unauthorized electronic devices or other materials during an academic assignment;
- Looking at or using information from another student’s work during an academic assignment;
- Receiving assistance from another individual in any academic assignment when not explicitly permitted by the instructor;
- Utilizing or soliciting another person to complete any portion of an academic assignment in place of oneself or submitting the work of another person as one’s own;
- Submitting the identical or substantially the same assignment to fulfill the requirements for two or more courses without approval of the instructors involved or submitting the identical or substantially the same assignment from a previously completed course to fulfill the requirements for another course without the approval of the instructor of the latter course;
- Completing or participating in the completion of any portion of an academic assignment for another student to submit as his or her own work, including taking a quiz or an examination for another student;
- Providing assistance, information, or materials to another student in a manner not authorized by the instructor.

b. Plagiarism: presenting as one’s own the work, the ideas, the representations, or the words of another person/source without proper attribution.
Examples of plagiarism include, but are not limited to:

- Submitting material that in part or whole is not entirely one’s own work without accurate and appropriate citations and attribution (including appropriate use of quotation marks);
- Using the words, ideas, or structure/sequence of another person or source without accurate and appropriate citation and attribution (including the appropriate use of quotation marks).

c. Fabrication: falsification, invention, or manipulation of any information, citation, data, or method.

Examples of fabrication include, but are not limited to:

- Changing material on a graded academic assignment and requesting re-grading for that assignment;
- Presenting false or invented information in any academic assignment;
- Presenting false claims regarding how information or data was collected or generated;
- Providing an inaccurate account of how information or data was collected or generated;
- Inventing or inaccurately presenting citations or sources.

d. Unauthorized collaboration: working with another individual or individuals in any phase of or in the completion of an individual academic assignment without explicit permission from the instructor to complete the work in such a manner.

e. Misrepresentation: falsely representing oneself or one’s efforts or abilities in an academic assignment.

Examples of misrepresentation include, but are not limited to:

- Utilizing another person to complete any portion of an academic assignment in place of one’s self;
- Having another individual sign-in for a course or use an iClicker or other electronic device to record one’s presence or participation in a class.

f. Gaining an unfair advantage: completing an academic assignment through use of information or means not available to other students or engaging in any activity that interferes with another student’s ability to complete his or her academic work.

Examples of gaining an unfair advantage include, but are not limited to:

- Retaining, possessing, using, or distributing previous or current academic assignment materials when the instructor has indicated that those materials are not to be retained or shared or are to be returned to the instructor at the conclusion of the academic assignment or course (including originals, copies, reproductions, or pictures and electronic or hard copy formats);
- Taking pictures of, making copies of, or reproducing any academic assignment materials when the instructor has indicated that those materials are not to be copied or reproduced in any form;
- Obstructing or interfering with another student’s academic work or ability to gain access to information to be used in the completion of an academic assignment;
- Taking another student’s work without his or her knowledge;
- Removing academic assignment materials from an instructor’s office, classroom, computer, or any other University space (physical or virtual/electronic);
- Violating the procedures described to maintain the integrity of an academic assignment.

Attempts to engage in any of the above actions will be treated the same as completed acts.

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

Academic dishonesty weakens the quality of education and the academic culture for all members of the Miami University community. All members of the Miami University community are expected to uphold the principles of academic integrity and to deter and report academic dishonesty.

1.5.C.1 Procedures for reporting alleged academic dishonesty. If academic dishonesty is suspected to have occurred within a course, the course instructor who suspects that a student has engaged in academic dishonesty shall refer the alleged incident to his or her department chair/program director in a timely manner. If academic dishonesty is suspected to have occurred on an academic assignment that is not within a course (e.g., proficiency waiver examination, portfolio or research submitted for credit), the person in charge of the academic assignment shall refer the alleged incident to his or her department chair/program director.

Note: department chair/program director refers to the department chair of an academic department, the director of a program not housed within an academic department, or a regional campus coordinator.
Other persons, including students, who believe they have knowledge of academic dishonesty, should report the alleged dishonesty to the instructor of the course or person in charge of the academic assignment in which the dishonesty is alleged to have occurred. If, after reasonable inquiry, the course instructor or person in charge of the academic assignment finds the report credible, he or she will report the alleged incident to his or her department chair/program director.

In referring the alleged incident to the department chair/program director, the course instructor or person in charge of the academic assignment (herein referred to as the instructor) shall provide an account of the incident and include all relevant documentation. The instructor is encouraged to communicate to the student suspected of committing academic dishonesty that he or she has been referred to the department chair/program director.

Once a referral has been submitted to the department chair/program director, the department chair/program director may meet with the instructor to discuss the criteria for academic dishonesty, hearing procedures, the nature of the evidence, or to request more information.

1.5.C.2 Procedures for notifying referred student(s). The department chair/program director shall notify the student referred for a suspected case of academic dishonesty in writing via the student’s University electronic mail address that a referral has been made and will schedule a hearing with the referred student. The department chair/program director will notify the student via the student’s University electronic mail address of the hearing no fewer than five class days prior to the hearing. If the student requests that the hearing occur prior to the scheduled date, the department chair/program director shall make every effort to accommodate a student’s request for an expedited hearing date, taking into consideration the availability of all involved in the hearing. (Note: any reference to class days in this policy does not include final exam week.)

a. The referral notification must include a copy of the instructor’s report with all supporting documentation; the date, time and location of the hearing (or request for the student to contact the department chair/program director to schedule the hearing by a specified date); the Student Guide to Academic Dishonesty; and it 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 Coordinator for Academic Integrity or the department chair/program director or designee to review these procedures and the charges against him or her.

d. If the suspected case of dishonesty involves a student serving as a substitute for or assisting someone else in completing an academic assignment, both the student responsible for the academic assignment and the student alleged to have provided prohibited academic assistance will be referred, and the case 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 for the referred case of suspected academic dishonesty or they may identify a designee to conduct the hearing. The designee must be a Miami University faculty member or administrator but need not be from the department/program in which the referral originates. If a student requests that a designee conduct the hearing, the department chair/program director must identify a designee to conduct the hearing.

When possible, hearings should be held with all parties present, in person. However, if all parties are not able to be present in person, hearings may be held via video/phone means in order to facilitate a timely resolution of the case (e.g., during breaks between terms, for overseas students).

a. The instructor who referred the case of suspected academic dishonesty will be present at the hearing. In an extraordinary circumstance, if the instructor cannot be present, either in person or via video/phone, the hearing may occur with the report the instructor submitted used in place of the instructor's testimony.

b. Referred students may have an advisor or parent present with them at the hearing. However, the advisor or parent may not speak on the student’s behalf or present any arguments. The role of a student’s advisor or parent is to support and advise the student.

At the hearing the instructor shall present the referred student and department chair/program director or designee with the evidence of academic dishonesty, including any supporting witnesses or information. The referred student will have the opportunity to respond, submit a written statement, invite factual witnesses to attend on his or her behalf, and ask questions of the instructor and witnesses called by the instructor. The department chair/program director or designee conducting the hearing shall ask questions of all parties involved in order to understand the full nature of the situation and the evidence presented by both parties.

To the extent possible or necessary, the hearing should serve as an opportunity to have an educational conversation with the referred student about academic integrity.

1.5.C.4 Procedures for adjudicating cases of academic dishonesty. Following the hearing, the department chair/program director or designee shall review all of the documentation and testimony and determine whether the referred 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 is not responsible for committing academic dishonesty, the department chair/program director or designee will inform in writing via the student’s University electronic mail address, the student, the referring instructor, and the dean or his or her designee of the division in which the violation was alleged to have occurred, and the Coordinator for Academic Integrity of this finding. If the department chair/program director or designee determines that no violation of the Academic Integrity Policy has occurred, but that the student may benefit therefrom, the department chair/program director or designee may direct the student to successfully complete an educational seminar conducted by the Coordinator for Academic Integrity within a specified period of time.

If the department chair/program director or designee concludes that the student is responsible for committing academic dishonesty, the department chair/program director or designee, after conferring with the referring instructor, 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. Prior to sending the finding notice, the department chair/program director or designee will first determine if the student has been found responsible for any previous acts of dishonesty. The department chair/program director or designee will contact the Coordinator for Academic Integrity to determine if the student has been found responsible for any previous acts of academic dishonesty or violations of the Code of Student Conduct—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 designee one of the following grade-related sanctions:

- A letter grade of F, the numerical grade of zero, a percentage grade of zero (0) percent, or a reduced grade or receipt of zero credit for any academic assignment on which academic dishonesty was found to have occurred, or any other portion of the course;
- A reduced grade for the entire course, including the possible specification of a course letter grade of F or Y (no credit) for a course taken credit/no credit;
- A letter grade of F for the entire course with transcript notation of “Academic Dishonesty (class)” and the recording of a grade of either ADF for F or ADY for credit/no credit.

The following sanctions also may be applied:

- Participation in an academic integrity workshop conducted by Miami University. The student will be required to pay for the workshop. Failure to complete the workshop will result in a hold being placed on a student’s ability to register for subsequent semesters or to change a class schedule.
- Completion of an educational seminar other than the academic integrity workshop, listed above.
- Suspension. In extraordinary circumstances, the recommendation for suspension may be recommended for a first offense.

c. If the department chair/program director or designee determines that the student previously has been found responsible for an act of academic dishonesty or for violating the Code of Student Conduct—Dishonesty, the automatic sanction will be suspension for at least one semester. If the student is found 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 an academic assignment, the automatic sanction will be suspension of both students—the student responsible for the academic assignment and the student providing prohibited assistance.

e. The department chair/program director or designee will provide a report to the dean or designee and will notify the student in writing of his or her decision.

- 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.
- 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 and include the instructions for submitting an appeal.

**1.5.D Appeals of the Department Chair/Program Director or Designee’s Finding and Recommended Sanctions**

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 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*. The appeal document submitted by the student should state the basis for the appeal and include all supporting documents. *(Note: any reference to class days in this policy does not include final exam week.)*

*Students who are studying abroad at the time of the notice may be given extended time to submit an appeal based on ability to communicate via electronic means.*
1. Appeals may be made on three grounds: (1) inappropriate sanction, (2) procedural defects in the adjudication of the case sufficiently substantial to have affected the outcome of the hearing, or (3) new evidence sufficiently substantial to have affected the outcome of the hearing.

2. If the dean or designee concludes that procedural defects occurred or new evidence is available, either or both of which is sufficiently substantial to have affected the outcome of the case, the dean or designee will order a new hearing. The department chair/program director or designee shall identify a designee to hear the case anew.

3. If the dean or designee concludes the recommended sanction was inappropriate, the dean or designee will impose the appropriate sanction.

1.5.E Sanctions

After acting upon any appeals and giving due consideration to the sanction recommendation of the department chair/program director or designee, the dean or designee will impose the final sanction. Should the dean or 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 designee concludes that failure for the course with transcript notation of “Academic Dishonesty (class)” and the recording of a grade of either ADF for F or ADY for credit/no credit is the appropriate sanction, the Office of the University Registrar will record the grade of ADF or ADY for the course with a transcript notation of “Academic Dishonesty (class).” If the student officially drops the course, and the recommended sanction was failure for the course, a grade of ADF or ADY shall be imposed with a transcript notation of “Academic Dishonesty.” A student may not change his or her grading option after the date of the academic dishonesty occurrence.

If the dean or designee concludes that suspension is the appropriate sanction, the Office of the University 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 designee may suspend the student either immediately or at the close of the current academic semester or term. A sanction of dismissal will take effect immediately.

2. Suspensions will not be for less than the remainder of the current academic semester or term nor more than the remainder of the current academic semester or term plus up to two succeeding terms or semesters. Suspended students may not attend any term or semester 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 designee will notify the student of the final sanction decision via the student’s University electronic mail address. The dean or designee will send copies of the final decision letter to the referring instructor, the department chair/program director or designee who conducted the hearing, the Office of the University Registrar, and the Coordinator for Academic Integrity. No sanctions will be imposed until the final decision letter by the dean or designee is sent.

1.5.F Records of Academic Dishonesty

The Coordinator for Academic Integrity, on behalf of 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 University Registrar.

4. 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 designee to have the person’s records of academic dishonesty expunged. In consultation with the Dean of Students, 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 University Registrar.

5. 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.
1.5.G Graduation
All Miami University academic dishonesty charges against a student must be resolved and sanctions completed before a student is eligible to graduate.

1.5.H Interpretation of the Academic Integrity Policy
Any question of interpretation or application of the Academic Integrity Policy shall be referred to the Provost and Executive Vice President for Academic Affairs or designee for final determination.

CHAPTER 6. Responsible Use of University Computing Resources at Miami University

1.6.A General Statement
University Computing Resources include, but are not limited to, end-user computing devices, servers, networks, email, software, printers, scanners, video distribution systems, telephone systems, and other computing hardware and software, whether owned by the University or contracted from a third-party. All such University 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 Computing Resources must act responsibly, in accordance with the highest standards of ethical and legal behavior. Thus, legitimate use of University 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/or whether or not they can be circumvented by technical means.

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

1.6.B Policy
All University Computing Resources 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 other malware, or damaging files) is unethical, may be illegal, and may lead to sanctions; and
   c. not send unsolicited bulk email (“spam”) or email designed to trick users into providing their login credentials or other personal information (“phishing email”).

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 University Computing Resources that they are authorized to use and use them only in the manner and to the extent authorized. Ability to access University 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 University Computing 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 Computing Resources 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 University Computer 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 University Computing Resources, the normal operation and maintenance of University Computing Resources require the backup and caching of data and communications, the logging of activity, the monitoring of usage patterns, and other such activities that are necessary for the rendition of service. Systems or technical managers, as part of their technical responsibilities, may occasionally need to diagnose or solve problems by examining the contents of particular files. Data from University Computing Resources may be used to evaluate the efficiency of University operations and personnel.

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 Computing Resources 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, any University 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.
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.

3.  Be responsible for protecting Miami data. All users have a responsibility to protect Miami data from unauthorized disclosure.

1.6.G   The University’s Responsibilities

The University owns various computers and the entire 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 University 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, account credentials 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 University 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.

1.6.J   Policy on Use of Cellular Telephones and Other Communication and Storage Devices During Class Periods and/or Exam Periods

Faculty may ban the use of cellular telephones and other communication and storage devices during class periods and/or exam periods. This policy is not meant to conflict with reasonable accommodations for students with disabilities.

1.6.K   Unauthorized Peer-to-Peer File Sharing

1.6.K.1 Background and Purpose of Policy. Peer-to-Peer (P2P) file sharing applications allow users to download and share electronic files of all types and to use any computer as a server for file sharing requests. Currently, some of the more common files shared in this
Because there are legitimate academic, research, and personal uses of P2P file sharing applications, Miami University does not ban them from its network. However, Miami recognizes that P2P activity is commonly used for copying music and video files for personal enjoyment which may violate copyright law and that content which does not infringe copyright is typically available through other methods, such as websites and FTP sites. Accordingly, Miami actively blocks all P2P traffic from crossing its network perimeter. If a user has a legitimate need to use P2P software, authorization will need to be obtained from Miami University’s Information Security Officer. Before requesting authorization to participate in any P2P file sharing activity, users of University computing and electronic communication resources should consider the following:

- **Network Bandwidth**
  Most P2P applications are configured so other users can access your hard drive and share your files all the time. This constant file transfer can degrade your computer’s performance and generate heavy traffic loads on the University network. The University’s network bandwidth consumption is monitored. If your usage impacts the overall performance of the network, your computer may be blocked. If you use a P2P application to share content legally, you should know how to control or disable the application.

- **Privacy**
  If you are running a P2P application, you may be inadvertently sharing personal information, such as email messages or credit card information. You need to make sure you know which files and data the application is sharing. You should know how to control or disable your P2P application to ensure that you are not inadvertently sharing personal information.

- **Security**
  Viruses are easily spread using P2P applications. Many P2P applications include “malware” in the download, so you may be unintentionally infecting your computer. To protect your computer, keep your anti-virus program up-to-date and only install programs acquired from reputable sources.

- **Resource Use**
  Some P2P applications use your computer as a computational or storage resource for another organization’s use. This may not be an acceptable use of state-owned resources such as the University network or University-owned computers. Do not permit any such use of your system without the consent of Miami University’s Information Security Officer.

### 1.6.K.2 Prohibition.
The use of a P2P application which (1) constitutes a violation of any federal, state or local law, (2) a violation of University policies (including the Responsible Use Policy and the Code of Student Conduct), or (3) interferes with Miami University’s network integrity or security is prohibited.

### 1.6.K.3 Enforcement.
As an Internet Service Provider, Miami University follows appropriate enforcement procedures required by the Digital Millennium Copyright Act. Upon discovery of an apparent violation of this policy by a student, the Information Security Officer will notify the Dean of Students. The Dean of Students shall notify the user and require that the user immediately cease the prohibited activity and delete files that this policy. In addition to stopping potential legal violations, the Dean of Students goal is to educate the student about appropriate P2P use and personal and social responsibility as a P2P user within the learning community. In the event that a user fails to comply with the Dean of Students’ directive or if the same user violates this policy one or more additional times in the same academic year, then the Dean of Students may initiate appropriate disciplinary action against the student.

Upon discovery of an apparent violation of this policy by an employee, then the Information Security Officer will notify user to immediately cease the prohibited activity and delete files that violate this policy. In the event that a user fails to comply with the Information Security Officer’s notice or violates this policy one or more additional times, the Information Security Officer will refer the matter to the Department of Human Resources or Academic Personnel Services for appropriate action.

In addition, if a user violates the copyright laws through unauthorized P2P activities, the user may be found liable for civil or criminal copyright infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than $750 and not more than $30,000 per work infringed. For “willful” infringement, a court may award up to $150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense.

### 1.6.K.4 Review.
The Dean of Students and the Information Security Officer shall periodically (1) review the effectiveness of this policy; and (2) review the legal alternatives for downloading or otherwise acquiring copyrighted material and make the results of the review available to its students through a website or other means.
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 (see Class Attendance);

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 Academic Integrity)

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.

1.7.B.1 Academic Grievance Procedure. A goal of the grievance procedure should be to effect 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 program director, 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.

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.

In the event the instructor is deceased, no longer employed by Miami University, or is otherwise unavailable or incapacitated, the chair or the chair’s designee as approved by the dean may act in place of the instructor.

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 may attend the hearings (excluding executive sessions) and be accompanied by counsel if the student so desires.

d. 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.

e. 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.

f. 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.

g. To fulfill the responsibilities listed in Section 1.7.B.4 below.

h. 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.

i. 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 at the first class meeting of the semester, term, or sprint part of semester or term.

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 week of each full-term or sprint 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, the instructor may direct the Office of the University Registrar to drop the student. During the first 20 percent of the course no grade will be recorded; after the first 20 percent is completed but before 60 percent of the course is completed, a grade of W will be recorded. After 60 percent of the course is completed, a grade of F will be recorded. The instructor shall notify the student of this action no later than the time he or she notifies the Office of the University Registrar. (See academic calendar.)
A department may, at its discretion, drop from a course any student who is absent from the first class meeting of a semester, term or sprint part of 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.

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

1.9.B.1 Attendance and Grades. A student at MUDEC whose semester or term 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 full time at MUDEC for fall or spring semester for a minimum of 16 credit hours. Full-time enrollment for winter or summer term is governed by specific program rules. 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 Academic 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 Academic Dean of MUDEC (or below 12 hours if previously given permission by the Academic Dean of MUDEC 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. Classes are small, and professors are expected to take attendance and to have a late arrival policy.

Although travel is an important aspect of the MUDEC experience, students are to be reminded that academic work must be the top priority. 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 1:00 p.m. Friday. The winter or summer term may carry alternate expectations, to be determined based upon the class requirements. 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 Advisors 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 Advisors” at MUDEC shall be composed of two fulltime teaching faculty of MUDEC (who make their recommendation to the Academic Dean of MUDEC).

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.2 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 Miami Degree Residence

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

1. Miami University credits earned for supervised student teaching qualify as credit hours offered through 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 baccalaureate degree in the College of Arts and Science or 64 hours of Miami University credit applicable to a baccalaureate 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 offered through the Oxford and/or regional campuses.
3. For the associate degree programs in specialized areas offered through the regional campuses:
   a. a minimum of 16 semester hours must be taken in residence through the regional campuses;
   b. a minimum of 6 of the last 10 credit hours must be taken through Miami University;

   For the Associate in Arts degree:
   a. students must complete a minimum of 32 semester credit hours in residence through the Oxford and/or the regional campuses;
   b. only one area of concentration is awarded within the Associate in Arts degree;
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 advisors 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 baccalaureate 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 advisors.

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. Students may graduate following any semester or term. Associate, baccalaureate, and graduate degree-seeking students are strongly encouraged to submit an online application the semester or term prior to the one in which they plan to graduate in order that graduation requirements can be checked by the Office of the University Registrar and the appropriate division. By filing the 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 advisor. An application fee for graduation for those receiving an associate, baccalaureate, master’s, specialist, or doctorate degree must be paid regardless of attendance at commencement exercises. A graduation fee is assessed for the first instance of each degree application. 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 new application must be submitted to be considered for a future graduation date.

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 Office of 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 advisor in each department. A student who completes two or more different majors that result in the awarding of the same baccalaureate 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 degree may qualify for an additional associate 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 have completed the first-year, upper-class, and senior course requirements of the Honors Program and achieved a 3.50 cumulative grade point average upon completion of the required credit hours for graduation.

Associate Degree Honors. Students pursuing an associate degree are eligible to apply for participation in the University Honors Program. Associate degree students who complete the necessary University Honors requirements will be accorded the designation, “With Distinction” and receive a certificate of recognition. Contact the Honors Program Director at Miami Hamilton or Miami Middletown for details.

Distinction. Effective with December 2014 graduation, the criteria for graduation with distinction are divisionally based. Graduating students within each academic division must achieve the following cumulative grade point averages:

<table>
<thead>
<tr>
<th>Latin Honors – Effective 2014-2015 Academic Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Division</td>
</tr>
<tr>
<td>------------------------------------------</td>
</tr>
<tr>
<td>Arts and Science</td>
</tr>
<tr>
<td>Creative Arts</td>
</tr>
<tr>
<td>Education, Health and Society</td>
</tr>
<tr>
<td>Engineering and Computing</td>
</tr>
<tr>
<td>Farmer School of Business</td>
</tr>
<tr>
<td>Professional Studies and Applied Sciences</td>
</tr>
</tbody>
</table>

Criteria are based on the average grade point average within each division from the calendar years, 2009, 2010 and 2011. These criteria will remain unchanged. The grade point standards used for the distinction of summa cum laude approximates the average grade point average of the highest two percent of students in each academic division for the past three years. The standard used for magna cum laude approximates the average grade point average of the next five highest percent of students in each academic division for the past three years; and the standard used for the cum laude designation approximates the average grade point average of the next highest ten percent of students within each academic division for the past three years, with typically no more than 17 percent being awarded honors within each division. Once every five years, the University Registrar and Office of Provost will conduct a review of these criteria and propose a change to criteria to University Senate if needed.

Students who graduate with distinction may wear cords at commencement based upon final grades of the last semester of attendance prior to commencement, and the commencement program will reflect that they may be graduating with distinction. Actual degree honors will be recalculated to include grades from the student’s final semester and will be posted on the student’s academic record. In addition, for students who graduate with distinction, the diploma for the degree will designate the Latin Honors earned by the student. Students who earn two or more degrees from separate academic divisions receive a separate diploma for each degree. Each diploma will indicate the appropriate Latin Honors the student earned, using the criteria for Latin Honors of the academic division where each degree resides.

For graduation with distinction a student pursuing a baccalaureate degree must have earned at least 64 credit hours from Miami University; a student pursuing an associate degree must have earned at least 32 credit hours from Miami University. For students who earn fewer than 64 hours from Miami toward a baccalaureate degree or fewer than 32 hours from Miami toward an associate 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.

Degree honors are considered finalized 30 days after graduation and are not subsequently recalculated.

For students who have exercised the Fresh Start option or the Course Repeat Policy, grades from all coursework taken at Miami University will be used in calculating eligibility for graduation with honors. (See Re-enrollment of Former Students, Chapter 1)

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 advisor 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. Federal law requires the following information be designated as Directory Information under FERPA (34.C.F.R. 99.1). FERPA permits the release of directory information without the student’s consent (34.C.F.R.99.31).

1. name, campus address, telephone listing, and campus email address;
2. place and date of birth;
3. major field(s) of study, including the college, division, department or program in which the student is enrolled;
4. enrollment status (undergraduate or graduate, full-time or part-time);
5. dates of attendance;
6. degrees, scholarships, honors, and awards, including President’s List, Dean’s List, honorary organizations and grade point average of students selected;
7. most recent educational institution attended;
8. photographic, video, or electronic images taken and maintained by the University;
9. participation in officially recognized activities and sports;
10. 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 Office of the University 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.

Disclosure of Directory Information under FERPA is permissive, not mandatory. As a result, there is no entitlement to Directory Information under FERPA. The Ohio Public Records Act (the “Act”) does not mandate that every record created by a state entity constitutes a public record subject to disclosure. In order for a record to be a public record subject to disclosure, the record must serve to document the organization, functions, policies, decisions, procedures, operations, or other activities of the office. Information designated as directory information does not meet the definition of a public record simply because it is designated as Directory Information.

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.


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 University 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
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 Registration Procedures). Students who withdraw from the University may be eligible for a refund based upon the refund policy published online at: http://www.units.MiamiOH.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.MiamiOH.edu/bur/.

CHAPTER 14. Student Email Policy

A Miami University-provided email address (UniqueID@MiamiOH.edu) is an official means of communication. Students are responsible for all University communication sent to their Miami email address. It is expected that students check their email account on a frequent and consistent basis. To ensure that students remain current with University-related communications, students are strongly encouraged to check their email 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 email). Students should not assume an email 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 email 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 email to another email address (e.g., @Hotmail). However, Miami University is not liable for any problems that may result from forwarding Miami email to another account (e.g., problems with spam filters, full mailboxes, or loss of attachments). Students should understand that forwarding their University email may have the unintended consequence of exposing their privacy information to third parties because Internet email is handled in a public fashion.

Faculty members determine how they will use email in their classes. Faculty may wish to include their email 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 email. In addition, individuals are reminded that some University information is not appropriate for email communication.
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, and student organizations, including Greek organizations. 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.

The University is deeply committed to maintaining a disciplinary process that fully protects the rights of the institution, the complainant (and alleged victim if different from the complainant), and the accused student(s). The University reserves the right to supplement or alter the procedures in this Code at any time the University deems appropriate to protect the constitutional rights of the parties or to comply with state and/or federal law.

We expect every member of our community to conduct their affairs with integrity and high ethical standards. These expectations are best captured by the Miami Values Statement, adopted by the Miami University Board of Trustees in 2002:

“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.”

These values are at the very heart of this Student Code of Conduct. When students deviate from these ideals, our primary goal is to assist students in better understanding, internalizing, and acting on these values. In short, this Code assumes that members of our community are of high character and are committed to a life of integrity. In this spirit, we are committed as a community to help those who made poor decisions "get back on track."

Students who have questions about the Code of Student Conduct should call the Office of Ethics and Student Conflict Resolution at (513) 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 Miami’s undergraduate and graduate students, and student organizations, including Greek organizations. 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 B], 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. Additionally, while Miami University does not routinely monitor social networking sites and other electronic media, students should be aware that behavior on such sites when reported to the University may be investigated and adjudicated.

Organizational Responsibility

Student organizations (defined in Part 5, Chapter 1, Section 5.1.A of The Student Handbook) and fraternities and sororities (defined in Part 5, Chapter 3, of The Student Handbook) are subject to the same conduct standards as individual students. Organizations are subject to this Code of Student Conduct at all times including, but not limited to, breaks between terms, during University holidays and vacations, and during periods of suspension of recognition.

An organization may be held responsible for a violation of University policy or rule when:

1. one or more of its officers, members, or authorized representatives acting as a member of the organization commit the violation;
2. the misconduct occurs at an event that is sponsored, financed, or endorsed by an organization where it is reasonable to believe that the organization’s members knew or should have known that one or more of the participants engaged in conduct that is in violation of this Code:
3. the misconduct occurs on the premises owned, leased, or operated by the organization where it is reasonable to believe that the organization’s members knew or should have known that one or more of the participants engaged in conduct that is in violation of this Code;

Any student, student organization, fraternity or sorority that is found responsible for violating the Code will be assessed an administrative fee of $50 per incident.

If a student, student organization, fraternity or sorority breaks a law that also violates the University standards of conduct, that student, student organization, fraternity or sorority 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, student organization, fraternity or sorority 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, organization, and fraternity and sorority 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 sex (including sexual harassment, sexual violence, sexual misconduct, domestic violence, dating violence, or stalking), race, color, religion, national origin, disability, age, sexual orientation, gender identity, pregnancy, military status, or veteran status, 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 subject 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).

Part 2 Student Conduct Regulations

CHAPTER 1. Offenses

A student may be suspended or dismissed for a single violation. Multiple violations or additional violations of the Code of Student Conduct may result in more severe sanctions. More than one sanction may be imposed for a single violation.* A single act may constitute a violation of more than one conduct regulation. Being under the influence of drugs or alcohol will not diminish nor excuse a violation of the Student Conduct Regulations.

The standard used to determine responsibility is a “preponderance” standard. The standard is met by the information that has the most convincing force; the greater weight of credible information. We consider all the information presented at the hearing (including any incident report, statements from the accused student(s) and the alleged victim, if applicable, and statements of witnesses or others with knowledge). A student is found responsible for violating the Code of Student Conduct if he or she accepts responsibility for the violation or the information demonstrates by a preponderance of the available information that the person is responsible. A Student Conduct Hearing is an educational meeting—not a legal proceeding. This standard essentially asks, “Is it more likely than not that our policy was violated?”

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

2.1.A Interfering with a University Function (101)

Universities 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 The Student Handbook, 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 minimum sanction will be suspension for a minimum of either fall or spring semester and may also include summer or winter term (Note that a student may not be suspended solely for either summer and/or winter term).

2.1.C Sexual Misconduct or Other Physical or Mental Abuse or Harm (103)

2.1.C.1 Sexual Misconduct. Any sexual conduct directed against another person, forcibly and/or against that person's will; or where the victim is incapable of giving consent.

Consent must be voluntary. An individual cannot consent who is substantially impaired by any drug or intoxicant; or who has been compelled by force, threat of force, or deception; or if the accused substantially impairs the victim’s judgment or control by administering any drug, intoxicant or controlled substance to the other person surreptitiously or by force, threat of force or deception; or who is unaware that the act is being committed; or whose ability to consent is impaired because of a mental or physical condition; or who is coerced by supervisory or disciplinary authority. Consent may be withdrawn at any time. Prior sexual activity or relationship does not, in and of itself, constitute consent.

Examples of Sexual Misconduct include but are not limited to:

a. Non-consensual sexual intercourse, defined as any sexual penetration however slight, with any body part or object by any person upon any person without consent.

b. Non-consensual sexual contact, defined as any intentional sexual touching, with any body part or object by any person upon any person without consent.

c. Sexual exploitation, defined as taking non-consensual, unjust or abusive sexual advantage of another. Examples include, but are not limited to non-consensual video or audiotaping of sexual activity, going beyond the boundaries of consent (such as knowingly allowing another to surreptitiously watch otherwise consensual sexual activity) and engaging in non-consensual voyeurism.

d. Indecent exposure, defined as the exposure of the private or intimate parts of the body in a lewd manner in public or in private premises when the accused student(s) may be readily observed.

Consent- there is no consent if:

- The accused substantially impairs the victim’s judgment or control by administering any drug, intoxicant or controlled substance to the other person surreptitiously or by force, threat of force or deception;
- The victim’s ability to judge the nature of or control their own conduct is substantially impaired;
- The victim is coerced;
- The offender uses force or threat of force;
- The victim is unaware the act is being committed (e.g., unconscious); or
- The victim’s ability to consent is substantially impaired because of a mental or physical condition or because of age.

Note: A student, who after having a hearing 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.C.2 Other Physical or Mental Abuse or Harm. 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, domestic violence, dating violence, 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.

Information Regarding Alleged Violations Involving Sexual Misconduct, Domestic Violence, Dating Violence or Stalking

Limited Amnesty. While the University does not condone underage drinking or violation of other University policies, it considers reporting sexual misconduct to be of paramount importance. To encourage reporting and adjudication of sexual misconduct, Miami University will extend limited amnesty to a student who has been the alleged victim of sexual misconduct. The University will generally not seek to hold the student responsible for his/her own violations of the law (e.g., underage drinking) or the Code of Student Conduct in which he or she may have been involved during the period immediately surrounding the sexual misconduct.

2014-2015 Student Handbook
Miami University also has developed a **Title IX Protocol** that explains how incidents of sexual misconduct are handled. Miami University will make changes in the victim’s academic and living conditions upon request. Both the complainant (and the victim if different from the complainant) and the accused student(s) are entitled to the same opportunity to have others present during the disciplinary proceeding.

Both the complainant (and the alleged victim if different from the complainant) and the accused student(s) are entitled to the same opportunity for access to information that will be used at the hearing, to present relevant witnesses and other evidence, and to have others present during the hearing. Confidential medical/counseling records and information regarding the alleged victim’s sexual history will not be provided to the accused student(s) and is not admissible at any disciplinary proceeding. All parties have the right to appeal. The alleged victim and the accused student(s) are prohibited from having contact with the other during the pendency of the process. The University will not mediate allegations of sexual misconduct.

Copies of the Title IX Protocol are available in the Office of Ethics and Student Conflict Resolution, Women’s Center, Office of the Dean of Students, the Miami University Police, the Oxford Police Department, and the Sexual Assault Prevention Program Office. The full Protocol can also be found at: [http://www.miamioh.edu/campus-safety/sexual-assault/protocol.html](http://www.miamioh.edu/campus-safety/sexual-assault/protocol.html).

**Interim Measures.** In cases of alleged Sexual Misconduct or Other Physical or Mental Abuse or Harm, the Dean of Students or designee may, in addition to a summary suspension of the accused (see Section 2.2.H), impose Interim Measures upon receipt of a complaint and request of the alleged victim. Interim Measures include:

- Providing the alleged victim with a temporary safe space within the University residence halls (available to Oxford residential students).
- Moving the accused student or the alleged victim so he/she does not share the same residence or dining hall (available to Oxford residential students).
- Changing class assignments so that the accused and the alleged victim do not share the same classes (available to instructional staff and students).
- Providing the alleged victim with academic support services, including tutoring (available to students); and/or
- Prohibiting the accused from having any contact with the alleged victim (available to faculty, staff, and students).

**Additional Remedies.** In the event the accused is found responsible, the University will impose remedial action which may include disciplinary action against the accused and remedies for the complainant and others. In any instance in which the victim did not take advantage of a specific Interim Measure Service (e.g., counseling) when offered as an Interim Measure, the victim is still entitled to appropriate final remedies that may include services the victim declined as an Interim Measure.

**Timeline.** The University is committed to addressing all complaints of sexual misconduct and/or physical or mental abuse or harm in a prompt and equitable manner. Upon receipt of a complaint, the Office of Ethics and Student Conflict Resolution will generally conduct its initial review and assessment within one week. The University uses its best efforts to resolve all complaints within sixty calendar days. This timeline may be extended based upon the complexity, severity and extent of the misconduct. The timeline may also be affected by the winter or spring break period and summer or winter terms. This timeline does not include appeals.

For definitions of Title IX Offenses, please see Appendix A.

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

Intentional or reckless conduct that results in damage (including tampering or defacing), theft, trespass, 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 (105)

#### 2.1.E.1 Intoxication (105A)

Any student who is intoxicated or 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 finding of a violation of this policy.

The University will notify by email or regular U.S. mail 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 hearing 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 2.2.E for penalties (see Part 4, Chapter 4 for Policy on Alcohol Use).

A student who after having a hearing for a violation of Section 2.1.E.2, Prohibited Use of Alcohol, is found not responsible may be found responsible for a violation of Section 2.1.N, Complicity.
PART 2 Code of Student Conduct

2.1.F Drug Use (106)

2.1.F.1 Prohibited Use of Drugs (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).

2.1.F.2 Possession of Drug Paraphernalia (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 hearing 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 on campus 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/Harassment (108)

Discrimination or harassment in University education programs on the basis of sex, race, color, religion, national origin, disability, age, sexual orientation, gender identity, pregnancy, 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, pregnancy, military status, or veteran status (see The Student Handbook, 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, fraternity or sorority, 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).

Note: Because of Miami University’s commitment to maintaining an environment free from hazing, mandatory minimum penalties will be imposed upon a finding of violation of this policy.

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)

2.1.K.1 Failure to Comply (111A). A 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 are prohibited. Examples of prohibited behavior include withholding information regarding an alleged criminal act, violation of the Code of Student Conduct or other University policy.

2.1.K.2 False Report (111B). 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. University Computing Resources include hardware, software, and data owned, licensed, or developed by Miami University, students, or employees. Theft or other abuse of University Computing 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 University Computing Resources including circumvention of computing system safeguards;
3. Unauthorized use of another individual’s identification or password;
4. Use of University 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 University 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 University 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 Offenses of the Student Conduct Regulations is prohibited. This includes, but is not limited to, being present in a residence hall room or with a group of persons where the prohibited use of alcohol or drugs is occurring.

2.1.O Retaliation (115)

Retaliation is strictly prohibited. Any retaliatory action or conduct by any person against a person who has filed a complaint, served as a witness, assisted, or participated in an investigation or in any other manner under this Code of Student Conduct, the University’s Policy on Reporting and Addressing Illegal Activity and Misconduct, or the University’s Policy Prohibiting Harassment or Discrimination, is strictly prohibited and will be regarded as a separate and distinct violation of the Code of Student Conduct. This protection against retaliation extends to any person who opposes acts of sexual harassment or discrimination, sexual violence, sexual misconduct, domestic violence, dating violence, or stalking, or who testifies, assists, or participates in any manner in an investigation, proceeding, or hearing relative to harassment or discrimination.

2.1.P Violation of Sanctions (116)

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

2.1.Q Violation of University Policy (117)

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 The Student Handbook, Part 5, Chapters 7 and 8);
5. Recreational Sports Rules and Regulations;
6. Housing, Dining, Recreation, and Business Services Rules and Regulations.

2.1.R Unauthorized Use of University Keys or Access Cards (118)

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.

CHAPTER 2. Sanctions

Sanctions may be imposed singly or in combination on individuals, student organizations, and fraternities or sororities. A student may be suspended or dismissed for a single violation. Multiple violations or additional violations of the Code of Student Conduct may result in more severe sanctions.

No sanction will be imposed until all appeals are completed (see Chapter 4 Appeals). Failure to complete a sanction will result in a hold on the student’s ability to register for subsequent semesters or to change a class schedule. Students are permitted to drop and withdraw as provided in The Student Handbook. Student organizations and fraternities and sororities will not be reinstated until all sanctions are completed.

Students should be aware that disciplinary records may be reviewed by others within the University and may have adverse consequences for those seeking the second-year residency exemption and/or enrollment in study-abroad opportunities.
The various sanctions are:

2.2.A Dismissal and Suspension/Revocation of Recognition

Dismissal is a sanction which permanently separates the student from the University without any opportunity to re-enroll in the future. Suspension is a sanction that terminates the student’s enrollment for a specified period of time. The Dean of Students or designee will determine the effective date of the suspension (either at the conclusion of the disciplinary process or at the close of the current semester/term) for a minimum of either fall or spring semester and may also include summer and/or winter term. (Note that a student may not be suspended solely for either summer and/or winter term.)

Suspension of a student organization or fraternity or sorority is a revocation (withdrawal) of University recognition. During a period of revocation, a student organization or fraternity or sorority forfeits all the rights and privileges afforded to them by University policy. A student organization or fraternity or sorority whose recognition has been revoked must petition for reinstatement of recognition. Conditions for reinstatement of recognition will typically be outlined in the original sanction.

2.2.B Conditions of Suspension and Dismissal

A student who has been dismissed or suspended from the University is denied all privileges afforded a student and must vacate campus at a time determined by the Dean of Students or designee. In addition, students who are dismissed or suspended may not enter any Miami University campus/or other University property at any time for any reason in the absence of the express written consent of the Dean of Students or designee. To seek such permission, a suspended or dismissed student must file a written petition with the Office of Ethics & Student Conflict Resolution for entrance for a limited, specific purpose. Academic credit earned elsewhere during a period of suspension will not be accepted in transfer. A student who has been suspended must petition for re-enrollment. Incomplete grades may not be removed during periods of suspension or dismissal.

2.2.C Disciplinary Probation

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

2.2.D Disciplinary Restrictions

Disciplinary Restrictions may be imposed with or without suspension, revocation of recognition, 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/restrictive 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 and computing/email resources;
11. revocation of the right to the use of University facilities, University funding, or other privileges for a defined period of time;
12. planning of and attendance at educational programming;
13. prohibition of participation in or sponsorship of social, intramural, or other activities or events.

2.2.E Penalties for Alcohol Violations

2.2.E.1 Intoxication or Negative Behavior Involving the Use of Alcohol. (see Section 2.2.E.2 for disciplinary procedures for Prohibited Use of Alcohol). Any student who is intoxicated or exhibits negative behavior after using alcohol 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 fee of $200 to the student for the program as well as mandatory participation in a comprehensive substance abuse assessment and a minimum fee 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 fee 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/term, for a minimum of either fall or spring semester and may also include summer and/or winter term. *(Note that a student may not be suspended solely for either summer and/or winter term.)*

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.

**Good Samaritan Policy - In the event the student incurs an alcohol violation during the twelve-month period following the Good Samaritan report, the prior file may be reviewed as part of the sanctioning process but will not be counted as a prior alcohol offense for the purpose of imposing mandatory minimum sanctions.**

### 2.2.E.2 Prohibited Use of Alcohol

**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 fee 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 fee 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 fee 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 current semester/term, for a minimum of either fall or spring semester and may also include summer and/or winter term. *(Note that a student may not be suspended solely for either summer and/or winter term.)*

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.

### 2.2.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/term for a minimum of either fall or spring semester and may also include summer and/or winter term. *(Note that a student may not be suspended solely for either summer and/or winter term.)*

### 2.2.E.4 Sanctions for Alcohol Violations by Student Organizations and Fraternities and Sororities (105B)

**Minimum Penalties:**

a. **First Offense.** The minimum penalty for a first offense is required attendance of members of the organization at a two-hour substance abuse program designed to acquaint organization members with their civil and legal responsibilities as well as the personal and organizational implications of alcohol and other substance abuse. Programs must be pre-approved by the Office of Ethics and Student Conflict Resolution. Attendance requirements will be established by the Office of Ethics and Student Conflict Resolution.

b. **Second Offense.** No less than two semesters of Disciplinary Probation and one or more of the following Disciplinary Restrictions:

   i. No events with alcohol for a time period to be specified by the Office of Ethics and Student Conflict Resolution;
   ii. Evidence of a risk management plan for organization sponsored events—if applicable, provide proof of national organization involvement in the development of or approval of the risk management plan;
   iii. Denial of the ability to host events for a time period to be specified by the Office of Ethics and Student Conflict Resolution;
   iv. Additional substance abuse education as specified by the Office of Ethics and Student Conflict Resolution;
   v. Restriction of access to University controlled space or resources;
   vi. Community service approved by the Office of Ethics and Student Conflict Resolution;
   vii. Required meeting(s) with an appropriate University official; or
   viii. Restriction from participation in University-sponsored events.

c. **Third Offense.** Revocation of recognition, either immediately or at the close of the semester/term for a minimum of either fall or spring semester and may also include summer and/or winter term. *(Note that a student organization, fraternity, or sorority may not be
PART 2 Code of Student Conduct

2.2.F Penalties for Dishonesty Violations

Minimum Penalties:

2.2.F.1 First Offense. The minimum penalty for a first offense is completion of an ethics and integrity education program and a minimum fee of $200 to the student for the program.

2.2.F.2 Second Offense*. Suspension from the University, either immediately or at the close of the current semester/term for a minimum of either fall or spring semester and may also include summer and/or winter term. (Note that a student may not be suspended solely for either summer and/or winter term.)

*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.

2.2.G Written Reprimand

Written reprimand is an official notification that the behavior of the student, student organization, fraternity or sorority has been unacceptable. Authorized staff members of the Office of Ethics and Student Conflict Resolution or the Dean of Students Office may issue a written reprimand without a hearing for violation of regulations. Written reprimands will be placed in the official disciplinary file.

2.2.H Summary Suspension

2.2.H.1 Summary Suspension without Prior Notice or Hearing. When the Dean of Students or designee has reasonable cause to believe that the student's or student organization’s, fraternity’s or sorority’s presence on University premises or as a University-related or registered student organization activity poses an immediate and significant risk of substantial harm to the safety or security of themselves, others, or to property, the student, student organization, fraternity or sorority may be immediately suspended from all or any portion of University premises, University-related activities or registered student organization activities. This temporary suspension will be confirmed by a written statement and shall remain in effect until the conclusion of the disciplinary process. The student, student organization, fraternity or sorority may, within three working days of the imposition of the suspension, petition the Dean of Students or designee for reinstatement. The petition must be in writing and must include supporting documentation or evidence that the student, student organization, fraternity or sorority does not pose, or no longer poses, a significant risk of substantial harm to the safety or security of themselves, others, or to property. A decision on such petition will be made without undue delay by the Dean of Students or designee.

2.2.H.2 Summary Suspension with Notice and Hearing. The Dean of Students 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, fraternity or sorority activities; and/or permit the student, student organization, or fraternity or sorority to remain only under specified conditions during the disciplinary process if the Dean of Students determines that the student’s, student organization’s, or fraternity’s or sorority’s continued presence endangers themselves, others, or to property.

Before making such a determination, the Dean of Students or designee will notify the student, student organization, fraternity or sorority of the reasons that the summary suspension is being considered and provide the student, student organization, fraternity or sorority with an appropriate opportunity to meet with the Dean of Students or designee prior to the decision. The purpose of the meeting is to address:

a. the reliability of the information concerning the conduct of the student, student organization, fraternity or sorority; and
b. whether or not the conduct and surrounding circumstances reasonably indicate endangering behavior.

Endangering behavior means taking or threatening action that endangers the safety, physical or mental health, or life of any person or creates a reasonable fear of such action. Sexual misconduct, domestic violence, dating violence and stalking may constitute endangering behavior.

2.2.I Sanctions for Hazing Violations

Minimum Penalties

2.2.I.1 First Offense. The minimum penalty for a first offense shall include at least two of the following sanctions:

a. evidence of a risk management plan for organization-sponsored events; if applicable, provide proof of national organization involvement in the development of or approval of the risk management plan;

b. denial of the ability to recruit new members for a time period to be specified by the Office of Ethics and Student Conflict Resolution;
Probation for at least two semesters following the reinstatement of recognition will also be imposed. or at the close of the semester/term, for a minimum of two semesters and may also include summer and/or winter term. Disciplinary Probation for at least two semesters following the reinstatement of recognition will also be imposed.

If an organization or fraternity or sorority has been found to have committed a hazing offense and three calendar years have elapsed from the date of the incident 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.

CHAPTER 3. Hearing Procedures

2.3.A  Complaint and Notice

2.3.A.1  Complaint. Any person, agency, organization or entity may make a written complaint to the Office of Ethics and Student Conflict Resolution alleging a violation of a regulation by a student, student organization, or fraternity or sorority. The University will treat a police report or citation as a complaint. Any individual who knowingly files a false complaint under this Code, who knowingly provides false information to University officials, or who intentionally misleads University officials who are involved in an investigation or resolution of a complaint may be subject to disciplinary action.

2.3.A.2  Notice. The Office of Ethics and Student Conflict Resolution or designee, after reviewing a complaint or on its own initiative, may initiate the disciplinary process by giving the accused student(s), student organization, fraternity or sorority written notice of the alleged violation(s). The notice will be sent to the student’s University-assigned email 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, student organization, or fraternity or sorority about the reported circumstances underlying the alleged violation(s).

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

The notice for alleged violations for which suspension or dismissal is not recommended will contain the proposed sanction(s) for the violation and the opportunity for a hearing before Student Court or an administrative hearing officer.

The notice will also inform the complainant (and the alleged victim if different from the complainant) and the accused student(s) or authorized representative of the accused student organization, fraternity or sorority that they are entitled to be advised at all times by another person of their choice. They are each entitled to bring an attorney, at their own expense, to any meeting, the procedural review, and hearing. The attorney may act as an advisor to the complainant (and/or alleged victim if different from the complainant), the accused student(s), student organization, fraternity or sorority subject to the constraints imposed by the administrative hearing officer, panel, or disciplinary board.

2.3.B  Procedural Review

The purpose of the procedural review is to review the complaint, provide an explanation of the disciplinary process, discuss the student’s, student organization’s, fraternity’s or sorority’s options and advise the student, student organization, or fraternity or sorority regarding the potential sanction(s) for the alleged violation(s). In cases alleging a violation of Section 2.1.C (103) Sexual Misconduct or Other Physical or Mental Abuse or Harm, both the complainant (and the alleged victim if different from the complainant) and accused student(s) will be provided with the opportunity for a procedural review. The accused student(s) or an authorized student representative of the student organization, fraternity or sorority 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 or designee on other campuses. 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.

The judicial staff member shall determine and advise the accused students, student organization, or fraternity or sorority of the proposed sanction(s) during the procedural review. If an accused student(s), student organization, or fraternity or sorority (through an authorized student representative) fails to appear at the procedural review, the student, student organization, or fraternity or sorority 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.

2.3.C  Selection of Hearing Option

An accused student, student organization, fraternity or sorority 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 violations and agree to accept the recommended sanctions; or
2. Request an administrative hearing officer; or
3. Request a hearing
   a. before Student Court if suspension or dismissal is not a potential sanction; or
   b. before the Disciplinary Board if suspension or dismissal is a potential sanction.
4. In all cases of an alleged violation of Section 2.1.C (103) Sexual Misconduct or Other Physical or Mental Harm or Abuse, the hearing will be held before a trained, three-person, Administrative Hearing Panel.

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 the same hearing venue.

If an accused student, student organization, fraternity or sorority fails to timely notify the judicial staff member of the option selected, the Office of Ethics and Student Conflict Resolution will select and schedule the hearing.

2.3.D Hearing

2.3.D.1 Hearings.

a. The hearing shall commence not sooner than three University working days after the receipt of the complaint.

b. The hearing is closed to the public. The complainant (and the alleged victim if different from the complainant) and the accused student(s) are entitled to bring, in addition to an advisor of their choice, two persons for support to the hearing. The University will accommodate concerns for personal safety, well-being, and/or concerns regarding confrontation among the complainant (and the alleged victim if different from the complainant), the accused student(s), and other witnesses during the hearing by providing separate facilities, by using a visual screen or by permitting participation by videophone, closed circuit television, video conferencing, written statement or other means.

c. The complainant (and the alleged victim if different from the complainant) and accused student(s) have the right to file a written statement or a written response to the complaint. Any written statement or response must be filed and a copy delivered to the Office of Ethics and Student Conflict Resolution at least 48 hours prior to the hearing. Copies will be provided to others. The Administrative Hearing Officer/Chair of the Disciplinary Board/Chair of the Administrative Hearing Panel have the right to determine the acceptability of testimony and other information during the hearing and may place time limitations on testimony and on closing statements.

d. The accused student(s) and the complainant (and the alleged victim if different from the complainant) have the right to submit information and question 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 parties, and they shall be given the opportunity to respond to such statements. Witnesses other than the complainant (and the alleged victim if different from the complainant) and the accused student(s) shall be present only when they are giving testimony. The Administrative Hearing Officer/Chair of the Disciplinary Board/Chair of the Administrative Hearing Panel has the right to control all questioning of witnesses and require that all questions be conducted by the Administrative Hearing Officer/Disciplinary Board/Administrative Hearing Panel.

e. In a hearing alleging a violation of Section 2.1.C (103) Sexual Misconduct or Other Physical or Mental Harm, the questioning of the alleged victim and the accused student(s) will be conducted through the Administrative Hearing Panel. Alleged victims cannot be asked about prior sexual history with anyone other than the accused student(s). The complainant (and the alleged victim if different from the complainant) and the accused student(s) will both be given access to any information that will be used during the hearing at least three University working days prior to the hearing.

f. The hearing will be recorded on equipment supplied by the University. Either the complainant (and the alleged victim if different from the complainant) or accused student(s) may make provisions for a record 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 record. If a record 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 (and the alleged victim if different from the complainant). If the Office of Ethics and Student Conflict Resolution elects to present the case using a licensed attorney, the accused student(s) will be given notice and an opportunity to be represented by an attorney at the student’s, student organization’s, fraternity’s or sorority’s own expense.

h. The complainant (and the alleged victim if different from the complainant) and the accused student(s) will be given the opportunity to present a closing statement.

At the close of the hearing, the Administrative Hearing Officer/Disciplinary Board/Administrative Hearing Panel shall deliberate privately as to whether the accused student(s) violated the Student Code of Conduct. Disciplinary Boards and Administrative Hearing Panels will seek to reach consensus in adjudicating cases. In the event there is no consensus, a majority vote (the Chair voting) will determine the outcome. In the event of tie votes, the report will be that no violation occurred. Within five calendar days after the close of the hearing, the Administrative Hearing Officer/Disciplinary/Board/Administrative Hearing Panel will report the findings.

If the Administrative Hearing Officer/Disciplinary Board/Administrative Hearing Panel determines that a violation of the Student Code of Conduct has occurred, sanction(s) will be imposed. If an accused student(s), student organization, or fraternity or sorority fails to appear at
a scheduled hearing, and the absence is not excused, the hearing may proceed without the presence of the accused student(s). Hearings may be rescheduled at the discretion of the Office of Ethics and Student Conflict Resolution.

2.3.D.2 Disciplinary Board. 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 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(s) is a graduate student, one of the student members shall be a graduate student.

2.3.D.3 Administrative Hearing Panel. Hearings before the Administrative Hearing Panel shall follow the same procedures as are followed by the Disciplinary Board. The Administrative Hearing Panel Pool will be composed of six faculty members appointed by the President, and four staff members appointed by the Office of Ethics & Student Conflict Resolution. An Administrative Hearing Panel will be comprised of two faculty members and one staff member who shall serve as chair.

2.3.D.4 Student Court. 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(s) 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.

2.3.D.5 Notification. The Office of Ethics and Student Conflict Resolution will notify the student, student organization, fraternity or sorority of the decision (in writing) of the outcome of the hearing and will also notify the student, student organization, fraternity or sorority, if responsible, of the sanction(s) imposed. In cases of an alleged sexual misconduct, domestic violence, dating violence, or stalking, both the complainant (and the alleged victim if different from the complainant) and the accused student(s) will be simultaneously notified, in writing, of the outcome of the disciplinary proceedings including the result of any initial, interim and final decision, the institutions procedures for appeal and any change to the results. The notification includes whether the accused was found responsible and if so the sanction(s) imposed. Upon request, the alleged victim of an accused student(s) of an alleged crime of violence will be advised of the final results (whether the accused was found responsible and if so the sanction[s] imposed) of the disciplinary proceeding.

2.3.D.6 Administrative Fee. Any student, student organization, fraternity or sorority that is found responsible for violating the Student Code of Conduct will be assessed an administrative fee of $50 per incident.

CHAPTER 4. Appeals

2.4.A University Appeals Board

2.4.A.1 When the suspension or dismissal of a student or the revocation of recognition of a student organization is imposed by any hearing authority, the accused student(s), the complainant (and the alleged victim if different from the complainant), student organization, and the Office of Ethics and Student Conflict Resolution 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*. 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.

*All parties will be notified if an appeal is filed and will have five University working days to submit a written response to the appeal. Copies of the statements of appeal and any responses will be made available to all involved parties.

Regardless of campus origin, all appeals should be submitted to the Office of Ethics and Student Conflict Resolution on the Oxford campus.

a. The University Appeals Board shall be composed of five faculty, four undergraduate students, and one graduate student, all of whom 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 student disciplinary cases, in accordance with the Student Conduct Regulations published in The Student Handbook.

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

a. Inappropriate sanction.
b. Procedural defect in the adjudication of the case. In considering appeals based on a procedural defect, a new hearing will be ordered only if the defect is found to be substantial enough to have changed the outcome of the original hearing.
c. New evidence. In considering appeals based on new evidence, a new hearing will be ordered only if the new evidence is found to be substantial enough to change the outcome of the original hearing.

2.4.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:
PART 2 Code of Student Conduct

2.1.1.5.16 A disciplinary hold will not permit a student to register for a course(s) per University policy as noted in Section 1.2.C. of the Student Handbook. If a hold is placed subsequent to a student registering for classes, the classes will be cancelled prior to the start of the semester.

2.5. 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 action is 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. of The Student Handbook. If a hold is placed subsequent to a student registering for classes, the classes will be cancelled prior to the start of the semester.

2.5. B Release of Disciplinary Information

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

*All parties will be notified if an appeal is filed and will have three University working days to submit a written response to the appeal. Copies of the statements of appeal and any responses will be made available to all involved parties.*
In cases of an alleged sex offense, domestic violence, dating violence, or stalking, in accordance with the Clery Act, both the complainant (and the alleged victim if different from the complainant) and the accused student(s) will be simultaneously notified, in writing, of the outcome of the disciplinary proceedings, the institution’s procedures for appeal and any change to the result. The notification includes whether the accused was found responsible and if so the sanction imposed. Upon request, the alleged victim of an accused student(s) of an alleged crime of violence will be advised of the final results (whether the accused was found responsible and if so the sanction imposed) of the disciplinary proceeding. 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, section violated of the Code of Student Conduct, and sanction imposed).

The University will notify by email or regular U.S. mail 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.

2.5.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 2.5.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.

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.

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 University Registrar.

4. A request to expunge a record may be made in accordance with Section 2.5.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.

2.5.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 University 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.

2.5.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.MiamiOH.edu/bur/. Housing fees are normally prorated, forfeiting the deposit, in the event of a suspension or dismissal from University housing.

2.5.F Graduation

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

2.5.G Interpretation of the Code of Student Conduct

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 6. Appendix - Supplementary Disciplinary Procedures

2.6.A APPENDIX A. Title IX Offenses

Definitions

1. Sex Offenses: Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.
   a. Rape — the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
b. **Fondling** — the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

c. **Incest** — nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

d. **Statutory Rape** — nonforcible sexual intercourse with a person who is under the statutory age of consent.

2. **Domestic Violence:** A felony or misdemeanor crime of violence committed —

a. By a current or former spouse or intimate partner of the victim

b. By a person with whom the victim shares a child in common

c. By a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner

d. By a person similarly situated to a spouse of the victim under the domestic or family violence laws occurred, or

e. By any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

3. **Dating Violence:** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

a. The existence of such a relationship shall be determine based on the reporting party’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

b. For the purpose of this definition—

   i) Dating violence includes, but is not limited to, sexual or physical abuse or threat of such abuse.

   ii) Dating violence does not include acts covered under the definition of domestic violence.

4. **Stalking:**

   a. Engaging in a course of conduct directed at a specific person that would cause a reasonable person to –

   i) Fear for the person’s safety or the safety of others; or

   ii) Suffer substantial emotional distress

b. For the purpose of this definition

   i) Course of means two or more acts, including but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person’s property.

   ii) Substantial emotional distress means significant mental suffering or anguish that may but does not necessarily require medical or other professional treatment or counseling.

   iii) Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.

2.6.B **APPENDIX B. The Miami University John E. Dolibois European Center (MUDEC) Discipline Policies**

2.6.B.1 **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 students 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:

a. 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.

b. In addition to the sanctions listed in Chapter 2 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.

c. All references to University officials are deemed references to the most closely analogous officials at MUDEC.

d. 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.

   i. 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.

   ii. The Dean shall attend the meeting of the Disciplinary Board in order to explain the reasons for instituting disciplinary proceedings against the student.

e. The University Appeals Board of Miami University, Oxford, Ohio, will adjudicate any appeals of the findings of the MUDEC Disciplinary Board.
f. 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.

2.6.B.2 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.

2.6.C APPENDIX C 1219 Offenses

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

2.6.D APPENDIX D. Hazing

2.6.D.1 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.

2.6.D.2 Examples of Hazing

Examples of activities or situations that meet the definition of hazing include, but are not limited to, the following:
a. Forcing, requiring, authorizing, or encouraging any person to ingest alcohol, other drugs, food, or any other substance that is spoiled, undesirable, unsafe, or unhealthy.

b. Any form of paddling, physical abuse, psychological abuse, deception, or shocks.

c. Morally degrading or humiliating activities, games, or stunts including, but not limited to, the following:
   i. Throwing anything (whipped cream, water, garbage, paint, etc.) at an individual.
   ii. Chairings and “polings.”
   iii. Deliberately creating a mess and requiring any person to clean up the mess.
   iv. Requiring or encouraging a person to yell when entering or leaving the chapter house or any other location.
   v. Audible harassment such as yelling and screaming at a person, calling him or her demeaning names.
   vi. Playing extremely loud music or music which is repeated over and over.

d. Any activity that interferes with an individual’s scholastic pursuits (class attendance, preparation, study time, etc.).

e. Causing excessive fatigue by any means including calisthenics, or not permitting six (6) hours of continuous sleep each night.

f. Branding.

g. Conducting a new member-related activity between the hours of midnight and 7:00 a.m., or awakening individuals during these hours.

h. 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).

i. Requiring or compelling any person to conduct or participate in quests, treasure hunts, scavenger hunts, paddle hunts, big and little brother or sister hunts.

j. Requiring any person to “march” in formation or dress like others.

k. Requiring a person to carry items that might be cumbersome or embarrassing.

l. Not permitting a person to talk during an extended period of time.

m. Requiring nudity at any time.

n. Requiring an individual to perform personal errands (servitude).

o. Preventing any person from practicing personal hygiene.

p. 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.

2.6.D.3 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:

a. Will the activity achieve one or more of the predetermined goals of your new member program?

b. Would you be willing to tell your advisor about the activity in advance?

c. Would you be willing to perform it in front of a University faculty or staff member?

d. Would you be willing to send a snapshot of the activity to your parents and the parents of the students involved?

e. 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 or fraternity or sorority. 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 Oxford campus 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; or (3) 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 Housing, Options, Meals and Events (HOME) Office 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 Advisors serve as academic advisors for most first-year students 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 and Heritage Commons Apartments 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. All students residing in residence halls are subject to the authority of the Director of Residence Life and the staff of the Director. First-Year Advisors, Assistant First-Year Advisors, Resident Directors and Resident Assistants are members of the staff of the Director of Residence Life. Please refer to the Regulations for On-Campus Living for specific information about residence halls and Heritage Commons Apartment regulations.

3.2.B Supervision

Each residence hall and the Heritage Commons Apartments are supervised by a First-Year Advisor or Resident Director, assisted by a group of resident assistants. Each residence hall, as well as the Heritage Commons Apartments, also elect officers to organize and coordinate social, educational, and recreational programs.

3.2.C Social Activity Regulations

Please refer to the Regulations for On-Campus 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 the Department of Housing, Dining, Recreation, and Business Services; the community leadership team 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, VCRs, DVD/DVR players, radios, CD players, electrical razors, clocks, hair dryers, irons, aquariums, 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. Microwaves not exceeding 700 watts are permitted in rooms (one per room); compact refrigerators must be rented from Housing, Dining, Recreation, and Business Services.
Safety and insurance standards require that certain restrictions be placed on the use of other electrical appliances in residence halls. The university reserves the right to prohibit other appliances not listed below if the item constitutes a potential risk.

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, space heaters, candle warmers, indoor grills, electric blankets, 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 is a fire and safety hazard and is prohibited.

### 3.3.C Treatment of Walls and Furnishings

Rooms may be decorated utilizing molding hooks and Sticky-Tak (removable adhesive or mounting putty), available for purchase from local businesses. Twine, metal, aluminum, and fishing wire are the only approved items that may be used for mountings and/or hangings. The removable of mounting putty has the least damage potential; therefore, 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 removable mounting putty.

Tapes, adhesives other than removable mounting putty, 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, sprinkler heads, 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. Items that have been altered or removed will incur a repair charge.

Beds may be bunked or un-bunked 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 are not permitted in University housing.

### 3.3.D Candles and Incense

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

### 3.3.E Pets

In addition to causing occasional unpleasant situations for residents, pets can create safety and sanitation hazards. Consequently, with the exception of fish, no pets are permitted in any University housing. However, if a student provides documentation to the Office of Disability Resources, service animals and emotional support animals may be permitted in University housing.

Non-disease carrying, healthy fish are permitted in 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 five 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. Due to health and safety concerns, aquariums must be cleaned in the sinks of utility rooms in each hall—not in the public bathrooms.
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 will 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 Regulations for On-Campus Living.
CHAPTER 4. Miami University Carruthers Commuter Resource Center

3.4.A Mission

The Miami University Carruthers Commuter Resource Center 2045, located in the Armstrong, serves as a resource for Oxford campus students who commute from Oxford or the surrounding areas. The Carruthers Commuter Resource Center strives to promote an environment that is welcoming to all commuters and is conducive to student success and engagement. Commuter students bring a variety of backgrounds and experiences to campus. Commuter students may be first-year students, upper-class students, students who have relocated from the regional campuses, as well as students over the age of 25, married, veterans, or with children. In addition to promoting the academic achievement of students, the Carruthers Commuter Resource Center provides opportunities for students to engage in social activities with other commuter students and the larger University community.

3.4.B Supervision

The Carruthers Commuter Resource Center is staffed by a graduate assistant and undergraduate commuter assistants. The graduate assistant and commuter assistants are employees of the Office of Residence Life. As such, the graduate assistant and commuter student assistants work to ensure that the mission of the Carruthers Commuter Resource Center, the mission of the Office of Residence Life, and the mission and policies of Miami University are supported and advanced.
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 and regional campus 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 Medical Director of Student Health Service. See www.MiamiOH.edu/saf/shs for detailed information regarding the Student Health Service.

CHAPTER 2. Student Counseling Service

Access

The Student Counseling Service is available to provide a range of mental health services to full-time Oxford campus students only. Consult the Student Counseling Service website www.MiamiOH.edu/saf/shs 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 University Police at (513) 529-2222 or the Community Counseling and Crisis Center’s 24-hour crisis hotline at (513) 523-4146.

Concerns

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

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: 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.unites.MiamiOH.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.unites.MiamiOH.edu/oeeo/odr/

4.3.D Transportation

Miami University offers bus service operated by the Butler County Regional Transit Authority (BCRTA). All BCRTA buses are wheelchair accessible with fixed routes around campus and Oxford. If, for a reason related to your disability, you are not able to ride the fixed-route bus service, you may be eligible for the BCRTA Paratransit Service. For more information about the available services and routes, please visit the BCRTA website at www.ButlerCountyRTA.com or contact their regional office at (513) 785-5237. BCRTA applications for Paratransit Service are available at the Office of Disability Resources.

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

2014-2015 Student Handbook
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 (OEO) is the University’s designated department for compliance with federal statues 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 OEO 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 OEO, Office of Equity and Equal Opportunity, Hanna House, Miami University, Oxford, Ohio 45056, (513) 529-7157 [TTY accessible]. The OEO Director will evaluate the complaint and determine an appropriate resolution. The OEO 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 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 OEO Director.

c. The OEO Director will evaluate the situation and determine an appropriate resolution. The OEO 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, OEO Director
Hanna House
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.

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. Armstrong Student Center (Director of the Armstrong Student Center)
b. The Marcum Hotel & Conference Center (Director of Conference & Hospitality Services)
c. Shriver Center (Senior Director of Shriver Center)
d. Murstein Alumni Center (Vice President for University Advancement)
e. 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 Marcum Hotel & Conference Center 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.

CHAPTER 5. Voluntary Medical Leave of Absence

4.5.A  Statement of Policy

A student may request a medical leave of absence from the University before the end of a given semester or term if, during the course of that same semester or term, he or she suffers from a physical or mental condition or suffers a serious injury that prevents him or her from meeting the expectations of a student. The first time a student takes a medical leave of absence, the student may elect to receive either a refund of tuition and fees in accordance with the University’s established refund schedule or a Medical Tuition Credit. Subsequent leaves of absence are eligible for tuition and fee refunds only. A Medical Tuition Credit is a credit in an amount equal to that paid for tuition and general fees for the semester or term of leave less any student financial assistance that must be returned to the financial aid program. A Medical Tuition Credit will be applied to the first semester or term of re-enrollment following the student’s medical leave of absence and must be used within three years. A student is eligible for only one Medical Tuition Credit. Students are strongly urged to consult with the Office of Student Financial Assistance to determine how their leave of absence will affect their financial aid before determining whether to seek a refund or Medical Tuition Credit. Any refund 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 leave of absence.

4.5.B  Procedures

4.5.B.1  Request. A request for a medical leave of absence should be submitted by the student in writing (not email) to the Office of the Dean of Students who will work in consultation with others (including the staff of the Student Health Service and Student Counseling Service). 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 a medical leave of absence should include the following:

a. An explanation of why the student is unable to meet the expectations 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 condition. This documentation must reflect evaluation performed during the semester or term in question and reflect the professional’s judgment that the student was prevented from meeting the expectations of a student for a significant period of time during that semester or term due to the condition.
c. Authorization for the Office of the Dean of Students 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 a medical leave of absence are available online through the Student Counseling Service and Student Health Service websites.

The Office of the Dean of Students will make a decision regarding a medical leave of absence 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 Office of the Dean of Students will notify in writing the University Registrar and the student.
b. The student’s transcript for the semester or term 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. A granted medical leave of absence will relieve a student of responsibility for uncompleted academic work but will not provide credit for work completed that semester or term, unless the student has completed and been assigned a passing grade in a sprint course, i.e.,
any course less than a full semester or term in length, prior to the date of last class attendance for that semester or term. If a student has completed and received a passing grade in a sprint course in the semester or term from which the student is requesting a medical leave of absence, the student must so indicate that on the medical leave of absence request form and indicate a rationale for retaining it; otherwise, it will also be removed from the student’s record. (Note: A medical leave of absence is “all or nothing;” it is not possible to receive a medical leave of absence from individual classes while remaining enrolled in other classes. A student may petition the Interdivisional Committee of Advisors for withdrawal from single or multiple classes after the withdrawal deadline has passed [refer to the Academic Calendar http://www.units.MiamiOH.edu/reg/calendars/ for specific withdrawal deadline dates] by contacting his or her divisional advisor.) The student’s academic status with the University will be identical to that at the beginning of the semester or term in question.

4.5.C Re-enrollment Process

A student who desires to re-enroll after a medical leave of absence must submit documentation to the Office of the Dean of Students prior to being permitted to register for classes. The documentation must include verification that the illness or condition which led to the medical leave of absence no longer prevents the student from meeting the expectations of a student without posing a significant risk of substantial harm to property, to self, or others.

4.5.D Request for Retroactive Medical Leave of Absence

Circumstances. Under extraordinary circumstances a student may request a retroactive medical leave of absence for a semester or term that has been completed. Such requests by a student on any Miami campus will be initially reviewed by the Medical Evaluation Committee comprised of the Director of Student Counseling Service, Medical Director of Student Health Service, one or more Student Health Service staff clinicians, one or more Student Counseling Service senior staff members, and a recommendation given to the Office of the Dean of Students.

Process. The student should submit a written request to the Office of the Dean of Students for a retroactive medical leave of absence that includes:

1. A thorough explanation of the circumstances resulting in the student’s inability to meet the expectations of a student for a significant portion of the semester or term 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 or term for which the condition is claimed to have prevented the student from meeting the expectations of a student. 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 or term 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 consider the request and make a recommendation to the Dean of Students. Once a decision is made, the Dean of Students will notify the student in writing.

CHAPTER 6. Involuntary Medical Leave of Absence

4.6.A Purpose

The University is particularly concerned with the health and safety of its students. Physical and mental health services are available to students though 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 may pose a significant risk of substantial harm to the health and safety of others. When such a potential situation is identified, the Dean of Students will determine whether the student should be involuntarily withdrawn according to the standards and procedures described in this policy.

4.6.B Involuntary Medical Leave of Absence Standard

A student is subject to an involuntary medical leave of absence if the Dean of Students determines that the student’s continued presence represents a significant risk of substantial harm to the health or safety of others, 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 others.

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 others should contact the Dean of Students. In the event of an emergency contact the University Police at 911.
4.6.C Imminent Danger Leave of Absence

The Dean of Students will 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 others, the student may be immediately placed on an involuntary medical leave of absence from the University. The Dean will make a reasonable effort to notify the student in writing of the reasons for the proposed leave of absence 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 leave of absence. 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 others. The Dean of Students shall, to the extent reasonably possible, take the least restrictive measure or combination of measures to resolve the threat.

4.6.D Significant Risk of Substantial Harm Leave of Absence

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 others, such risk is not imminent, the Dean of Students shall refer the student to the Evaluation Committee (EC). The Dean will make a reasonable effort to notify the student in writing of the reasons for the proposed involuntary medical leave of absence 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 involuntary medical leave of absence.
2. Discuss this policy and provide the student with a copy of this policy.
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 others and if so, whether the risk posed is a result of a disability, 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 others, it will recommend that no action be taken and that the student be permitted to remain enrolled.

If the EC determines that the student poses a significant risk of substantial harm to others, that the 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:

1. The student be placed on an involuntary medical leave of absence, 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 may 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.

Other reasonable actions or conditions may also be recommended to or imposed and taken by the Dean of Students or designee.

In making the individualized assessment and decision as to whether to place a student on an involuntary medical leave of absence, the EC and Dean of Students will consider the:

- duration of risk;
- nature and severity of harm;
- likelihood that potential harm will occur;
- imminence of potential harm; and
- whether there is a reasonable way to accommodate the student to eliminate or reduce the risk.

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

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 initiate
an immediate involuntary medical leave of absence of the student. 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 readmission. The petition must include medical/psychological 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 others. 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 Office of the Dean of Students. The normal policies and procedures for grades for students who withdraw during an academic semester or term, as described in The Student Handbook, will apply to students who are placed on an involuntary medical leave of absence. The first time a student takes a medical leave of absence, the student may elect to receive either a refund of tuition and fees in accordance with the University’s established refund schedule or a Medical Tuition Credit. Subsequent medical leaves of absence are eligible for tuition and fee refunds only. A Medical Tuition Credit is a credit in an amount equal to that paid for tuition and general fees for the semester or term of the medical leave of absence less any student financial assistance that must be returned to the financial aid program. A Medical Tuition Credit will be applied to the first semester or term of re-enrollment following the student’s medical leave of absence and must be used within three years. A student is eligible for only one Medical Tuition Credit. Students are strongly urged to consult with the Office of Student Financial Assistance to determine how their medical leave of absence will affect their financial aid before determining whether to seek a refund or Medical Tuition Credit. Any refund 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 medical leave of absence.

CHAPTER 7. Timely Warnings

4.7.A Campus Crime Alert

In the event that a crime occurs, on campus or on the public property surrounding campus, that, in the judgment of the Miami University Police constitutes an on-going serious or continuing threat to the campus community, a Campus Crime Alert will be issued. The purpose of a Campus Crime Alert is to enable persons to protect themselves and to heighten safety awareness as well as to seek information that will lead to an arrest and conviction of the perpetrator when violent crimes against persons or major crimes against property have occurred. Every attempt will be made to distribute a Campus Crime Alert soon after the incident is reported; however, the release of the Campus Crime Alert is subject to the availability of facts concerning the incident.

Campus Crime Alerts are usually distributed for the following Uniformed Crime Reporting Program (UCR)/National Incident Based Reporting System (NIBRS) classifications: arson, criminal homicide, and robbery. Cases of aggravated assault and sex offenses are considered on a case-by-case basis, depending on the facts of the case and the information known by Miami University Police Department (MUPD). For example, if an assault occurs between two students who have a disagreement, there may be no on-going threat to other Miami community members, and a Campus Crime Alert would not be distributed. In cases involving sexual assault, they are often reported long after the incident occurred, thus there is no ability to distribute a “timely” warning notice to the community. Sex offenses and burglaries will be considered on a case-by-case basis depending on when and where the incident occurred, when it was reported, and the amount of information known by the Miami University Police Department. The Miami University Police Chief or designee reviews all reports to determine if there is an on-going threat to the community, and if the distribution of a Campus Crime Alert is warranted. Campus Crime Alerts may also be posted for other crime classifications as deemed appropriate.

On the Oxford campus, the Chief of Police or a designee is responsible for preparing and distributing the Campus Crime Alert via blast email. The News and Public Information Office may also send an alert working with the Miami University Police Department. Campus Crime Alerts are posted on the Miami University Police website (www.MiamiOH.edu/police) and distributed to students, faculty, and staff via an email blast.

The Office of Business Services on the Hamilton and Middletown campuses and the Office of the Director at the Voice of America Learning Center are responsible for preparing and distributing the Campus Crime Alerts for their respective campuses via email blast to their faculty, staff and students. The Dean of the Dolibois European Center or a designee is responsible for preparing and distributing the Campus Crime Alert via email blast to the faculty, staff and students on that campus.

4.7.B Emergency Notification v. Timely Warning

If there is an immediate threat to the health or safety of students or employees occurring on campus, Miami will follow its Emergency Notification Procedures (http://miamioh.edu/about-miami/pubs-policies/index.html). No Campus Crime Alert based on the same circumstance will be issued. However, follow-up information will be disseminated to the community as needed.
CHAPTER 8. Helping Students in Distress

4.8.A Institutional Response Team (IRT). 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 (513) 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 (513) 529-1877 or go to the Student Concern Management System website (https://www.admin.MiamiOH.edu/cfapps/case_management/). In an emergency, contact the Miami University Police at 911.

4.8.B Good Samaritan Policy. The health and safety of Miami students is of the utmost importance. As members of the Miami University Community, we are all committed to the principles of mutual respect and the common good. Students are expected to exercise personal responsibility for their own health and safety and to look out for the health and safety of their fellow students.

The University recognizes that sometimes concern about arrest and/or University disciplinary action may deter students from seeking medical assistance for themselves or others in drug- or alcohol-related emergencies. Therefore, Miami University will not arrest or take disciplinary action for a violation of Miami's drug or alcohol policies against those students who seek emergency medical assistance for themselves or other students. This protection is not available to those students who also violate some other University policy that warrants disciplinary action (e.g., students who are disruptive or combative, refuse treatment, possess a false I.D., commit assault, or do property damage).

When a person's health and/or safety is threatened or appears to be at risk from alcohol or drug consumption, the best course of action is to:

- Call 911;
- Call the Miami University Police Department at 513- 529-2222;
- You may also seek assistance from a resident assistant (RA), the residence hall director; or McCullough Hyde Memorial Hospital Emergency Room, 110 North Poplar, 513-523-2111

The University also recognizes the significant threat to health and safety that a repetition of ingesting dangerous amounts of alcohol or drug represents and will work to ensure the involved student receives appropriate education and evaluation in order to mitigate this risk. As a result, any student for whom assistance is sought under this policy will be required to meet with the Office of Ethics and Student Conflict Resolution and take an educational course and/or meet with a University substance abuse specialist for education, assessment, and possible referral for treatment. The student will be responsible for any associated costs. Parents of students may also be notified. In the event the student incurs any alcohol violation during the twelve-month period following the Good Samaritan report, the prior assistance file may be reviewed as part of the sanctioning process but will not be counted as a prior alcohol offense for the purpose of imposing mandatory minimum sanctions.

It is the University’s expectation that a student will avoid disciplinary action under this Good Samaritan Policy only once; it is an opportunity to learn from a serious mistake and take healthy steps to avoid such mistakes in the future.

CHAPTER 9. Emergency Notification and Response

In the event of an emergency, contact Miami University Police at 911 to initiate the Emergency Messaging System.


Miami University maintains multiple systems for alerting the Miami community about campus emergencies and will use some or all of those systems, depending on the circumstances. The University has contracted with Omnilert’s e2Campus system to provide emergency notification services to the University community via cell phone text messages and email. These notices also post to the University homepage, portal, and police page. The Miami Emergency Text Messaging System is available to all Miami University students, faculty, and staff.
To receive this service, individuals must sign up through the University Police at [http://www.units.muohio.edu/police/services-offered/emergency-text-messaging-system/](http://www.units.muohio.edu/police/services-offered/emergency-text-messaging-system/).

In addition, in the case of an emergency, the University can activate an alert service on its telephone system to send notice to all administrative phones on one or all campuses. The University may also elect to alert the media. All Miami University Police vehicles are equipped with bullhorns.

Emergency messaging will primarily be used only for those situations that pose an immediate threat to the health or safety of students or employees on campus or for the closing of an entire campus (i.e., severe weather, chemical spills, fires, and crimes). Messages about criminal activity generally will not be sent using these systems unless it is decided there is an imminent threat of danger. In those cases where a crime has been reported; and University Police determine that, although there is no immediate threat, the crime represents a serious or ongoing threat to the campus community, a Campus Crime Alert will be issued as described above.

The Emergency Messaging System is provided in addition to existing emergency notification procedures and does not replace or eliminate any other emergency notification system (e.g., fire alarms, tornado sirens).

Miami will generally provide follow-up information to the community as appropriate via the University’s website and has a system to email the landlords of Oxford students if appropriate. Miami University also provides information to parents via the Parents Office, which may choose to send emails and/or post information on the Parents Office website, depending on circumstances.

### 4.9.B Emergency Response Procedures

The Office of Environmental Health and Safety, the Miami University Police, and the News and Public Information Office receive information from various offices and departments on campus. If the Miami University Police or one of these offices confirms there is an immediate threat to the health or safety of some or all of the members of the campus community, the Miami University Police and the News and Public Information Office will determine the content of the message and either or both entities will use some or all of the methods described above to communicate to the campus community or appropriate segment of the campus community.

The Emergency Messaging System may be initiated from on-campus and from remote locations. Miami will, without delay and taking into account the safety of the community, determine the content of the emergency message and initiate the Emergency Messaging System, unless issuing a message will, in the judgment of the Miami University Police or other responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency situation.

For guidance on response to a variety of potential dangers, see Emergency Procedures ([http://www.miami.MiamiOH.edu/emergency/index.cfm?muslider=2](http://www.miami.MiamiOH.edu/emergency/index.cfm?muslider=2)).

### 4.9.C Additional Communication

In the event of a significant on-campus emergency or dangerous situation involving an immediate threat to the health or safety of students, faculty, or staff, the University will also post information on its homepage ([www.MiamiOH.edu](http://www.MiamiOH.edu)). The University has access to an off-campus back-up server in the event the University's computing services fail during an emergency.

Miami's News and Public Information Office is charged with notifying the media in the event of an emergency. Updated information will be posted to the University's website and provided to the media.

### 4.9.D Annual Publication

General information about the University's response and evacuation procedures is publicized each year as part of its Campus Safety Report, which is published as part of its compliance with the Clery Act.

### 4.9.E Annual Testing of Emergency Response and Evacuation Procedures

The Office of Environmental Health and Safety and the Miami University Police are responsible for testing the University’s emergency response and evacuation procedures at least once per year. These tests may be announced (as in the case of the residence hall fire safety program) or unannounced (as in the case of emergency preparedness drills). The Office of Environmental Health and Safety is responsible for maintaining documentation for each test, including a description of the exercise, the date, time and place of the exercise, and whether the drill was announced or unannounced.

### 4.9.F Emergency Procedures

**Emergency Assistance: 911**

**Criminal Activity – Report to Miami University Police** (513)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
(evenings, weekends, holidays) (513) 529-6111
(513) 529-2222

**Hamilton campus**
Water, electricity, natural gas
(evenings, weekends, holidays) (513) 785-3079
(513) 785-3222

**Middletown campus**
Water, electricity, natural gas (513) 727-3333

**Voice of America Learning Center**
Water, electricity, natural gas
(evenings, weekends, holidays) (513) 895-8862
(513) 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- and Tobacco-Free Environment

In order to promote the health of our students, faculty, staff, and visitors, all Miami University campuses are designated as Smoke- and Tobacco-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, electronic cigarettes, cigars, or pipes. Smoking is prohibited at all times in all prohibited areas. The use of any tobacco product, including chewing tobacco, is also prohibited.

Smoking and tobacco use are 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 facilities, natural areas, indoor and outdoor theatres, bridges, walkways, sidewalks, residence halls, parking lots, and street parking and garages controlled by the University, including inside personal vehicles parked on University property. Smoking and tobacco use are prohibited on sidewalks that adjoin University property. Smoking and tobacco use are 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. Interested students should contact the Student Health Service.

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.

CHAPTER 11. Missing Student Policy and Student Emergency Contact Information

1.15.A Missing Student Policy

Any person who believes an Oxford campus student is missing should immediately notify the Miami University Police Department at (513) 529-2222. In the event another University office receives a report of a missing Oxford campus student, that office is responsible for immediately 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 notify the contact person designated to be notified in the event that the student is determined to be missing, and institution officials will notify the Oxford Police Department within 24 hours.

1.15.B 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 cellular 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.

In addition to registering a general emergency contact, Miami students living on campus have the option to provide the University with a confidential contact to be notified in the event the student is determined to be missing for more than 24 hours. A student may register the confidential contact during the course registration process on a secure University website. A missing student’s confidential contact information will be accessible by campus officials and may be shared with law enforcement in the course of the investigation. In addition, the University will notify the parents/guardians of any student who is under the age of 18 years and not emancipated if the student is determined to be missing for 24 hours.

CHAPTER 12. Title IX Protocol

Miami University is committed to maintaining a healthy and safe learning, living, and working environment and to creating an environment that promotes responsibility, dignity, and respect in matters of sexual conduct. Sexual violence, sexual misconduct, domestic violence, dating violence and stalking (Title IX Offenses) are strictly prohibited and will not be tolerated. This applies to both on-campus and off-campus conduct, academic, educational, co-curricular, athletic, study abroad, and other University programs. Title IX Offenses include criminal offenses such as rape and sexual assault, domestic violence, dating violence and stalking as well as violations of the Sexual Misconduct or Physical or Mental Abuse or Harm under the Code of Student Conduct.

Providing resources for prevention, education, support, investigation, and a fair disciplinary process, Miami University seeks to eliminate all Title IX offenses. The University is dedicated to preventing Title IX Offenses by providing:

1. Education and prevention programming informing the community about the risks and myths which contribute to violence;
2. Assistance and support including procedures; and
3. Process for reliable and impartial investigation and adjudication that includes appropriate disciplinary sanctions for those who commit Title IX Offenses including suspension and dismissal. When a Title IX offense does occur the University will take appropriate steps to prevent its recurrence and remedy the discriminatory effect on the complainant (and victim/survivor if different from the complainant) and others, as appropriate.

Miami’s Protocol is designed to comply with applicable state and federal laws. Miami University reserves the right to modify or deviate from this Protocol when, in the sole judgment of the University, circumstances warrant, in order to protect the rights of the involved parties, or to comply with the law.

This Protocol describes how the University typically responds to reports of Title IX Offenses involving students. It also:
1. Provides guidance for students who have been the victim/survivor of Title IX Offenses;
2. Outlines the University’s student disciplinary response to alleged conduct violations; and
3. Identifies the relevant places within the University responsible for the Protocol and programs associated with it.

Ms. Rebecca Getson is the University’s Deputy Title IX Coordinator (Coordinator) for matters related to student Title IX Offenses. Ms. Getson may be reached at 104 Health Services Center, 421 S. Campus Avenue, Oxford, Ohio 45056, 513-529-1870 or getsonra@miamioh.edu. Ms. Getson will help students:
1. Access medical and mental health treatment;
2. Report the offense to the police;
3. Report the offense to the Office of Ethics and Student Conflict Resolution (OESCR) for disciplinary action and/or to the Office of Equity and Equal Opportunity for investigation; and
4. Access victim/survivor support resources.

Miami University encourages students who have been the victim/survivor of Title IX Offenses to pursue criminal charges against the person or persons they believe to have committed the crime. A criminal charge and a disciplinary complaint may be pursued at the same time. Students may file a disciplinary complaint with or without pursuing criminal charges. Victim/survivor support and resources are available regardless of criminal charges or University disciplinary action.

Retaliation against a person(s) who reports a crime, brings a disciplinary complaint, pursues legal action, or participates in an investigation or is a witness in any investigation or proceeding is strictly prohibited and will not be tolerated. Students who retaliate will face University disciplinary action.

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 Student Organizations

5.1.A.1 Affiliated Organizations. Any division of the University may create affiliated organizations which perform a service or function of the division and which provide educational/learning opportunities (e.g., Marching Band). The division shall be responsible for directing, managing and funding the affiliated organization and will appoint an advisor to effectuate those obligations. The affiliated organization may provide educational and leadership opportunities for students, including obtaining academic credit, provided, however, the division, through the advisor, is responsible for directing, managing and funding the activities of the affiliated organization. Affiliated organizations are not student organizations, and references throughout the Student Handbook referring to Registered Student Organizations shall not be deemed to include affiliated organizations.

An affiliated organization must be approved by a vice president if the affiliated organization is being sponsored by an administrative unit.

A affiliated organization must be approved by a dean if the affiliated organization is being sponsored by an academic unit.

Affiliated organizations do not require additional recognition by the Associated Student Government. Affiliated organizations will annually provide current information to the Office of Student Activities and Leadership in order to access University services or facilities.

5.1.A.2 Registered Student Organizations. Student organizations wishing to use University services or facilities for the purpose of conducting general or public meetings, fiscal safeguards, or access to funding by the Associated Student Government must obtain recognition by and follow regulations of the Associated Student Government as set forth in the Associated Student Government Bylaws (http://www.miamiasg.com/). A student group seeking recognition by the Associated Student Government as a student organization must submit an online application to the Office of Student Activities and Leadership (https://www.admin.MiamiOH.edu/phpapps/stuorgs). Once approved by the Office of Student Activities and Leadership, the student organization will be recognized. Student organizations must also register annually with the Office of Student Activities and Leadership to ensure continued access to services and facilities.

a. Club Sports. Registered student organizations that meet the following three criteria may be considered club sports:

i. Purpose: the purpose of a club sport is to participate in a physical activity with the primary emphasis being competition or instruction.

ii. National Governing Body: a club sport has a conference, division or national governing body that oversees rules and regulations associated with the sport.

iii. Risk Management: the nature of the sport and/or extensive travel associated requires additional oversight to decrease the risk of injury, liability, and incident.

New student organizations seeking recognition are required to complete Office of Recreational Sports information forms prior to recognition by the Associated Student Government. For detailed information regarding sports clubs, please consult the Sports Club Handbook available in the Office of Recreational Sports.

b. Student Media Organizations shall be recognized and governed by the Committee on Student Media Organizations.

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.

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, a student organization may be granted recognition through customary procedures as an exception to this policy.

5.1.C Registration of Student 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 advisor(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 Advisors
A student organization must have at least one advisor. Advisors 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. Advisors 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 advisor. Guidance for advisors 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 the Office of Student Activities and Leadership that they have been duly recognized and registered. The organization must take this form to the General Accounting/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. Treasurer responsibilities and duties are explained in the Student Organization Treasurer Procedures Manual, and online resources are available through the Associated Student Government website.

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. 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 and Learning, Leadership, Service and Philanthropy, Community, and Brotherhood and 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 advisors on file.
b. An on-campus advisor (faculty, staff, and/or graduate student) on file.
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, advisor, alumni, board member, the University, and the national chartering organization.
   c. Scholarship and 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 and 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 and 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 Advisor 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 advisor; 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 Advisors (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 (including sexual harassment, sexual violence, sexual misconduct, domestic violence, dating violence, or stalking), race, color, religion, national origin, disability, age, sexual orientation, gender identity, pregnancy, 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 Advisor/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. Minimum Eligibility Requirements (no exceptions). A student must:
   a. Be a full-time student (carry at least 12 credit hours) on the Oxford campus of 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 must have 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. 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 and 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 and 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 Honorary, 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 and Learning, Service and Philanthropy, Community, Leadership, and Brotherhood and 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 advisors that review the duties and responsibilities of an advisor as they pertain to University and Greek Community policies.

11. Conduct regular meetings between advisors 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. A copy of the Dance Policy is also available on the [Office of Student Activities and Leadership](http://www.miamioh.edu/student-activities) website.

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.

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:

---

2014-2015 Student Handbook
The showing of a film may be scheduled in an academic building when the following conditions exist:

- **Jurisdiction of the Office of the University Registrar**: If the 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.

### 5.5.A.2 General Instruction Space
- **Contact**: Shriver Center General Office or the Manager of the Armstrong Student Center to schedule space at Shriver Center or the Armstrong Student Center for social events, such as dances, talent shows, movies, organizational meetings, and other such activities.

- **Availability of Space**: 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 University 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 website: [http://www.units.MiamiOH.edu/reg/roomscheduling/roomrequest](http://www.units.MiamiOH.edu/reg/roomscheduling/roomrequest).

- **Large Audience Facilities**: Contact the sales staff at The Marcum Hotel & Conference Center facilities, contact the sales staff at The Marcum Hotel & Conference Center. Hall Auditorium and Millett Assembly Hall are scheduled by the respective facility administrator (Millett/Special Facilities-Building and Grounds Manager).

- **Gymnasia and Dance Studio**: Gymnasia and the dance studio in Phillips Hall are initially scheduled for academic classes (Monday – Friday, 8:00 a.m. – 4:00 p.m.) by the Department of Kinesiology and Health through the Office of the University 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 8:00 a.m. – 12:00 p.m.) and Intercollegiate Athletics (Monday – Friday 12:00 p.m. – 5:00 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 (9:00 p.m. – 2:00 a.m. Friday-Saturday: 9:00 p.m. – 12:00 a.m. [midnight] Sunday), the use of gymnasia 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.

- **Lectures and Shows**: 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 Office of the University Registrar, clearance of space must be obtained before any public announcement is made.

- **Film Showings**: The showing of a film may be scheduled in an academic building when the following conditions exist:
  - **Regular Class Session**: The film is scheduled during a regular class session as a portion of that class; or
  - **Department Chair**: The department chair and the Office of the University Registrar have authorized the use of the facility for academic purposes and with assurance that a faculty member will be present; or
  - **Authorized Room**: 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 Office of the University 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.

**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.

- **University Events (December 1 through January 31)**
  - Commencement
  - Convocation
  - President’s Office

- **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

- **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)

- **Academic Mission (February 1 through 28)**
  - Departmental Lectures
  - Lecture Series
  - Honors Program
  - Oxford Chamber Orchestra

- **Registered Student Organizations (March 1 through 31)**

- **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.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.

Non-research animals on campus. Non-research animals are generally prohibited on Miami’s campuses. Thus, dogs, cats, and other domesticated animals are not permitted in student residence halls and apartments, academic buildings, or other University-owned and University-controlled buildings unless specifically exempted. The following are specifically exempted:

1. Service animals assisting people with disabilities;
2. Animals used by the Miami University Police Department;
3. Fish kept as pets in student residence halls and apartments so long as the fish are kept in tanks no larger than five (5) gallons (see the Guide to Residence Hall Living for additional information).
4. Dogs and cats residing in faculty/staff rental property with the permission of the Vice President for Finance and Business Services or his or her designee. Renters are subject to specific animal provisions in their lease agreements;
5. Horses stabled at the University Equestrian Center;
6. Dogs used by the Student Counseling Service for therapeutic purposes.

Faculty, staff, students, and visitors (pet owners) may walk their pets in the open areas of the campuses of Miami University. Pets must be leashed and under control by the pet owner at all times in order to protect the health and safety of the people and pets that are on the campuses of Miami University. Pet owners shall remove and dispose of in a sanitary manner all feces deposited by their pets. Pet owners who choose to bring their pets onto campus agree to bear full responsibility for the conduct and behavior of their animals.

Unattended animals may be seized by animal control or law enforcement. Owners may be fined for unattended and/or unleashed animals.

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 Public Speaking, Leaflet Distribution, and Demonstration Policy

Miami University embraces the rights of expression, affiliation, and peaceful assembly. Miami University faculty, staff, and students may express their views by demonstrating peacefully for ideas they wish to make known, and the University will protect these rights. The University has an equal and co-extensive obligation to protect the rights and freedoms of those who choose not to participate in a demonstration. Additionally, the University has a duty to protect its property and to assure the continuation of the University's teaching, research, administrative, and service functions.

The term “Demonstrations” as used in this policy includes, but is not limited to, picketing, petition circulation, public speech making, rallies, the appearance of public speakers in outdoor areas, mass protest meetings to display group feelings or sentiments.

Facilities are to serve the needs of students. 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.

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

University 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.3 Penalties for Violation.

Any person in violation of the above is subject to an order from the Miami University Police Department or other law enforcement official to disperse. Persons failing to comply with such an order are subject to arrest and prosecution for criminal trespassing and are subject to University disciplinary action.

5.5.D 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.D.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.


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.

Distribution of materials (including but not limited to distribution of flyers, leaflets or pamphlets, or the circulation of petitions) by faculty, staff, or students, other than as part of the University’s teaching, research, administrative, and service functions, may occur only on perimeter sidewalks, on other areas, if any, designated by the University, or on exterior areas of campus buildings. Employees may not distribute materials unrelated to their work duties in work areas during work time.

5.5.C.2 Visitors.

Persons not employed or enrolled as students who wish to demonstrate or to distribute materials on University property may do so only on the perimeter sidewalks designated by the University. Those designated areas consist of the perimeter sidewalks parallel to the following streets: High Street, Patterson Avenue, Chestnut Street, Spring Street, Tallawanda Street, Maple Street, Oak Street, and Campus Avenue. Such activities shall not exceed forty-eight (48) hours.

Information that is obscene or libelous or that advocates unlawful conduct may not be disseminated.

All fire, safety, and sanitary laws and regulations must be obeyed.

Demonstrations may not obstruct vehicular, bicycle, pedestrian, or other traffic.

Demonstrators may not engage in any activity which constitutes a clear and present danger to persons, property, or the University’s operations.

Demonstrations must comply with all applicable laws and University policies including those regarding scheduling of space.

The University may elect to establish reserved gates/entrances for vendors. Demonstrations at gates or entrances reserved for vendors will not be permitted.

Visitors are welcome to walk through the University’s campus, but they may not make formal speeches and presentations, erect displays or conduct similar activities unless invited to do so by the University or by a recognized student organization.

Any person in violation of the above is subject to an order from the Miami University Police Department or other law enforcement official to disperse. Persons failing to comply with such an order are subject to arrest and prosecution for criminal trespassing and are subject to University disciplinary action.

5.5.C.1 Faculty, Staff, and Students.

Therefore, in conformity with University policy and practice, the following standards must be followed by those faculty, staff and students who wish to demonstrate:

- Demonstrations may not occur inside University buildings, on porches or porticos of University buildings, or on lawns of University-owned residential facilities.
- Demonstrations may not impede ingress or egress to the University, any University property, parking lot, building, facility, or event. Thus, demonstrators must stay at least twenty-five (25) feet from the entrance to any University building, property, parking lot, facility or event, including entrances to construction sites.
- Demonstrations may not obstruct or disrupt, by auditory or other means, any University activities. Sound amplification devices may only be used at a volume which does not disrupt or distract from the normal use of classrooms, offices, or laboratories or any scheduled University event. Thus, use of amplification device(s) between 8:00 a.m. and 9:00 p.m. within 250 feet of an academic building is prohibited. The use of amplification device(s) between 11:00 p.m. and 8:00 a.m. is prohibited.
- Sleeping outdoors between 11:00 p.m. and 8:00 a.m., and camping outdoors at any time is prohibited except as part of a registered student organization activity in designated areas adjacent to the Shriver Center and Phi Delta Theta Gates (corner of Campus Avenue & High Street) or students seeking admission to the Goggin Ice Center, Millett Assembly Hall or Yager Stadium. Such approval shall not exceed forty-eight (48) hours.
- The University may elect to establish reserved gates/entrances for vendors. Demonstrations at gates or entrances reserved for vendors will not be permitted.
Student Organizations. Except in Goggin Ice Center, the Marcum Hotel & Conference Center, 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.D.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, (513) 529-9800
ii. McKie Field, Office of the Director of Intercollegiate Athletics, (513) 529-3113
iii. Yager Stadium track and turf field, Office of the Director of Intercollegiate Athletics, (513) 529-3113
iv. Miami Stables, (513) 529-6868
v. Millett Assembly Hall Arena, sub-basement gym and concourse, Office of Special Facilities, (513) 529-3355. Millett Assembly Hall ROTC classrooms, room scheduling section of the Office of the University Registrar, (513) 529-8708
vi. Peffer Park, Division of University Advancement, (513) 529-8512
vii. Shriver Center, Office of the Director of the Shriver Center, (513) 529-4031
viii. Dogwood Grove picnic area and Formal Gardens, Office of Campus Services, (513) 529-6786
ix. Western Lodge, Office of Student Activities and Leadership, (513) 529-2266
x. WRA Cabin, Office of Student Activities and Leadership, (513) 529-2266
xi. Phillips Hall—Department of Kinesiology and Health, (513) 529-2700. Phillips Hall classrooms, room scheduling section of the Office of the University Registrar, (513) 529-8708

5.5.D.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.D.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 and tobacco use are 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, gymnasiuums, 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 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.D.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:
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 medical staff of the Student Health Service 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.

2014-2015 Student Handbook
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 (513) 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 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 (513) 529-7070. Violation of this policy is a violation of the Code of Student Conduct and may lead to disciplinary action.

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 First-Year Advisor in a first-year hall or the Resident Director in an upper-class hall. A list of staff members may be obtained from the Office of Residence Life.

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 Dining Halls

Permission to place signs, posters, banners, and 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 (513) 529-2266 or stop by 356 Shriver.

Table tents must not exceed four by six 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 twelve table tents may be approved for any one time period.
- Eight table tents are for use exclusively by Student Affairs and student organizations.
- Four table tents are for use exclusively for academic and department table tents 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.
- Table tents may not be used to advertise the same event or activity for more than one week in succession.
- University departments and student groups or organizations must skip at least one week in between reservations.
- During the last full week of classes each semester, the Office of Student Activities and Leadership will authorize student organizations and groups to reserve table tents for the first four weeks of the next semester on a first-come, first-served basis.

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.
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 advisor (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 on-campus sales projects must register the event through the Office of Student Activities and Leadership. Any sales project must be within the limits established and listed below:

- Monies gained through sales or fundraising activities must accrue to the organization or be approved by the Office of Student Activities and Leadership for off-campus distribution for philanthropic purposes.
- Public sales tables are available on a first-come, first-served basis inside the Phillip R. Shriver Center, the Armstrong Student Center, residence hall lobbies, designated areas in dining facilities, 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 the 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 advisor. 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.

CHAPTER 12. Reporting Harassment, Discrimination, and Retaliation
Working Environment

It is Miami University’s position that employees and students should have a working, learning, and living environment free from harassment, discrimination, and retaliation. Should students experience harassment, and/or discrimination, and/or retaliation 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.MiamiOH.edu/oeeo, or by calling (513) 529-7157.

Making a Report

Students who believe they have been the victims of harassment and/or discrimination and/or retaliation on the basis of race, sex (including sexual harassment, sexual violence, sexual misconduct, domestic violence, dating violence, or stalking), religion, color, national origin, age, disability, sexual orientation, gender identity, pregnancy, military status, or veteran status should make a report with the Office of Equity and Equal Opportunity, located in Hanna House on the Oxford Campus (513) 529-7157. More information about report procedures and harassment and discrimination is available on the website at http://www.MiamiOH.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


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 sex (including sexual harassment, sexual violence, sexual misconduct, domestic violence, dating violence, or stalking), race, color, religion, national origin, disability, age, sexual orientation, gender identity, pregnancy, military status, or veteran status. This prohibition extends to harassment or discrimination, based on the protected status listed above, including the creation of an intimidating, hostile, or offensive working, educational, or living environment. This policy also prohibits discrimination in employment based on genetic information as prohibited by the Genetic Information Nondiscrimination Act of 2008 (GINA).

Harassment and discrimination are 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 person’s own expense. Under the law, there are various time limits for filing charges outside the University. Persons 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 Definitions

For the purpose of determining whether particular conduct constitutes a violation of this policy, the following definitions will be used:

**Discrimination:** conduct that is based on a person’s sex (including sexual harassment, sexual violence, sexual misconduct, domestic violence, dating violence, or stalking), race, color, religion, national origin, disability, age, sexual orientation, gender identity, pregnancy, military status, or veteran status that:

1. Adversely affects a term or condition of a person’s employment, education, living environment or participation in a University activity; or
2. Is used as a basis for or a motivating factor in decisions affecting the person’s employment, education, living environment or participation in a University activity.

Harassment: conduct that is based on a person’s sex (including sexual harassment, sexual violence, sexual misconduct, domestic violence, dating violence, or stalking), race, color, religion, national origin, disability, age, sexual orientation, gender identity, pregnancy, military status, or veteran status that has the purpose or effect of unreasonably interfering with a person’s employment or educational experience or creates an intimidating, hostile, offensive working, educational or living environment.

The University will provide, consistent with state and federal law, reasonable accommodations to persons with disabilities and reasonable accommodations for religious practices.

Examples of conduct prohibited by this policy include but are no means limited to:

1. Denying a person access to an educational program based on the person’s sex, race, color, religion, national origin, disability, age, sexual orientation, gender identity, pregnancy, military status, or veteran status.
2. Denying salary increases and/or promotions on the basis of the person’s sex, race, color, religion, national origin, disability, age, sexual orientation, gender identity, pregnancy, military status, or veteran status.
3. Preventing a person from using University facilities or services on the basis of that person’s sex, race, color, religion, national origin, disability, age, sexual orientation, gender identity, pregnancy, military status, or veteran status.
4. Instigating or perpetuating an environment that is unwelcome or hostile based on a person’s sex, race, color, religion, national origin, disability, age, sexual orientation, gender identity, pregnancy, military status, or veteran status.
5. Subjecting a person to offensive and unwelcome conduct based on the person’s sex, race, color, religion, national origin, disability, age, sexual orientation, gender identity, pregnancy, military status, or veteran status. Offensive and unwanted conduct includes offensive jokes, offensive pictures and digital images, slurs, epithets, threats, intimidation, stalking, and unwanted sexual conduct or contact (including rape, sexual assault, sexual battery, non-consensual touching of erogenous zone).
6. Basing decisions about employment or educational opportunities on a person’s acceptance or rejection of a sexual advance, sexual imposition or request for sexual favors.

The more severe the conduct the less need there is to show a repetitive series of incidents to demonstrate a hostile environment. In fact, a single severe incident may be sufficient to create a hostile environment.

5.14.C 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 or discrimination made by them against University students or employees. This policy also applies to harassment or discrimination that occurs outside the educational program or workplace if the conduct negatively affects a person’s educational or work environment.

Sexual violence, sexual misconduct, domestic violence, dating violence, and stalking are forms of sexual harassment and are prohibited by this policy. These are also crimes and should be reported to the Miami University Police Department (911, 9-911 from an on-campus phone, or 513-529-2222) or other local law enforcement. For information on reporting to the police or other local law enforcement, evidence collection and preservation, resources and support services (including medical, counseling and advocacy services, protection orders, and immigration services), as well as the legal definitions of these offenses, see Miami University’s Title IX Protocol at http://www.miami.MiamiOH.edu/campus-safety/sexual-assault/protocol.html.

5.14.D 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.E Information and Assistance

General information regarding this policy is available at the Office of Equity and Equal Opportunity, Hanna House, Miami University, Oxford, Ohio 45056, (513) 529-7157.

Title IX Coordinator- Title IX of the Educational Amendments of 1972 is a federal law prohibiting discrimination on the basis of sex in higher education. Sex discrimination includes sexual harassment and sexual violence. The University’s Title IX Coordinator is Ms. Kenya Ash, Director of the Office of Equity and Equal Opportunity, Hanna House, Miami University, Oxford, Ohio 45056. Ms. Ash may be reached at (513) 529-7157 or ashkd@MiamiOH.edu.

Deputy Title IX Coordinator for Athletics- Ms. Jennifer A. Gilbert, Associate Athletic Director/Senior Woman Administrator/Director of NCAA Compliance is the University’s Deputy Title IX Coordinator for matters related to equality of treatment and opportunity in Intercollegiate Athletics. This includes athletic financial assistance, accommodation of interest and
abilities and equity of athletic program benefits. Ms. Gilbert may be reached at Millett Assembly Hall, Miami University, Oxford, Ohio 45056, (513) 529-3113 or gilberj2@MiamiOH.edu.

Deputy Title IX Coordinator for Student Sexual Assault. Ms. Rebecca Getson, Sexual Assault Response Coordinator, is the University’s Deputy Title IX Coordinator for matters related to student sexual violence. This includes sexual misconduct, sexual violence, and sexual coercion of students. Ms. Getson also serves as the coordinator for matters relating to student domestic violence, dating violence, and stalking. Ms. Getson may be reached at the Student Health Service, 104 Health Services Center, 421 S. Campus Avenue, Oxford, Ohio 45056, 513-529-1870 or getsonra@MiamiOH.edu.

Sections 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act Coordinator- Section 504 and the ADA are federal laws prohibiting discrimination on the basis of disability. The University’s Section 504 and ADA Coordinator is Ms. Kenya Ash, Director of the Office of Equity and Equal Opportunity, Hanna House, Miami University, Oxford, Ohio 45056. Ms. Ash may be reached at (513) 529-7157 or ashkd@MiamiOH.edu.

5.14.F Retaliation Is Prohibited

Any retaliatory action or conduct taken by any person 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 harassment or discrimination or who testifies, assists, or participates in any manner in an investigation, proceeding, or hearing relative to harassment or discrimination.

5.14.G Action

Any person who believes he or she has been subjected to or witnessed harassment, discrimination, or retaliation is strongly encouraged to make a report. Immediate assistance and options are available, including changes to academic and working situations, changes in student living situations, no-contact orders, and academic support services.

If 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 additional relief. This policy provides for reliable and impartial investigation of harassment or discrimination. When harassment or discrimination does occur, the University will take appropriate steps to prevent its recurrence and remedy the discriminatory effect on the reporter (and alleged victim if different from the reporter) and others, as appropriate. The University may also initiate appropriate disciplinary action under Section 5.14.O of this policy.

5.14.H Reporting Harassment, Discrimination, or Retaliation

Any person who believes he/she has been subjected to discrimination, harassment (including sexual violence, sexual misconduct, domestic violence, dating violence, or stalking), or retaliation may report the behavior directly to the Office of Equity and Equal Opportunity (OEEO). Reports may be filed by the victim or others on their behalf.

Within 24 hours of receiving information he/she has about alleged or possible discrimination, harassment (including sexual violence, sexual misconduct, domestic violence, dating violence, or stalking), or retaliation, the following employees must report the information to the Office of Equity and Equal Opportunity:

- President, Vice Presidents, Associate Vice Presidents, Assistant Vice Presidents
- Provost, Associate Provosts, Assistant Provosts
- Department Chairs and Regional Campus Academic Coordinators
- Unclassified staff members who have supervisory responsibilities
- Academic Deans, Associate Deans, Assistant Deans
- Directors, Associate Directors, Assistant Directors, and other administrative heads of offices
- Human Resources staff
- Academic Personnel Services staff
- Director of Intercollegiate Athletics and coaches
- Residence Life staff, including central and professional staff and Resident Assistants

OEO will conduct a preliminary assessment of the report. The report should not be made to the person who is engaging in discrimination, harassment, or retaliation. A person who believes that he or she has been the victim of discrimination, harassment, or retaliation 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. However, OEO reviews and takes appropriate action on all reports including anonymous reports.

5.14.I Advisors

Any person who reports alleged harassment, discrimination, or retaliation (and alleged victim if different from the reporter) and any person
against whom such an allegation is made may be accompanied at all stages of the process described in this policy by an advisor. Advisor means any individual who provides support, guidance, or advice to the accuser or the accused.


OEOE may facilitate an informal resolution of the report. An informal resolution of the report does not bar a subsequent formal resolution. The University does not use mediation to resolve reports.

A report may be filed at any time regardless of the length of time between the alleged occurrence and the decision to report. However, the University strongly encourages persons to report promptly in order to facilitate an effective investigation and access to information. A delay in reporting may compromise the investigation, particularly if neither the reporter (and alleged victim if different from the reporter) nor the accused is employed by the University or enrolled as a student at the time.

Interim Measures. Upon receipt of a report, and upon the request of the reporter (and alleged victim if different from the reporter), the University will provide the reporter (and alleged victim if different from the reporter) with support services. Support services include:

1. Providing the reporter (and alleged victim if different from the reporter) with a temporary safe space within the University residence halls (available to Oxford residential students);
2. Moving the accused or the reporter (and alleged victim if different from the reporter) so he/she does not share the same residence and/or dining hall (available to Oxford residential students) or workspace (available to students and employees);
3. Changing class or work assignments so that the accused and the reporter (and alleged victim if different from the reporter) do not share the same classes (available to instructional staff and students) or workspace (available to students and employees);
4. Providing the reporter (and the alleged victim if different from the reporter) with academic support services including tutoring (available to students); and/or
5. Prohibiting the accused from having any contact with the reporter (and alleged victim if different from the reporter) (available to employees and students).

OEOE will treat as confidential any accommodations or protective measures provided to the reporter (and alleged victim if different from the reporter), to the extent that maintaining such confidentiality will not impair the ability of the institution to provide the accommodations or protective measures as required by law.


Miami University will preserve confidentiality to the extent possible and allowed by law.

Confidential Reporting. A person may speak confidentially with certain persons in legally-protected roles, including:

- Women Helping Women (rape crises counselors are available 24 hours a day at (513) 381-5610 or toll-free at (877) 889-5610; and
- Medical staff at the Employee Health Clinic (513) 529-3000; and
- Off campus with available clergy, counselors, and physicians, including a Sexual Assault Nurse Examiner (SANE) at McCullough-Hyde Memorial Hospital (513) 523-2111.

A confidential report does not result in a report to law enforcement or in a University investigation. It will not be reported to the Title IX Coordinator or to the Office of Equity and Equal Opportunity.

Non-Confidential Reporting. Upon the receipt of a report of harassment, discrimination, or retaliation, OEOE will make a preliminary assessment of the report. Every effort will be made to handle such reports fairly, impartially, and quickly. OEOE understands that these matters can be extremely sensitive. However, in order for the University to take action when warranted, conducting an investigation will usually be necessary. In order to protect both the reporter (and alleged victim if different from the reporter) and the accused, 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 required under this policy, it is not possible to guarantee complete confidentiality. The reporter (and alleged victims if different from the reporter) may request confidentiality. The University takes such requests seriously; however, such requests may severely limit the University’s ability to investigate and take reasonable action in response to a report. In such cases, the Title IX Coordinator and Director of the OEOE will evaluate the request for confidentiality in the context of the University’s commitment to provide a reasonably safe and non-discriminatory environment. In cases involving student sexual violence, the Title IX Coordinator and Director of the OEOE will consult with the Deputy Title IX Coordinator for Student Sexual Assault and Sexual Assault Response Coordinator.

In order to make such an evaluation, a preliminary assessment into the alleged violation will be conducted and the request will be weighed against the following factors:

1. The seriousness of the alleged violation;
2. Whether there have been other reports made regarding the accused;
3. The right of the accused to access the report;
4. The applicability of any laws requiring disclosure;
5. The availability of other information to support the alleged violation.

If the reporter (and alleged victim if different from the reporter) insists that their privacy be protected and that their name or other identifiable information not be disclosed to the accused, the Director of OEEO or designee will advise the reporter (and alleged victim if different from the reporter) of the University’s limited ability to respond to the report. An accused has a right to know the name of the reporter (and alleged victim if different from the reporter) and information regarding the nature of the allegations in order to defend against the report; thus, the University may not be able to both investigate the report and maintain the confidentiality of the reporter (and alleged victim if different from the reporter). The University may take other steps to limit the effects of the alleged harassment or discrimination and prevent its recurrence.

**Police Reports.** Ohio law requires those not in a legally-protected role who have knowledge of a felony to report it to law enforcement. Miami personnel including OEEO staff are required to report crimes (including sex offenses, domestic violence, dating violence, and stalking) to the Miami University Police or other appropriate law enforcement agency. Reporting to the Miami University Police or other appropriate law enforcement agency does not require the reporter (and alleged victim if different from the reporter) to file criminal charges. The staff of OEEO will assist the reporter (and alleged victim if different from the reporter) in making a report to the police or other appropriate law enforcement agency.

Police reports are open for inspection and copying under Ohio’s Public Records Act. The extent to which Miami University can protect the identity of victims of offenses contained in police reports is not absolute; however, the University uses its best efforts to protect the identity of the victim and the intimate details of the report. Ohio law specifically permits the University to withhold the identity of an uncharged suspect.

**Crime Alerts/Emergency Notification.** If a report of a Title IX Offense reveals there is an immediate threat to the health or safety of students or employees on campus or that an ongoing serious or continuing threat to the campus community exists, an Emergency Notification or a Campus Crime Alert will be issued. The purpose of a Campus Crime Alert is to enable persons to protect themselves, heighten safety awareness, and seek information that will lead to an arrest and conviction. The **victim’s name and other personally identifying information will NOT be included in any Emergency Notification or Crime Alert.**


**5.14.L Investigation of a Report**

Within thirty (30) calendar days of receipt of a report, OEEO will conduct an 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. The parties will have the opportunity to be accompanied by an advisor, to present information and respond to written reports, and to ask that witnesses be interviewed. 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. OEEO’s findings will be based on a preponderance of the evidence. A preponderance of the evidence is the evidence that has the most convincing force; the greater weight of credible evidence. OEEO will consider all information presented. This standard of evidence essentially asks, “Is it more likely than not that our policy was violated?”

A copy of the OEEO report will be given to both the reporter (and alleged victim if different from the reporter) and the accused. After the OEEO report is issued, both the reporter (and alleged victim if different from the reporter) and the accused are permitted to review the OEEO investigation file.

**5.14.M Review**

If dissatisfied with the OEEO report, either the reporter (and alleged victim if different from the reporter) or the accused 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 Miami University students and employees. The request stating the reasons must be made in writing to OEEO within ten (10) class days of the issuance of the OEEO report (Note: class days include 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 (5) 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:

<table>
<thead>
<tr>
<th>Parties Involved</th>
<th>Composition of Panel Committee</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Both are faculty members</td>
<td>All faculty members</td>
</tr>
<tr>
<td>2. Both are staff members</td>
<td>All staff members</td>
</tr>
</tbody>
</table>

---

2014-2015 Student Handbook
| 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 | a. One or two faculty or staff members; the rest students |
| b. | If the report arises out of a graduate assistant’s teaching responsibilities | b. Two students and three faculty members |
| c. | If the report arises out of a graduate assistant’s non-teaching responsibilities | c. Two students and three staff members |

Both the reporter (and alleged victim if different from the reporter) and the accused 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 his/her 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 OEEO investigation file.

### 5.14.N Decision of the Panel Committee

Within ten (10) class days of its appointment, the Panel Committee will issue a written report in which a majority of its members concur. *(Note: class days include exam week)*

In the report, the Panel Committee will do one of the following:

1. Affirm or reverse the finding of no reasonable cause.
2. Affirm or reverse the finding of reasonable cause.
3. Remand the matter to OEEO for additional investigation and a supplementary report based on the additional investigation.
4. Affirm or recommend modifying any recommendations made by OEEO.

If the Panel Committee concludes that reasonable cause exists to believe that this policy has been violated, it may instruct OEEO to take immediate action to eliminate the harassment or discrimination.

### 5.14.O Disciplinary Action

If there has been a finding of reasonable cause and a recommendation that the accused be subjected to appropriate disciplinary action either in the OEEO 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 accused 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 the *Miami University Policy and Information Manual*, if the person is a member of the instructional staff.

If disciplinary action is initiated, the reporter (and alleged victim if different from the reporter), the accused, the person or office initiating disciplinary action, and the hearing body will be entitled to full access to the OEEO investigation file and the file, if any, of the Panel Committee.

Both parties will have the same opportunities to have others present during any institutional disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice.

The disciplinary proceedings will be conducted in a manner that:

1. Is consistent with University policies and is transparent to both parties; and
2. Includes timely notice of meetings at which both parties may be present; and
3. Provides timely access to both parties and appropriate officials to any information that will be used after the fact-finding investigation but during informal and formal disciplinary meetings and hearings; and
4. Is conducted by officials who do not have a conflict of interest or bias for or against either or both parties; and
5. Which has responsibility determined based on a preponderance of the evidence standard; and
6. Does not permit the alleged victim to be asked about prior sexual history with anyone other than the accused.

The complainant (and alleged victim if different than the complainant) and the accused will receive simultaneous notification, in writing, of:

1. The result of any institutional disciplinary proceeding that arises from an allegation of sexual misconduct, domestic violence, dating violence, or stalking;
2. The institution’s procedures for the reporter (and alleged victim if different from the reporter) and the accused to appeal the result of the disciplinary proceeding, if appeals are permitted;
3. Any change to the result of the disciplinary proceedings; and
When such results become final.

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 for appropriate administrative action.

5.14.P Additional Measures

If a finding of reasonable cause has been made, either in the OEEO report or as a result of a review and report by the Panel Committee, the University will take remedial action which may include disciplinary action against the accused and remedies for the reporter (and alleged victim if different from the reporter) and others. In any instance in which the reporter (and alleged victim if different from the reporter) did not take advantage of a specific interim measure service when offered as an interim measure, the reporter (and alleged victim if different from the reporter) is still entitled to appropriate final remedies that may include services that were declined as an interim measure. The OEEO may impose additional measures without initiating disciplinary action. Additional measures include but are not limited to:

- Counseling, required education/training for the accused;
- Moving the accused so he/she does not share the same residence, dining hall (available to Oxford residential students) or workspace (available to employees);
- Changing the accused’s class assignments so that the accused and the alleged victim do not share the same classes (available to instructional staff and students) or work assignments (available to employees);
- Prohibiting the accused from having any contact with the alleged victim (available to faculty, staff, and students).

5.14.Q Miscellaneous

The University is committed to addressing all complaints of harassment and discrimination in a prompt and equitable manner. The University uses its best efforts to complete the investigation of all complaints within 60 calendar days. This timeline may be extended based upon the complexity, severity and extent of the alleged violation. The timeline may also be affected by the winter or spring break periods and summer or winter terms. This timeline does not include appeals.

After a report of harassment or discrimination has been made, subsequent time limits specified in this policy may be extended by the Associate Vice President for Institutional Diversity. Notice of the extension will be made in writing and will include the reason for the extension. Notification of extension will be made to both the reporter (and alleged victim if different from the reporter) and the accused.

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 making a false allegation. It is also a violation of this policy for an accused or other person interviewed by OEEO 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.

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 www.MiamiOH.edu/idcard.

Rules of Borrowing.

Undergraduate students may borrow most materials from Miami University Libraries for three weeks. As a courtesy, Academic Scholars, and University Honors students may borrow books in the general collection for a semester to support their research. Some non-book
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.

All materials are 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 materials checked out may be renewed as long as there is not a hold (request for use) on the book by another client. Materials may be renewed through the Miami University Libraries’ website. For more details about borrowing library materials, consult http://www.lib.MiamiOH.edu/policies/borrowing.

All borrowers 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.MiamiOH.edu/ill.

5.15.C Overdue, Lost, and Damaged Materials

Overdue Fines and Lost Materials/Equipment Charges. As a courtesy, the Miami University Libraries send email 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 fines and replacement costs is available at http://www.lib.MiamiOH.edu/policies/loanfinescharges and for Ohio LINK and Search Ohio from: http://www.lib.miamioh.edu/policies/loanperiodsohiolink. These fines and charges are subject to change with approval by the Miami University Board of Trustees.

Failure to pay library fines and fees may result in the suspension of library privileges.

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). Students found guilty of these acts will be billed for replacement costs and processing charges as described on the Libraries web site.

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, equipment, and other Library 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 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. No alcoholic beverages are permitted in any of the Libraries.
c. Smoking and the use of smokeless tobacco are prohibited.
d. Cell phone policies are independently established by and posted in each facility.
e. The Libraries have designated quiet study areas. Students are expected to observe norms in quiet study areas. Those who do not may be asked to study in another area of the library or to leave the building. Posters and signs may be displayed only on bulletin boards. Violators will be reported to the appropriate University office.
f. Election tables, petition campaigns, and other co-curricular activities are permitted in the lobby of any library with the permission of the Dean and University Librarian.
g. No fraternity or sorority activities may take place in the Libraries.
h. Only service pets are permitted in the Libraries.
i. Priority use of library workstations is to meet curricular and research needs.

CHAPTER 16. Student Employment

Working while attending college is a time honored tradition at Miami. In a typical academic year approximately 5300 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 22 hours per week during the academic year. International students may not work more than 20 hours per week.

Student employment positions are available in offices throughout campus including Housing, Dining, Recreation, and Business Services, the Recreational Sports Auxiliaries, Physical Facilities, Community Engagement and Service and various academic and administrative offices. Students must apply online using the PeopleAdmin system. Student employment positions are posted at http://www.units.MiamiOH.edu/prs/studentemployment/.

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 Department of Human Resources 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 termination of employment.

Students who feel they have been discharged unfairly may address their concerns in writing to the Director of Compensation, Employment and Technology, Department of Human Resources. The University has any authority to make any contrary promise, unless in writing and signed by the President. Students who feel they have been discharged unfairly may address their concerns in writing to the Director of Compensation, Employment and Technology, Department of Human Resources.

CHAPTER 17. Student Organization Vehicle Rentals and Travel Policies

5.17.A Renting a Vehicle

Registered student organizations and sports clubs can rent vehicles through the University’s Enterprise Rent-a-Car program. For additional information contact the Office of Finance and Business Services.

5.17.B Safety Requirements for all Student Organization Vehicle Usage

1. Use of rented vehicles by a student organization may be used only for official business of the student organization. Only designated and approved drivers are permitted to drive the rented vehicles. Rented vehicles may not be used for personal business or pleasure.
2. Drivers and passengers are all responsible for ensuring the vehicles are operated in an appropriate and safe manner considering the specific nature of the trip, including such things as road conditions, expected en route weather, distance to be traveled, prolonged driving time, and time-of-day, among others.
3. Drivers of rented vehicles are subject to all laws, speed limits, and other regulations established by the local jurisdictions through which they travel. Seat belts shall be worn at all times by all occupants. Any fines or citations resulting from traffic or criminal violations will be the responsibility of the driver, and not the University.
4. Drivers shall not drive between 12:00 a.m. (midnight) and 5:00 a.m.
5. Trips of greater than two hours must comply with the following:
   - Drivers can only drive four hours without stopping to rest for at least 30 minutes;
   - No single driver can drive more than eight hours total in a 24-hour period; and
   - A front passenger seat navigator must be designated and must be awake at all times.
6. Drivers shall not drive during periods of travel or weather advisories or at any time during inclement weather of such severity as to make travel unsafe to a reasonable person.
7. For all trips, students are required to fill out the Organization Travel Registration Form found on the Dean of Student’s website: http://miamioh.edu/student-life/student-affairs/about/leadership/office-of-dean/

5.17.C Additional Van and Towing Safety Requirements

1. In order to drive a van for student organization purposes, the drivers must meet the additional following requirements:
• Minimum of 19 years of age and a minimum of two years driving experience (21 years of age for twelve-passenger van); and
• Before driving, the student shall successfully complete required training available via on-line streaming video or equivalent training authorized by the Environmental Health and Safety Office (EHSO). Students should contact the EHSO office at (513) 529-2829 to get instructions for registering for training.

2. In addition to all other requirements, tow vehicle drivers must have one year towing experience. No personal vehicles shall be used to tow for University purposes.

5.17.D Enforcement

Drivers and passengers are all responsible for ensuring the vehicles are operated in an appropriate and safe manner. As such, in the event that a driver or group fails to comply with these requirements, the students and/or the student organization may be subject to discipline under the Code of Student Conduct. Without limiting the potential sanctions that may be imposed for such violations, the loss of privileges for renting vehicles may be imposed.

5.17.E Emergency Notification

In case of an accident, the driver or other member of the group must notify the appropriate local emergency authority (i.e., 911). The Miami University Police (MUPD) should also be notified. The MUPD is available 24 hours at (513) 529-2222. All required notifications by the provider of the rental vehicle should also be followed.
PART 6
Motor Vehicle Regulations

CHAPTER 1. Scope of the Policy

The University and the City of Oxford are compact and interdependent, with most locations accessible to pedestrians. Miami University discourages students from bringing cars to Oxford. Students who desire transportation will find that transit services provided by the Butler County Regional Transit Authority provide 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. Note: See Miami University Policy and Information Manual, Bicycle Regulations, for regulations pertaining to bicycles.

This policy applies to the use of motor vehicles in University parking areas, defined in these regulations as streets bordering the Oxford campus, streets through the Oxford campus, Oxford campus parking lots, University parking garages and drives. 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 at all times to park in a University parking lot or on a University drive, except as noted in these regulations. No permit is required for daytime parking in the garages or at parking meters; fees for facility use must be paid. A permit is required to park on city streets that run through or adjoin campus from 7:00 a.m. to 6:00 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 Permit Eligibility

First-year 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.C How to Apply for a Permit

Students, faculty, and staff may apply for a permit and obtain a copy of the parking map through Parking and Transportation Services website or in person at Parking and Transportation Services. Each semester, for seven (7) calendar days after the start of classes, students may park in the Ditmer or West Millett parking areas without a permit. Visitors may apply for a permit in person or online; vendors and contractors may apply for a permit in person at Parking and Transportation Services. Some offices on campus may offer one-day visitor parking permits (see 6.2.I).

Students may not register vehicles belonging to other students unless they are siblings who are also Miami students. Faculty, staff, visitors, vendors, and contractors may not register vehicles belonging to students who are not immediate family members. Permit colors correspond to specific parking areas indicated on the parking map.

6.2.C.1 Qualifications for RED Permit Parking

a. Faculty
b. Staff
c. Graduate assistants
d. Visitors
e. Vendors
f. Contractor superintendents.
g. Parking and Transportation Services will confirm eligibility. A RED permit is restricted for use only by the individual to whom the permit is assigned.
h. A RED hangtag permit is transferable only to another vehicle being used by a faculty, staff member, or graduate assistant which has also been registered with Parking and Transportation Services.

i. A RED permit may park in any color (RED, BLUE, YELLOW, WHITE) parking area on campus at all times.

6.2.C.2 Qualifications for BLUE Permit Parking


b. A BLUE permit is not transferable to another vehicle.

c. A BLUE permit may park in BLUE, YELLOW, or WHITE parking areas on campus during restricted hours.

6.2.C.3 Qualifications for YELLOW Permit Parking

a. Students who reside on campus or commute from the home of a parent or guardian.

b. Students who reside off campus.

c. A YELLOW permit is not transferable to another vehicle.

d. A YELLOW permit may park in YELLOW or WHITE parking areas on campus during restricted hours.

6.2.C.4 Qualifications for WHITE Permit Parking

a. Faculty.

b. Staff.

c. Graduate assistants

d. A WHITE permit is transferable only to another vehicle being used by the faculty, staff member, or graduate assistant which has been registered with Parking and Transportation Services.

e. A WHITE permit may park only in WHITE parking areas on campus at all times.

6.2.C.5 Qualifications for TEMPORARY Permit Parking

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.

c. Temporary permits may be purchased and printed through the online parking services portal.

6.2.D Exceptional Transportation Needs

Parking and Transportation Services recognizes that in some instances, there exist exceptional transportation needs for students who do not otherwise qualify to have a motor vehicle on campus or for an elevated level of parking privilege. To make an application based on an exceptional transportation need, students must provide a statement of need at the time of application along with any supporting documentation which will justify the request. If the conditions which permit the exceptional transportation need to be granted change or no longer exist, it is the responsibility of the student to notify Parking and Transportation Services of the change.

Conditions which will be considered as reasons for an exceptional transportation need request include:

1. Nontraditional student - Age 25 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 - Parking and Transportation Services 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. Employment

7. Health - A student with a medical need that requires the use of a vehicle

8. Military

6.2.E Permit Revocation

Obtaining a permit by providing false information or violating this policy’s restrictions will result in revocation of the permit with forfeiture of the permit fee. Unauthorized transfer of a permit to another vehicle will result in revocation of the permit with forfeiture of the permit fee.

The permit holder shall notify Parking and Transportation Services of any change in the conditions under which the permit holder 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. Parking and Transportation Services will work with individuals who need a parking privilege in the event their circumstances change.

6.2.F Duration of Permits

Annual permits:
Student permits: Valid from the first day of class in the fall semester through Monday following May Commencement.
Faculty, staff and graduate assistant permits: Valid from July 1 through June 30 each year.

Fall Semester permit: Valid from the first day of the fall semester through the first day of the spring semester.
Spring Semester permit: Valid from the first day after final examination week of the fall semester to the Monday following May Commencement.

Summer Term permit: From the Monday following May Commencement to the first day of the fall semester.

One-Week Temporary permit: Minimum of seven calendar days from date of issue.

One-Day Temporary permit: Expires at 11:59 p.m. on the date of issue.

6.2.G Special Circumstances

6.2.G.1 Special Events. Ordinarily, all permits are accepted in most areas of the Ditmer and West Millett parking lots. However, on dates of home football games, all student cars must be removed from the West Millett lot. Other special events may require removing vehicles from the West Millett lot or other parking areas on campus as needed. Advance notice will be provided by Parking and Transportation Services at least 72 hours in advance of such a need. 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 7:00 a.m. the following Monday.

6.2.G.2 Log-In Privilege. Students or employees who require a parking privilege that is not granted by their parking permit, including the use of service drives or loading areas, must call Parking and Transportation Services for permission prior to parking on campus. Telephone call (during office hours), voice mail, and email are all acceptable means of notification. The vehicle must have a valid parking permit in order to use this privilege. Students or employees with extenuating circumstances may receive permission to park on campus up to four times in the semester. 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 cancellation of the citation. Log-in privileges will not exceed 20 minutes in duration.

6.2.G.3 Disabled Vehicles. Please advise Parking and Transportation Services or the Miami University Police if your vehicle becomes disabled while parked on campus. Permit holders 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.

6.2.G.4 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.

6.2.H Handicap Accessible Parking

Handicap accessible parking is available throughout the campus. A valid parking permit and a state-issued disability placard is required in order to park in a handicap accessible parking space in a campus parking lot or street adjacent to or running through the campus. Students with a state-issued disability placard may park in any available handicap accessible parking space, regardless of the restriction on the remainder of the parking lot or area.

6.2.I Departmental Visitor Parking Permits

Departments and offices on campus may request visitor parking permits to distribute to their guests and University visitors subject to the following conditions:

1. Visitor parking permits are issued for only one day. Ranges of dates are not permitted. Visitors should be referred to Parking and Transportation Services to request permits for up to six months in duration.
2. Visitor parking permits may not be issued to or used by any Miami University student, faculty, or staff member.
3. No corrections, strikeouts, or alterations are permitted. If there is an error, destroy the permit and use another.
4. No reproductions of the permits are permitted. For large events, contact Parking and Transportation Services at least ten days in advance for assistance.

Violations of the conditions of use above may result in a parking citation for Reproduction or Illegal Use of Permit (see 6.4.C) and may also result in the immediate immobilization of the vehicle, regardless of the number of previous violations.

6.2.J Contractor/Vendor Parking Permits

All contractor vehicles (excluding cranes, dump trucks, front-end loaders, etc.) are to display a valid parking permit issued from Parking and Transportation Services while parked on campus outside of a designated construction site.

1. A specific number of RED permits will be approved for project supervisors, managers and foreman of the primary contractor. This permit may also be issued to vendors, time and materials contractors, and those with University approval.
2. All other construction personnel, contractors, and subcontractors may park in the Fryman parking lot on Bonham Road between 6:00 a.m. and 10:00 p.m. daily. No permit is required, and no vehicles or materials may be left in the lot overnight. Violations will result in citations and removal of vehicles and/or property at the owner’s expense. Transportation to and from the job site is the responsibility of the contractor.

Contractor/Vendor Parking Registration Forms may be obtained from and submitted to Parking and Transportation Services.
CHAPTER 3. Parking Areas

Signs at the entrances to most campus lots and individual spaces indicate the color of the permit required to park in the lot or space, as well as the times and days the restriction is in effect. Not all campus streets are posted with permit restrictions. Contact Parking and Transportation Services or consult the parking map with questions about permit restrictions for an area.

6.3.A Explanation of Parking Map and Conditions that Apply

RED

1. 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.
2. Most RED permit parking areas are posted with restrictions in effect from 7:00 a.m.-6:00 p.m., Monday through Friday. After those times any vehicle displaying a valid permit of any color may park in that parking area.
3. RED permit holders may park in any University parking area except those spaces designated for specific vehicles.

BLUE

1. BLUE permit parking areas are restricted from 7:00 a.m.-6:00 p.m., Monday through Friday. After those times any vehicle displaying a valid permit of any color may park in the BLUE parking areas.
2. BLUE permit holders may not park in University parking areas designated for RED permits during restricted hours (for restricted hours, see appropriate colors above).

YELLOW

1. YELLOW permit parking areas (Ditmer and West Millett) are open to any vehicle displaying a valid permit of any color at any time. Bus service is provided from Ditmer and West Millett parking lots to central campus.
2. YELLOW permit holders may not park in University parking areas designated for RED or BLUE permits during restricted hours (for restricted hours, see appropriate color stated above).
3. The West Millett Lot has a 24-hour section for overnight parking and a 6:00 a.m. to 10:00 p.m. section for daytime parking. Vehicles parked in the daytime area after 10:00 p.m. may be cited.

WHITE

1. WHITE permit parking areas (Ditmer, West Millett, and Culinary Support Center) are open to any vehicle displaying a valid permit of any color at any time.
2. WHITE permit holders may not park in University parking areas designated for any other color permit at any time.

6.3.B Right-of-Way Requests

Certain events on campus may necessitate the exclusive use of a parking area or roadway for the event to be conducted in a safe manner or due to the sheer number of unique visitors. In those cases, a Right-of-Way Request must be approved in advance.

6.3.B.1 Conditions for Right-of-Way Requests:

a. The event must not cause significant disruption to University functions, vehicular traffic, parking lot usage, and must not prevent convenient access to University facilities.
b. Applicants must submit a request for right-of-way use with barricades or parking signs to Parking and Transportation Services ten business days prior to the event date.
c. A responsible contact must be present at the event and must be identified in the request.
d. The applicant and/or organization must comply with the requirements for posting “No Parking” signs if parking is to be prohibited, or no vehicles shall be cited and/or towed from the reserved area.
e. The applicant/organization shall provide a diagram of the route or event site with the request.
f. The applicant/organization will be responsible for lot-clearing fees at the time of the request according to the schedule below:
   - 1-50 spaces: $5 per space
   - 51-99 spaces: $4 per space
   - 100-249 spaces: $3 per space
   - 250-499 spaces: $2 per space
   - 500+ or remote parking lots: $1 per space
g. Parking and Transportation Services shall determine the final cost for lot reservations.

6.3.B.2 Requirements for Posting of “No Parking” Signs for Use of Right-of-Way

Any person or organization that requests assistance from Miami University’s Parking and Transportation Services in keeping a street or parking lot clear of traffic or parked cars shall comply with the following requirements:
a. A standard 8 ½ x 11” sign, issued by Parking and Transportation Services, will be used when marking an area for parking restrictions. All signs will be posted at the curb line, 36” above the ground on wooden stakes or posts which have been placed no further than 20 feet apart.
   i. The effective date and times of the restrictions will be written in permanent marker above the words “NO PARKING.”
   ii. Below the words “NO PARKING” will be written one of these conditions:
       - Between signs ➔ (with arrow ← or → as needed)
       - This block/lot
       - Here to corner ➔ (with arrow ← or → as needed)
       - This side of street
b. It is the responsibility of the applicant/organization to post the signs according to these requirements and periodically check the posting to replace signs that are missing.
c. Once the initial posting has been completed, notify Parking and Transportation Services by calling (513) 529-2224. A customer service assistant will log the date and time and a parking technician will inspect sign content and placement. This must occur 72 hours before the effective date.
d. **All signs must be posted 72 hours in advance of the effective date.**
e. All of these conditions must be met in order for Miami University police or parking control technicians to ticket or tow a car parked in the area.
f. Remove all signs when the event is concluded.

**CHAPTER 4. Violations**

An individual registering a vehicle is responsible for all citations issued to that vehicle regardless of ownership. *Individuals who lend their vehicles to others are responsible for any parking fines incurred.*

### 6.4.A Unregistered Vehicle/No Permit Displayed: Fine $35

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.

Unregistered Vehicle/No Permit Displayed is a Registration Violation.

### 6.4.B Restricted Area: Fine $75

Parking in areas beyond the privileges granted by your permit or parking in violation of posted event parking restrictions. Between 7:00 a.m. and 6:00 p.m. on weekdays, vehicles must park only in the areas specified by their permit.

University events sometimes require the exclusive use of parking areas. These areas will be posted at least 72 hours in advance of the event. Cars parked in these areas after the time specified will be cited. All cars must be removed from all sections of the Millett parking lot on the dates of all home football games.

Restricted Area is a Registration Violation.

### 6.4.C Reproduction or Illegal Use of Permit: Fine $300

Any of the following is a violation:
1. Reproduction of a permit
2. Altering a permit
3. Displaying a permit that has been revoked
4. Displaying a permit reported lost or stolen
5. Transferring a student permit to another vehicle without authorization
6. Displaying a permit issued to or designated for issue to a visitor, faculty or staff member, or graduate assistant

Reproduction or Illegal Use of Permit is a Registration Violation.

### 6.4.D 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. No parking permit is required. Unless otherwise posted, meter fees must be paid when parking between the hours of 7:00 a.m. and 10:00 p.m., seven days a week, 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.

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.
Overtime at Meter is a Parking Violation.

6.4.E **Overtime in a Timed Zone: Fine $10**

Exceeding time limits as posted.

Overtime in a Timed Zone is a Parking Violation.

6.4.F **Outside Designated Space: Fine $75**

More than one vehicle in one designated space, parking in two or more spaces, or creating a space where none exists.

Outside Designated Space is a Parking Violation.

6.4.G **Parking in Loading Zone/Service Drive: Fine $75**

Parking in loading or service areas where signs prohibit parking.

Parking in Loading Zone/Service Drive is a Parking Violation.

6.4.H **Prohibited/Yellow Zone: Fine $75**

1. Parking or standing in a posted “No Parking” or “Yellow” area.
2. No parking is permitted on alternate sides of Oak and Maple Streets between 2:00 a.m. and 6:00 a.m. as posted.
3. No parking is permitted in the Campus Avenue or North Campus Parking garages between 2:00 a.m. and 6:00 a.m.

Prohibited/Yellow Zone is a Parking Violation.

6.4.I **Parking on Sidewalk or Grass: Fine $75**

Parking on Sidewalk or Grass is a Parking Violation.

6.4.J **Handicap Parking Violation: Fine $250**

A vehicle parked within a marked disability parking space must display a valid state-issued disability placard and a Miami University parking permit when parked on campus.

Failure to display a valid state-issued disability placard is a Parking Violation.

6.4.K **Immobilization/Impoundment: Fine $200**

A vehicle may be immobilized/impounded under these conditions:

1. Any combination of five 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. Any combination of five violations beginning July 1 each year and the fines are unpaid, even if the vehicle is not in violation at the time of the immobilization.
3. A violation of 6.4.C Reproduction or Illegal Use of Permit and parked in violation at time of immobilization.
4. 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 by check made payable to Miami University or credit card prior to the release of the vehicle. **This fee cannot be charged to a student’s Bursar account or payroll deducted.**

Students may be referred to the Office of Ethics and Student Conflict Resolution and faculty and staff members may be referred to the appropriate personnel office for repeated violations.

6.4.L **Multiple Violations**

1. A vehicle may receive a Registration Violation and a Parking Violation in the same instance.
2. Vehicles that remain parked in violation at the same location for more than three hours after being cited may be cited again.
3. Vehicles moved to another location after being cited may be cited immediately if parked in violation.

6.4.M **Warning Citation**

Parking enforcement staff may issue one warning citation for a registration violation per license plate per year (July 1 – June 30). Warning citations will not be counted toward citation totals for immobilization. **A warning will not be issued for the following violations:**

1. Reproduction or illegal use of a permit (6.4.C)
2. Immobilization/Impoundment (6.4.K)
3. Special events (6.2.G.1)
6.4.N Payment of Fines

Fines may be paid by (1) a charge through the Bursar [other than fines for Immobilization/Impoundment], (2) check made payable to Miami University [include the citation number on the check to ensure proper credit], or (3) valid credit card. Payment may be sent to Miami University, Office of Parking and Transportation Services, MSC 1094, 301 South Campus Avenue, Campus Avenue Building, Room 128, Oxford, Ohio, 45056.

CHAPTER 5. Parking Appeals Committees

6.5.A Appealing a Citation

Appeals on citations must be submitted online within ten calendar days of the date the citation was issued. Appeals not received within ten calendar days may not be accepted. Appeals may be sent through the Parking and Transportation Services website at [http://www.MiamiOH.edu/parking](http://www.MiamiOH.edu/parking).

All decisions made by the Parking Appeals Committees 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.

6.5.B Parking Services Role in the Appeals Process

1. Prepares and forwards appeals to the appropriate Parking Appeals Committee.
2. Notifies the appellant of the Committee’s decision.
3. Does not participate in Committees’ deliberations.
4. Answers inquiries concerning appeals.

6.5.C Student Parking Appeals Committee

Composition: Is composed of students, faculty, and staff.

1. Student members shall be recommended by the President of Associated Student Government.
2. All members shall be appointed by the President of Miami University.
3. The Director of Parking and Transportation Services or designee shall be a non-voting consultant to the Committee.

Responsibilities

1. Hears all appeals to citations for Miami University students.
2. Acts upon all appeals. This will be done by all attending members of the Committee.

Student Parking Appeals Committee Chair

1. Convenes the meetings.
2. Attests to decisions reached.
3. Is a voting member (five members, including the chair, shall constitute a quorum).

Student Parking Appeals Committee Vice-Chairs (There will be two student vice-chairs.)

1. Aid the chair.
2. Convene meetings in the absence of the chair.
3. Perform such other duties as shall arise from time to time.

6.5.D Faculty, Staff, and Community Parking Appeals Committee

Composition: Is composed of faculty and staff.

1. All members shall be appointed by the President of Miami University.
2. The Director of Parking and Transportation Services or designee shall be a non-voting consultant to the committee.

Responsibilities

1. Hears all appeals to citations for faculty, staff, and community members (including contractors, vendors, and other visitors to the University).
2. Acts upon all appeals. This will be done by all attending members of the committee.

Faculty Staff and Community Parking Appeals Committee Chair

1. Convenes the meetings.
2. Attests to decisions reached.
3. Is a voting member (five members, including the chair shall constitute a quorum).
6.5.E Regulation Changes

The Parking Appeals Committees 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 6. Regional Campuses 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.

6.6.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.

6.6.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 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 or Ditmer lot from 7:00 a.m. to 7:00 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.

6.6.C Regional Campuses 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.

Hamilton—pay at the cashier’s office in 102 Mosler Hall.
Middletown—pay at the cashier’s office in 114 Johnston Hall.

6.6.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 Parking Appeals Board. All decisions of the Parking Appeals Board are final.
CHAPTER 7. Permit Prices

**STUDENTS, FACULTY, AND STAFF (Permit fees are not refundable or prorated.)**

<table>
<thead>
<tr>
<th>PERMIT</th>
<th>ELIGIBILITY*</th>
<th>FALL SEMESTER</th>
<th>SPRING SEMESTER</th>
<th>SUMMER</th>
<th>ANNUAL</th>
<th>TEMPORARY</th>
</tr>
</thead>
<tbody>
<tr>
<td>RED</td>
<td>Faculty, staff, graduate assistant</td>
<td>Not available</td>
<td>Not available</td>
<td>Not available</td>
<td>$30</td>
<td>Not available</td>
</tr>
<tr>
<td>WHITE</td>
<td>Faculty, staff, graduate assistant</td>
<td>Not available</td>
<td>Not available</td>
<td>Not available</td>
<td>Free</td>
<td>Not available</td>
</tr>
<tr>
<td>BLUE</td>
<td>Students with a demonstrated exceptional transportation need, senior*, commuting from parents’ residence, non-traditional student, graduate student</td>
<td>$115</td>
<td>$115</td>
<td>$20</td>
<td>$220</td>
<td>Not available</td>
</tr>
<tr>
<td>YELLOW</td>
<td>Sophomore, junior, senior*, or graduate student living on or off campus. First-year students with an exceptional transportation need</td>
<td>$60</td>
<td>$60</td>
<td>Not available</td>
<td>$110</td>
<td>$10/week</td>
</tr>
<tr>
<td>YELLOW</td>
<td>Regional campus student</td>
<td>Not available</td>
<td>Not available</td>
<td>Not available</td>
<td>Free</td>
<td>Not available</td>
</tr>
</tbody>
</table>

*Student eligibility is based on credit hours earned in Banner.

**VISITORS, VENDORS, AND CONTRACTORS**

<table>
<thead>
<tr>
<th>PERMIT</th>
<th>ELIGIBILITY</th>
<th>FALL SEMESTER</th>
<th>SPRING SEMESTER</th>
<th>SUMMER</th>
<th>ANNUAL</th>
<th>TEMPORARY</th>
</tr>
</thead>
<tbody>
<tr>
<td>RED</td>
<td>Visitor, vendor, contractor superintendents**</td>
<td>Not available</td>
<td>Not available</td>
<td>Not available</td>
<td>Not available</td>
<td>Free</td>
</tr>
</tbody>
</table>

**Eligibility will be confirmed by Parking and Transportation Services.
1219 Procedures, 38  
Academic  
- Actions. See Scholastic Regulations  
- Advisors, 10  
- Grievance Procedure, 28  
- Integrity, 19  
- Misconduct. See Academic Integrity Responsibilities, 28  
Address, Emergency Contact, 71  
Administrative Fee, 38, 48  
Admission, 5  
- Conditional, 6  
- First-Years, 5  
- Immunizations, 9  
- International Students, 5, 6  
- Non-Degree Students, 8  
- Open, 5  
- Oxford campus. See Admission: Selective  
- Re-enrollment, 8  
- Regional campuses. See Admissions: Open Selective, 5  
- Transfer students, 6  
- winter term, 5  
Alcohol Policy, 61  
American Culture and English (ACE) Program, 6  
Americans with Disabilities Act (ADA), 59  
Animals  
- in residence halls, 55  
- Non-research, on campus, 80  
Appeals  
- Academic Grievance, 29  
- Divisional Appeals Board, 29  
- Divisional Appeals Committee, 29  
- Parking Appeals Committees, 106  
- Suspension or Dismissal, 48  
- Appeals Board, University, 48  
Assault, sexual  
- Sexual Assault Prevention Program, 39  
Associated Student Government. See www.muohio.edu/asg  
Attendance  
- Class, 30  
- Dolibois European Center, 31  
Auditing Courses, 14  
Automobile Permit Fees, 108  
Automobiles. See Motor Vehicle Regulations  
- Banners, Signs, Posters and, 85  
- Buildings and Facilities, Use of, 78  
- Campus Crime Alert, 65  
- Canvassing, Political, 87  
- Cars. See Motor Vehicle Regulations  
- Change of Major, 13  
Cheating. See Academic Integrity  
Classification of Students, 17, 30  
Cliff Alexander Office of Fraternity and Sorority Life and Leadership, 77  
Commencement. See Graduation Requirements  
- Commuter Center, 56  
- Computing Resources, University  
- Responsible Use of, 24  
Computing Use Policy, 24  
Conditional Admission, 6  
Contact Information, Emergency and Missing Student, 71  
Counseling Service, 57  
Course  
- adding, dropping, withdrawing. See 1.2.C.1  
Credit Hour  
- Maximum Load, 9  
Credit/No-Credit, 14  
Dean’s List, 16  
Demonstrations, policy on, 80  
Directory Information, 34  
Disability  
- Evacuation, 68  
- Disability Services, 57  
- Disciplinary Board, University, 48  
- Disciplinary Probation, 43  
- Discrimination and Harassment Policy Prohibiting, 90  
- Reporting, 89  
Dismissal  
- Academic. See Scholastic Regulations  
- Disciplinary, 43  
Distress, Helping Students in, 66  
Division transfer, 13  
Dogs, 83  
- on campus, 80  
Dolibois European Center  
- Attendance, 31  
- Campus Crime Alert, 65  
- Enrollment, 11  
Email Policy, 36  
Emergency  
- Contact Info and Current Address, 71  
- Messaging System, 66  
- Notification, 66  
- People with Disabilities, 68  
- Response Procedures, 67  
- Shooter, 69  
Emergency Notification, 65  
Emergency Procedures/Assistance, 67  
Employment, Student, 97  
English proficiency, 6  
Examinations  
- During the Semester, 18  
- Final, 18  
- Final, Change of, 18  
- Physical, 9  
- Proficiency, 13  
Expression, Right of, 84  
FERPA, 33, 36, 49  
Final Examinations, change of, 18  
Financial Obligations, 36  
Fish, 80  
Fish/Aquariums, 55  
Fraternities, 74  
Fresh Start, 8
INDEX

Good Samaritan Policy, 66
Good Teaching Practices, Statement of. See Academic Responsibilities
Grades
Change, 15
Incomplete, Removal, 15
Midterm Grades, 15
Point Averages, 16
Graduation Requirements, 31
Grievance
Academic, 28
Student Publications, 89
Harassment and Discrimination
Policy Prohibiting, 90
Reporting, 89
Hazing, 41
Health Service, 57
Hearing Procedures
Offenses, 46
Honors
Associate Degree, 33
Department, 33
Latin, 33
University, 33
Housing
Residence Halls, 54
Immunizations, 9
Incomplete grade, removal of, 15
Institutional Response Team, 66
Interim Measures, 40
International Students
Admission, 6
Immunizations, 9
Withdrawal from University, 12
Intra-Campus Relocation, 9
Libraries, Student Use of, 96
Medical. See Health Service
Medical Tuition Credit, 62, 65, See Part 4, Chapters 5, 6
Midterm Grades, 15
Missing Student Policy, 71
Motor Vehicle Regulations
Contractor and Vendor Vehicles, 102
Permit Fees, 108
Regional Campus Regulations, 107
Vehicle Permits, 100
Violations, 103
MUDEC. See Dolibois European Center
Non-Degree Students, 8
Offenses, Code of Student Conduct, 38
Outside Speakers, 89
Parking. See Motor Vehicle Regulations
Appeals, 106
Fines, 104
Permits Fees, 108
Permits, Visitors, Departmental, 102
Peer-to-Peer (P2P) file sharing, 26
Pets, 55
Fish, in residence halls, 55, 80
on campus, 55
Physical Examinations, 9
Political Canvassing, 87
Posters, Banners, Signs and, 85
President’s List, 16
Privacy
FERPA, 33
Probation
Academic. See Scholastic Regulations
Public Speaking, policy on, 80
Raffles, 87
Records
Access to Own, 34
Disciplinary, 50
Disclosure, 34
Right to Inspect, 35
Re-enrollment, 8
After Academic Suspension or Dismissal, 18
After Involuntary Withdrawal, 65
Fresh Start, 8
Refunds
Armed Services Active Duty, 13
Suspension or Dismissal, 50
Regional Campuses
Academic Advisors, 10
Admission, 5
Graduation Requirements, 31
Grievance, 29
Motor Vehicle Regulations, 107
Petitioning, 17
Relocation, 9
Registration
Audit, 14
Changes of, 10
Credit/No-Credit, 14
Other Miami Campuses, 9
Procedures, 10
Relationships, Romantic and Sexual, 90
Repeated Courses, 11
Residency Requirements
Fresh Start, 8
Residence Halls, 54
Re-enrollment, 8
After Academic Suspension or Dismissal, 18
After Involuntary Withdrawal, 65
Re-enrollment, 8
Scholastic Regulations
Exceptions, 17
Services
Counseling, 57
Disability, 57
Health, 57
Sexual Misconduct, 39
Sexual Misconduct/Assault Protocol, 40
Title IX Protocol, 71
Signs, 42, 80, 85
alcohol sponsorship, 62
2014-2015 Student Handbook
guidelines, 85
Signs, Posters, Banners and, 85
Smoke- and Tobacco-Free Environments, 71
Smoking, on campus, 4, 71
Solicitation, 87
Sororities, 74
Space, reserving on campus, 79
Student
   Employment, 97
   Government, 73
   Organizations, 73
   Right of Expression, 84
Student organizations, responsibility, 37
Suspension
   Academic. See Scholastic Regulations
   Summary, 45
Text Messaging System, Emergency, 66
Timely Warnings, 65
Title IX, 91
Title IX Protocol, 71

Sexual Misconduct/Assault Protocol, 40, 71
Transfer Students
   Admission, 6
   Transfer, division, 13
Vehicle Regulations, Motor. See Motor Vehicle Regulations
Vehicles, Renting, 98
Weapons, possession of on campus, 41
Winter Term
   admission, 5
   credit hour limit, 10
   dismissal, academic, 17
   suspension, disciplinary. See Code of Student Conduct
Withdrawal
   Armed Services Active Duty, 13
   Course, 11
   Disciplinary Action Pending, 49
   Medical - Involuntary, 63
   Medical - Voluntary, 62
   Retroactive, Voluntary, 63
   University, 12