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Introduction

Campus Compact

DENISON UNIVERSITY IS A COMMUNITY WHERE INDIVIDUALS RESPECT ONE ANOTHER AND THEIR ENVIRONMENT

Each of us possesses a full range of rights and responsibilities and foremost among these is a commitment to treat each other and our environment with unconditional respect. With mutual consideration and trust, our community will thrive as a place of liberal learning and humane life.

- As a university, we value learning and scholarly work.
- As a community, we share common purposes, governance, bonds, and traditions.
- We treat each other with respect. Civility is a cornerstone of our community.
- We value our campus and respect our environment.
- We respect individuality. We celebrate diversity as a strength from which we grow and learn from one another.
- All interactions, academic and social, are characterized by integrity.
- We take responsibility for acting in accordance with our community's standards and rules, and for reporting violations of those standards and rules.

Foreword

Denison University is an academic community which prizes intellectual excellence and moral ideals. At Denison, students participate in an educational experience under the guidance of a faculty deeply devoted to teaching and actively engaged in advanced research and scholarship.

Denison regards its students as moral, free agents who are capable of assuming primary responsibility for conducting their lives and making their decisions. Central to the mission of the University is the continual development of a community of respect, in which the principles of human dignity and ethical integrity are paramount. Rational dialogue and discourse determine the character of our interaction with each other.

Denison expects all members of the academic community to engage each other with mutual respect, compassion, and a deep appreciation for all of the cultural, racial, ethnic, sexual, religious, and economic differences that comprise the richness of our community.

The Student Handbook is designed to serve as the primary guide and resource for student life at Denison. In it you will find a description of the various offices, services, and resources for all areas of student life, as well as the policies and regulations that govern life at the University. All students are responsible for reading and knowing the policies and regulations of the University.

Introduction

As you embark upon your intellectual journey with us at Denison, we trust that this Handbook will serve you well as a guide to that journey. We encourage you to consult it regularly and use it wisely.

Laurel B. Kennedy, Ph.D. Vice President for Student Development

Nondiscrimination Policy

Denison University does not engage in discrimination in its educational, student life, and employment policies against students, employees, or prospective employees, on the basis of race, color, religion, ethnic or national origin, age, disability, sex, sexual orientation, or veteran status.

The University complies with requirements of Title VI and VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967 as amended, the Rehabilitation Act of 1973, Title IX of the Educational Amendments Act of 1972, the Veterans Readjustment Act of 1974, the Americans with Disabilities Act of 1990, the Drug Free Workplace Act of 1998 and Drug Free Schools and Communities Act amendments of 1989, the Family and Medical Leave Act of 1993, and all other applicable federal, state, and local statutes, ordinances, and regulations.

Student Development And Other Services And Programs

The Division Of Student Development

Doane 103

Laurel B. Kennedy

Vice President for Student Development,
kennedy@denison.edu, (740) 587-6208

Jenny Pearlman

Executive Assistant to the Office of Student Development, pearlmanj@denison.edu, (740) 587-6208

The Division of Student Development provides a wide array of services, programs, and advising for students. The Division of Student Development includes Academic Support & Enrichment, Alcohol, Drug and Health Education, Alford Center for Service-Learning, Residential Education & Housing, Career Exploration & Development, Student Conduct & Campus Values, Counseling Center, First-Year Programs, Health & Counseling Services, International Student Services, Multi-Cultural Student Affairs, Religious Life & Spiritual Life, Campus Leadership & Involvement, and the Center for Women & Gender Action.

The Deans and Directors in the offices within the Division of Student Development serve in a number of capacities to assist, counsel, and advise students in all aspects of their life at the University. They are available to discuss personal and academic problems and issues with students, and to assist students in availing themselves of the various resources of the University. They are also responsible for the administration of the policies governing student life, act as advisors for numerous campus organizations, and participate in the general governance of the University.

Academic Support & Enrichment Center

Doane 102

Jennifer Grube Vestal

Associate Dean of Students/Director of Academic Support & Enrichment,
vestal@denison.edu, (740) 587-6666

Heather Johnston Welliver

Assistant Director of Academic Support & Enrichment, welliverh@denison.edu,
(740)587-6666

Heidi Trace

Administrative Assistant (PT),
traceh@denison.edu, (740) 587-6666

The central mission of the Academic Support & Enrichment Center is to enrich and enhance the educational experience of all Denison students and to support faculty-student interaction. The Academic Support & Enrichment Center regularly offers programs and services designed to help students improve their overall academic performance and ultimately assist students in achieving excellence. The staff is available to consult with faculty on issues pertaining to advising and individual student concerns.

Student Development And Other Services And Programs

The Center coordinates the University Tutoring Program, the Studywise study skills workshop series, and offers individualized academic assistance.

The Academic Support & Enrichment Center is located in the 1st floor of Doane Administration Building, Room 102. Call (740) 587-6666 or stop by to make an appointment.

HOURS: Monday - Friday, 8:30 a.m.- 4:30 p.m. **FAX:** (740) 587-5629

The Academic Support & Enrichment Center is not open during the summer. Please call 740-587-6666 or email vestal@denison.edu if you need assistance or accommodations.

Disability Services

Denison University is committed to providing equal access and reasonable accommodations to students with disabilities as defined under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. The staff works closely with students and faculty coordinating the delivery of services and accommodations to students with documented disabilities. Students seeking accommodations or auxiliary services need to forward a copy of their most recent medical report or evaluation documenting the existence of a specific disability to the Academic Support & Enrichment Center. Documentation needs to be recent, preferably within the last three years, and needs to have been compiled by an appropriate licensed professional, e.g., psychologist, psychiatrist, learning specialist, physician, etc.

Specific accommodations are determined on a case-by-case basis by the Academic Support & Enrichment Center utilizing required documentation and, if needed, individual consultation with the student and or appropriate professionals. Upon request, the staff will notify individual faculty or staff members of a student's need for accommodations. Please note that only the student can disclose the nature of his/her disability to others. It is the student's responsibility to discuss specific accommodation needs directly with his/her faculty member at the beginning of each semester.

Reasonable academic accommodations include, but are not limited to: extended time on exams, note-taking assistance, distraction-free locations for testing, priority registration, supplemental advising, texts on tape, etc. Students seeking additional information regarding Denison Disability Grievance Procedures need to contact the Director of Academic Support and Enrichment at ext. 6666. Complete information regarding the protocol for requesting accommodations and related services due to a disability can be found at: <http://www.denison.edu/academics/support/disability.html>

Alford Center for Service-Learning

Higley Hall Rooms 23-25

Lyn Robertson

Director for the Alford Center for Service-Learning, robertson@denison.edu, (740) 587-6562

Student Development And Other Services And Programs

Susie Kalinoski	Associate Director of Service-Learning, kalinoskis@denison.edu, (740) 586- 6639
Michele Doran	Associate Director, America Reads/Big Brothers/Big Sisters, @denison.edu, (740) 587-8557
TBD	Elizabeth Mayberry, Administrative Assist- ant, PT, (740) 587-6474

Curricular Service-Learning Courses include hands-on service in the community and use that work as "texts" for study, intentional reflection, reading, writing, and classroom discussion related to the course content experienced on campus. As examples, in recent semesters, classes from across the Denison curriculum have assisted community agencies in conducting assessments designed to further their work, mentored students in an alternative school and helped organize their learning, conducted a middle school-based program for girls, and prepared and presented information to assist people of all ages with keeping their brains healthy and active. Of particular importance are the reciprocal relationships students cultivate and experience during such service with community partners.

The Director and Associate Directors of Service Learning support faculty and students in incorporating community service into their coursework and maintain a network of community partners committed to working with Denison.

The Denison Community Association (DCA) is open to all Denison students who want to engage in significant service in the community apart from their coursework. Students organize themselves to assist with community needs in Licking County. DCA is comprised of more than twenty student committees that enter into relationships with people of different ages, abilities, socio-economic settings, and life situations. The participation of almost one third of the student body contributes to a campus culture encouraging of self-discovery through service, leading many to active engagement with the central issues of our time and lifelong civic commitment. Susie Kalinoski is the coordinator of DCA and acts as a service resource for other campus organizations.

America Reads is a federal work-study program in which students work individually with young children in elementary schools in Licking County to assist them in learning to read and write. Michele Doran is the coordinator of America Reads.

Campus Leadership and Involvement

Slayter 310

Natalie Keller Pariano	Director of Campus Leadership and In- volvement, Room 309, parianon@den- ison.edu, (740) 587-6394
Aimee M. Maczko	Associate Director of Campus Leadership and Involvement, Room 308, maczkoa@denison.edu, (740)587-6394

Student Development And Other Services And Programs

Kim Hitchcock

Assistant to the Director, Room 310,
hitchcockk@denison.edu, (740) 587-6394

The Campus Leadership & Involvement Center (CLIC) supports the mission of the University by providing co-curricular learning opportunities that foster interpersonal and intrapersonal growth, as well as the acquisition of practical competencies and critical thinking skills. Above all, CLIC assists students in embracing ethical leadership and lifelong learning, while promoting a sense of community and purposeful connection to Denison.

CLIC is responsible for four major areas of student life: campus organization support, leadership programs development, fraternity and sorority life and major events programming. CLIC directly advises a number of campus organizations including the programming board (University Programming Council), the fraternity/sorority governing bodies (Interfraternity Council, Multicultural Greek Council, National Pan-Hellenic Council, Order of Omega and Panhellenic Council) and our peer leadership advisors (Leadership Fellows). CLIC also provides advice and resources to the more than 170 other registered campus organizations at Denison. Additionally, CLIC works with a number of student committees each year to present major events such as the Student Gala, Winter Week, Welcome Weekend Orientation Programming, Culture Jam, D-Day and Senior Week.

The center is open during normal business hours (8:30am - 4:30pm). Students are encouraged to stop by to share ideas about programming, learn about campus organization and leadership opportunities, or to set up an appointment with any of the members of the staff.

Campus Leadership and Involvement at Denison University, in an affirmation of its commitment to the principles of multicultural enhancement, is supportive of the concepts of non-discrimination, affirmative action, and equal opportunity as they relate to race, creed, ethnic origin, gender, sexual orientation, religion, age and physical ability. In holding with these tenants, the CLIC stresses the importance of eliminating discriminatory and/or culturally insensitive language, behavior, and content from Denison University sponsored events. The statement is not to suggest the CLIC supports censorship, but rather urges thought and advance planning so that Denison University and CLIC sponsored events reflect diversity and sensitivity inherent in the University Mission Statement and goals.

Career Exploration and Development

Burton D. Morgan Center, Room 306

Kathleen Powell

Director, powellk@denison.edu, (740)
587-6521

Brian Collingwood

Assistant Director, collingwoodb@denison.edu, (740)587-6402

TBD

Associate Director (Internships), (740)587-6420

Student Development And Other Services And Programs

Brooke Parr	Career Advisor, parrb@denison.edu, (740)587-5798
Sue Greene	Assistant to the Director, greene@denison.edu, (740)587-6656
Holly Breymaier	Computer Applications Assistant, brey-maierh@denison.edu, (740)587-5522

Students are encouraged to visit Career Exploration and Development early in their college experience to begin exploration for their post-Denison careers. Career information and job search assistance is given to help students obtain meaningful career positions and internships, as well as application toward graduate/professional schools. Career planning services are provided to students to explore and identify appropriate academic majors and/or career direction. Career options and the need to view career development as a lifelong process is promoted to students through workshops, self-assessment tools (FOCUS), and individual appointments with professional staff. Topics include examination of values and aptitudes, career opportunities for liberal arts graduates, job search strategies, summer job and internship opportunities, resume writing, interviewing and networking. The Career Resource Center houses specific career guides, reference directories, graduate/professional school brochures, free online subscriptions and access to the internet on the Career Resource Center computers.

Students considering graduate or professional programs are encouraged to meet with the Pre-Professional Advisor, especially as they prepare for law, medical, or business school. Information is available through Career Services on the administration of admissions tests (GRE, MCAT, LSAT, GMAT), the wide variety of graduate and professional programs, and the entire admissions process. Credential files are established through the Center for graduate/professional school admission and employment.

Denison's On-Campus Recruitment program brings employers representing corporate, non-profit, government, and education job opportunities during the year. Through eRecruiting, a web-based service, seniors submit resumes and are pre-selected by employers. Each fall the office hosts Career and Graduate/Professional School Fairs that provide an opportunity for all students to talk with employers and representatives of graduate and professional schools about career options. Additionally, a Spring Career Fair and various career panels are held throughout the year.

Denison's Career Network provides valuable contact information on alumni willing to offer career advice and provide opportunities for internships, summer jobs and full-time job options.

The Denison Internship Program features a wide variety of internships designed to help students explore careers and to complement their liberal arts course work. Students apply for Catalog internships by submitting a resume and cover letter for each internship in which they are interested. Selections are made by the site supervisors. Students are also encouraged to design their own internship with the approval of the Assistant Director.

Programs and services provided by Career Exploration and Development are all intended to facilitate the development and implementation of students' career goals for life after Denison. For details, visit the CS Home Page: <http://www.denison.edu/offices/career/>.

Center for Women & Gender Action

Slayter 408

Marci McCaulay
(740) 587-6385

Director, mccaulaym@denison.edu,

The Women's Resource Center was established in 1978 with the goal of helping to create a campus climate that affirms female students and enhances their intellectual and social development. This is accomplished through campus programming and resource sharing including referrals to resources both on and off campus.

First-Year Programs

Higley Hall 119, 120

Matt Kretchmar

Dean of First-Year Students, kretchmar@denison.edu, (740) 587-6668

Christie Kasson

Assistant to the Dean, kasson@denison.edu, (740) 587-6224

The First-Year Program coordinates academic and co-curricular programs and services for first-year students, including First-Year Seminar courses, academic advising, academic and adjustment counseling, and the summer orientation programs, among others. The office maintains a close and collaborative relationship with the Office of Academic Support and Enrichment and faculty advisors of first-year students.

First-year students are required to take two First-Year Seminars unless they are informed that they are exempt from all or part of the requirement. These seminars introduce first-year students to the rigors and rewards of college courses in the liberal arts. Limited to a maximum of eighteen students, each course offers you the opportunity to explore a particular issue, interest or problem in depth and to develop or refine critical academic skills and the habits of mind necessary for success in college. One of these seminars must be FYS 101 which has the teaching of writing as its primary focus. While faculty organizes these courses around particular themes, they require numerous writing assignments and revisions along with instruction in the process of writing. The second requirement is met by FYS 102, one of the topical seminars in which frequent writing assignments are evaluated for style as well as content. These are offered on a variety of subjects by faculty from all divisions of the college.

During the year the Dean of First-Year Students is available to meet with students on a wide range of issues, including academic performance issues, personal adjustment problems, and other matters of concern.

Health and Counseling Center

Whisler Hall

Sonya Turner, Psy.D.	Director, Health and Counseling Services, turner@denison.edu, (740) 587-6647
Charles J. Marty, M.D.	Medical Director, marty@denison.edu, (740)587-6200
Molly Thurlow-Collen, R.N., MSN, CNP	Associate Director of Health Services, collen@denison.edu, (740)587-6200
Tim Durham, LISW, LICDC	Associate Director of Counseling Services, durhamt@denison.edu, (740)587-6647
Crystal Lapidus-Mann, LISW	Staff Counselor, lapidusmann@den- ison.edu, (740) 587-6647
Michelle Barcelona, R.N., CNP	Nurse Practitioner, barcelonam@den- ison.edu, (740) 587-6647
Stephanie Clouse, Ph.D.	Staff Counselor, clouses@denison.edu (740-587-6647)
Sandy Darfus	Administrative Assistant, darfus@den- ison.edu, (740)587-6647

Health Services

Health Services provides most aspects of primary care for Denison students. Registered nurses are on duty 24 hours a day during fall and spring semesters. The outpatient department is open daily between 8:00am and 10:00pm. After hours care is provided for urgent/emergency problems. A physician and a certified nurse practitioner are available for weekday clinic appointments and are on call for emergencies. Health Services is closed during college holidays.

Health Services offers routine diagnostic and treatment facilities including laboratory testing, minor surgery, laceration repair, administration of allergy injections and immunizations, follow-up care after surgery or serious illness, physical examinations, consultation and counseling for any medically-related problem. Physicians and the nurse practitioner dispense some prescription medications. Outside prescriptions can be filled at local pharmacies. Women's health issues, counseling and birth control are provided by appointment. A triage module and nursing consultation assist the student in choosing appropriate over-the-counter treatment for minor problems. Educational materials and programming regarding health issues can be provided upon request. All services are offered on a completely confidential basis.

The Health Services fee covers evaluations by physicians, nurse practitioner, or registered nurses, access to educational information, and consultation at Health Services. Charges for inpatient care, medications, laboratory tests and procedures, office surgery and medical supplies will be billed to the individual student. Many insurance plans will cover these charges. Surgery, reduction of fractures, dental care, consultation with specialists or services provided by other medical facilities are not covered by

Student Development And Other Services And Programs

the Health Services fee. Unless other facilities are requested or necessary, students requiring emergency surgery or hospitalization are attended by one of the university physicians and/or staff physicians at Licking Memorial Hospital in Newark, Ohio. Health Services offers information and referral service for conditions not treated by primary care physicians. Inquiries about Health Services may be directed to the Vice President for Student Development, the Director of Health and Counseling Services and the Assistant Director of Health Services.

Information about a student health insurance plan is sent to the billing address of all students every summer. If the student decides not to purchase this insurance, a waiver form must be signed and returned to Student Accounts.

Counseling Services

The staff of Counseling Services offers assistance to students as they confront the issues, decisions, and values which are part of university life. The counselors are available on a confidential basis to each student for individual, short-term counseling. Students typically discuss concerns related to personal, social, and academic issues. Some examples include: strengthening interpersonal relationships; dealing with loneliness, separation or loss; coping with tension and stress; substance abuse; improving academic performance; increasing awareness of sexuality; exploring dysfunctional family concerns and developing a healthy body image. Staff members are also available to consult with students who are concerned about the well-being of others - friends, roommates, suite mates and family members.

Programming is offered by the staff in the form of ongoing groups, program series and one-time workshops. They are available on a variety of topics including assertion training, communication skills, eating disorders, human sexuality, racism, self-esteem, sex-role stereotyping, stress management and victimization.

Students are encouraged to request programming for their organization or residence hall by calling or stopping by Health and Counseling Services in Whisler Hall.

Services are offered on a confidential basis, without charge, and are provided by licensed psychologists, counselors and supervised professional staff.

International Student Services

Slayter Union 403

Marilyn Andrew

Director, andrew@denison.edu, (740) 587-5739

Beth White

Administrative Assistant, whiteb@denison.edu, (740) 587-8656

Denison University has a strong commitment to our international community which includes students, faculty and staff who are foreign nationals, U.S. citizens who have international experience through work or family connections and U.S. nationals who identify themselves as global citizens. As a community, we take seriously the oppor-

tunities and challenges associated with learning to live, work and create in a world that is wonderfully diverse and increasingly interdependent.

The International Student Services Office provides a broad range of programs and services related to cross-cultural learning; a pre-orientation program for students coming from abroad, a non-residential host family program, immigration advising and various support services. Through co-curricular programming in partnership with multi-cultural student organizations, we hope to provide opportunities for learning about and enhancing the relationships of a culturally diverse community.

Multi-Cultural Student Affairs

Slayter Union 401

Erik S. Farley

Assistant Dean/Director, farleye@denison.edu, (740) 587-6605

Beth White

Administrative Assistant, whiteb@denison.edu, (740) 587 - 8656

Mark Anthony Arceno

Program Coordinator, arcnom@denison.edu, (740)-587-8687

Our 21st century graduates will have the capacity to process more information than any other generation that has preceded them. They will be forced to rethink the world in which they live and will have to face the reality that the only way to deal effectively with sufficiency (limited resources) is to develop a strong communal base. This communal base will require students to find ways to connect with each other irrespective of their varied backgrounds and differences.

The Office of Multi-Cultural Affairs assumes an active role in helping students find ways to connect. Through a spectrum of learning experiences and educational services we seek to help create and sustain a campus environment where students not only respect themselves but an environment that engenders mutual respect among the student body across ethnic-racial, cultural, religious, gender, (dis)ability and sexual orientation lines. The Office of Multi-Cultural Affairs works very closely with academic, administrative departments, and campus organizations to develop interventions which will have a profound impact on students as they move from entry to graduation.

Religious and Spiritual Life

The Open House 204 N. Mulberry (lower campus)

Mark R. Orten

Director of Religious and Spiritual Life,
University Chaplain, ortenm@denison.edu,
(740) 587-8504

Kim West

Program Coordinator, Assistant to the
Director of Religious and Spiritual Life,
westk@denison.edu, (740) 587-5727

Student Development And Other Services And Programs

Steven Proffitt

Chaplaincy Intern, proffitts@denison.edu,
(740) 587-6759

The Director of Religious and Spiritual Life has primary responsibility for religious life programming on the Denison campus. In recognition of our diversity, opportunities for interreligious experiences and dialogue are integral to the mission and program of this office.

Student Programs in Religious and Spiritual Life currently include: Agape (African American Christian Fellowship), Buddhist Fellowship, Campus Crusade for Christ, Canterbury Club (Episcopal), Centenary Methodist Fellowship, Denison Religious Understanding (multi-faith dialogue), Ecclesia (multi-denominational Christian Worship), Friends Meeting (Quaker), Hillel (Jewish fellowship), Hindu Student Association, Muslim Student Association, The Newman Club/Roman Catholic Mass, Presbyterians at Denison, and Tehillah Gospel Ensemble.

Programs and services, including pastoral care and consultation, are available for the entire community. The staff assists in coordinating and encouraging observances for all of the religious traditions on campus, including Diwali (Hindu Festival of Lights), Eid al Fitr (Muslim conclusion of Ramadan), Service of Lessons and Carols (Christian reading and singing), and Rosh Hashanah, Yom Kippur, Sukkot, Hannukah and Passover (Jewish). On-campus worship services in the Christian tradition are held weekly at The Open House, including Roman Catholic Mass.

For additional information about worship, study and personal growth opportunities sponsored by the Office of Religious Life, visit the Denison University home web page. Click on Campus Life and then Religious Life.

Residential Education and Housing

Doane 105

Laurie Neff

Dean of Students, neffl@denison.edu,
Doane 105, (740) 587-6271

Bill Fox

Associate Dean of Students/Director of
Residential Education and Housing,
foxw@denison.edu, (740) 587-6271

Greg Phlegar

Assistant Dean of Students/Director of
Student Conduct and Campus Values,
phlegarg@denison.edu, (740) 587-6271

Catherine Champagne

Director for Alcohol, Drug and Health
Education, champagnec@denison.edu,
(740) 587-6385

Donna Davis

Housing Coordinator, davidsd@denison.edu, (740) 587-6272

Beverly Peck

Administrative Assistant, peckb@denison.edu, (740) 587-6765

Student Development And Other Services And Programs

Bradley Pearson	Assistant Director Residential Education & Housing - East Quad, pearsonb@denison.edu, (740) 587-6776
Molly McGravey	Assistant Director Residential Education & Housing - West Quad, mcgraveym@denison.edu, (740) 587-6436
Kristan Hausman	Associate Director Residential Education & Housing- North Quad, hausmank@denison.edu, (740) 587-5709
Karen Lee	Huffman Service Center Administrative Assistant, leek@denison.edu, (740) 587-6232
Denise Karr	Curtis Service Center Administrative Assistant, karr@denison.edu, (740) 587- 6757

The Deans and Associate/Assistant Directors responsible for Residential Education and Housing provide counseling, residence hall staff supervision, student discipline, human relations programming, and other programming related to issues of student life.

Each residence hall has an assigned Head Resident, and most floors have a Resident Assistant. The student residence hall staff serves as advisors and resource persons for residents. In addition, the staff works to develop a sense of community in the residence halls by promoting communication, planning activities, establishing and maintaining community standards and helping residents resolve disputes. The Resident Assistants also help to coordinate social, recreational, cultural, and educational programs in each residence hall.

Associate/Assistant Directors for Residential Education and Housing, who are full-time administrative staff, live on campus and have responsibility for the coordination of programs and services in a cluster of residence halls. The Assistant Directors also serve as supervisors for residence hall staff and serve as principal links between the Office of Residential Education and Housing and residence hall staff and students.

Student records and processing of leaves and withdrawals are coordinated through the office of Residential Education and Housing.

Residential Communities at Denison promote the following:

- The inherent worth of individuals is respected; students and staff will treat each other with dignity and respect.
- Equity is a core value of the Office of Residential Education and Housing; students and staff will interact with others in a manner that is fair and just.
- Integrity is essential to establishing trust across the community; students and staff will be models of engaged citizenship which calls others to be personally accountable for their actions.

Student Development And Other Services And Programs

- Communication is marked by the values espoused by the institutional and divisional missions; students and staff will be clear, appropriate, and direct in their interactions with others.
- Individual growth, development, and learning are fundamental; students and staff will create a welcoming, safe environment that is conducive to the educational mission of Denison University.
- Personal well-ness is an inherent right of all individuals; students and staff will respect the emotional, spiritual, mental, academic, and physical wellbeing of self and others.
- Meaningful leisure activities are a fundamental aspect of learning; students and staff will be encouraged to seek opportunities for recreation and fun.

Slayter Student Union

Slayter Union - Suite 200

John Beckman

Manager of Campus Services, beckman@denison.edu, Slayter 200, (740) 587-5730

Melissa Hannan

Slayter Services Coordinator, hannan@denison.edu, Slayter 200, (740) 587-5730

Slayter Student Union is an informal gathering place for students, faculty, and staff where a variety of programs and activities including films, lectures, workshops, small concerts and artistic performances are presented throughout the year. The union serves as the hub of the campus providing services that include a campus information desk, student mail and package distribution. In addition, the union houses several campus organization offices and the campus organization development and resource center.

Programming areas for the union include several meeting rooms, a small conference room, a dance floor with a D.J. booth, several lounge areas, and a 300-seat auditorium with a state-of-the-art projection system.

Food service available in Slayter Union includes Jazzman's Cafe, Substantials, Soup and Salad Bar, Grill 155, Pizza Hut and Smartmart C-Store on the first floor. On the third floor, The Roost has Hersey's Ice Cream available during the day and serves as the campus pub starting at 9pm.

To Reserve The Following Spaces:

Facility Scheduling. Please refer to the Campus Guide to Social Spaces (available in Campus Services) for details of available facilities.

Facilities Reservation Contact

Academic Classrooms

For reservations before 4:30 pm - Registrar's Office, Ext.6296

Student Development And Other Services And Programs

HALL is open: Monday-Friday for Breakfast from 7:45am-10:45am, for Lunch from 11:30am-1:00pm and for Dinner from 5:30pm-8:00pm. On Saturday and Sunday Continental Breakfast runs from 9:00am-11:00am, Brunch from 11:00am-2:30pm and Dinner from 5:30-7:30pm. Additional retail operations are available in SLAYTER SNACK BAR which include: Jazzman's Cafe, Substantials Deli, Garden Gourmet Salad Bar, 155 Grill, Pizza Hut Express, Simply to Go C-Store, Sandella's Flatbread Cafe as well as The Roost on the third floor of Slayter and the Jazzman's cart in the Library, which has limited service hours. Catering services are also available, with the office located on the first floor of Slayter Student Union.

Telephone Services

Physical Plant

Bonnie E. Wright -Trees

Telephone Services Coordinator,
wright@denison.edu, (740) 587-6454, or
telephoneservices@denison.edu

This office is responsible for all telephone and 911 operations on campus. If you have any questions regarding telephone services, contact the office during regular business hours (Monday through Friday, 7:30 a.m. - 11:30 a.m. and noon - 4:00 p.m.).

Student Accounts/Cashiers Office

Doane 101

Cathy Untied

Controller, untied@denison.edu, (740)
587-6274

Jeanie McNamara

Assistant Controller, mcnamaraj@den-
ison.edu, (740) 587-6274

Tammi J. Crowell

Student Accounts Supervisor, crow-
ell@denison.edu, (740) 587-6274

One of the main functions of this office is maintaining student accounts. This entails the posting of charges and credits (e.g., tuition, fees, room, board, student medical plan, late fees, miscellaneous fines and damage charges, payments, financial aid, and other account adjustments) and the generation of Statements of Account. The Student Accounts office also handles on-campus vehicle registration for students, deposits to the Denison Dollar account, and the distribution of payment option information (in April). Call or stop by with any questions you might have.

Campus Security, Safety and Risk Management

Entry Level, East End of Parking Garage

Campus Security

Student Development And Other Services And Programs

Garret T. Moore

Director of Security, Safety and Risk
Management, moore@denison.edu, (740)
587-6482

The University is committed to an aggressive and comprehensive response to infractions of the law, which includes the discovery, investigation, documentation and reporting of any unlawful activity committed on University property. The Denison University Office of Campus Security, Safety and Risk Management has primary responsibility for the reasonable safety and security of the Denison community. The Department has a staff of ten full-time professionally trained officers and three full-time operator/dispatchers with augmentation by part-time, non-student security monitors.

Dedication, education and training are stressed for all campus security personnel. Officers are trained in CPR, Automatic External Defibrillator, First Aid, self-defense, and effective communication, among other topics.

The Director of Campus Security, Safety and Risk Management is a commissioned peace officer in the State of Ohio and has full arrest power on campus. The Board of Trustees authorized the adoption of campus police agency status by Campus Security and Safety.

Uniformed officers are on duty 24 hours a day to respond to complaints, investigate thefts, and provide other security and safety related services. During evening and early morning hours, the non-student monitors conduct foot patrols in residential areas. They provide safeguards against possible fire and other forms of damage to property.

Campus Security officers investigate all misdemeanors reported on campus. Officers report and work with the Granville Police and the Licking County Sheriff's Departments on felonies. The Director of Campus Security, Safety and Risk Management will coordinate the investigation of felonies with the Chief of Granville Village police. The Director of Campus Security, Safety and Risk Management will make arrests as a last resort in resolving incidents on campus. If thefts or other security and safety incidents occur, they should be reported immediately to the Campus Security Office. Officers will investigate, process reports and notify the appropriate organizations and/or individuals as to their findings. The Campus Security, Safety and Risk Management Office is the liaison with outside law enforcement agencies.

Campus Security, Safety and Risk Management Services provides services for students including: Satellite Television, Channel 20 and vending. For questions on Satellite TV or Channel 20, or problems concerning vending contact Mary Lindsey at X6298 or lindsey@denison.edu.

Vehicle Safety: Any student driving University-owned vehicles or leased/rented vehicles must complete the defensive driving course conducted by a member of Campus Security and Safety.

Any student member who would like to operate a golf cart must attend golf cart training and successfully take the written and driving test. If you would like to schedule training or have any questions, please contact the Environmental Health and Safety Officer at X5646.

Student Development And Other Services And Programs

The use of non-motorized recreational devices such as skateboards, rollerblades, sleds, etc., for purposes other than travel, can pose a significant safety hazard to students and visitors. Campus Security and Safety monitor the use of these devices on campus. Examples of uses that are prohibited include any use inside a building, on stairs, or along walls or railings. Any use deemed a safety hazard by Campus Security and Safety is prohibited.

Bicycles should be registered through Campus Security and Safety and personal property marked for identification. No motorized vehicle may be stored in or near a university building as it creates a potential fire safety hazard. Such vehicles will be impounded.

Safewalk/Safewatch Escort Program: Safewalk/Safewatch is coordinated by the Director of Campus Security, Safety and Risk Management. It is a student-staffed escort service organization that is on call 7 days a week from 8pm to 2am (winter hours are from 6pm to 2am) to walk students anywhere on the academic quad or to their residence halls. Safewalk will also provide motorized transportation to the residence halls of students parking in remote parking lots.

Campus locations of emergency phones: Mitchell Center/Skin Hill, Ebaugh IM Fields, Ebaugh Parking Lot, Ebaugh Road Pond, Rugby Field (adjacent to Granville Middle School), Deeds Field, South Plaza, Swasey Chapel Walkway, Stairs behind Swasey Chapel, Sunset Parking Lot (2), Polly Anderson field station, steps leading from President's Drive to Sorority Circle, stairs below East Hall (towards Prospect), between Doane Dance and Burke Hall, stairs below Campus Commons, Brownstone parking lot, Recycling Center and Homestead. In addition to the emergency phones, there are telephones located on the outside of each residence hall and some academic buildings. These may be used for on-campus calling or contacting the Denison Operator; follow directions posted on the phones.

For additional information, access the Campus Security and Safety web site at: <http://www.denison.edu/sec-safe/>.

Campus Safety

Room 103, Parking Garage

TBA

Environmental Health and Safety Officer,
TBA@denison.edu, (740) 587-5646

The University is committed to maintaining a safe and healthy environment for all faculty and students of the University and to maintain at all times an effective safety program. The Office of Environmental Health and Safety is responsible for the administration and coordination of the Denison University Environmental Health and Safety Program. The EHS Office is responsible for all safety training, coordinating safety efforts with all departments on campus, acting as the enforcement agent for all Environmental Health and Safety Regulations and guidelines, investigating campus accidents, injuries and incidents, and serving as the primary information resource for all Environmental Health and Safety issues. The Environmental Health and Safety Officer is a

Certified Hazard Control Manager (CHCM) and has the necessary training and experience to manage the EHS program at Denison University.

Information Technology Services

ITS Help Desk, Fellows Hall 100A, (740)587-6395

Lisa Bazley

Chief Information Technology Officer &
Director, ITS, Fellows Hall 107

bazleyl@denison.edu, (740) 587-6526

In order to maintain a computing environment which best serves the needs and protects the rights of members of the academic community, Denison regulates the use of computers and other technology. Access to computers and technology resources is a privilege granted by the university to all students, faculty, and staff. Access can be suspended or denied for cause. Access to some computer programs and features may require a written request. Access to information which is private or confidential, as determined by the owner or by the university, may be restricted.

Access to some on-campus computers and to external networks requires a means to authenticate a user's identity. One means used to accomplish this is by assigning a user a login account and password. The user, or account owner, is responsible for all actions originating from an assigned account. Account passwords are within the control of a user to change and may not be shared. The ITS Help Desk will provide assistance with methods to share information when needed.

Some computing-specific actions are prohibited by university policy, such as:

- a. accessing or using a computer account assigned to another person, OR sharing a password to a protected account with another person.
- b. unauthorized access or attempts to access data, computer systems and/or networks on or off the university campus.
- c. misuse, excessive use, or abuse of computer equipment, software, or supplies.
- d. any deliberate act which denies or interferes with the access and use rights of others.
- e. use of deliberately offensive, or obscene, language or other communication which has the effect of harassing or intimidating another person.
- f. violations of copyright/civil law, including the unauthorized reproduction and use of copyrighted text, images, audio or video.
- g. use of any computer network for commercial (money-making for either individuals or groups) purposes.

- h. software theft or piracy, data theft, or any other action which violates the intellectual property rights of others.

In public computing facilities such as clusters or labs, normal rules of courtesy apply. The presence of any individual or group should not interfere with the work of others.

Media Technology Services

Doane Library

Joseph Leija

Media Technology Services Supervisor,
leijaj@denison.edu, (740) 587-6485

Rich Elkins

Media Technology Services Coordinator,
elkins@denison.edu, (740) 587-6533

Media Technology Services (MTS), located within the Learning Commons on the main level of the William Howard Doane Library, offers a variety of services to Denison students, faculty and staff. At the Library circulation desk, students may check out academic software products for installation on personally owned computers and digital media equipment for use, such as digital still cameras, digital camcorders and digital audio recorders for course projects and presentations. Other equipment for checkout includes slide projectors, overhead projectors and projector screens. Laptops may be checked out for use in the library only. Throughout the Learning Commons area on the main level of the library are many services to support access to information and use of these technologies. The Learning Commons desk is staffed by reference librarians, student reference aides, MTS and Learning Commons student assistants, technology help desk staff and others who can provide assistance with academic projects. In addition, analog and digital audiovisual editing equipment and several multimedia editing stations, as well as tools for media digitization, format conversion and duplication are also available. For assistance with the basic use of the equipment or for help with a project, please seek out an MTS or LC assistant or library staff member at the desk as you enter the Learning Commons. For more information about equipment offerings, policies and hours, please visit <http://www.denison.edu/computing/academic/mts/>

The Library

Mary Prophet

Interim Director of Libraries, prophet@denison.edu, (740) 587-6215

Peggy Rector

Assistant to the Director, rector@denison.edu, (740) 587-6225

Circulation Desk, Ext. 6235

Reference Desk, Ext. 6682

The William Howard Doane Library/Seeley G. Mudd Learning Center is open seven days a week when classes are in session, until 2 a.m. Sunday-Thursday evenings. The library holds well over one million books, periodicals, government documents, videos, microforms and electronic resources and databases. Stacks are open for browsing and 750 seats are available. There are also departmental libraries in the Chemistry and Physics Departments. Media Technology Services (MTS), a division of Information

Student Development And Other Services And Programs

Technology Services, is housed in the library. MTS is responsible for campus audio visual equipment.

As a member of the Five Colleges of Ohio and OhioLINK consortia, Denison University offers easy access through a combined online catalog, CONSORT, to a collection of 48 million items. The catalog can be searched from computers on and off campus via the web. A daily delivery service and shared electronic databases are other consortial features available to students, faculty and staff. The Five Colleges of Ohio include Denison, Kenyon, Oberlin, Ohio Wesleyan and the College of Wooster, while OhioLINK is a statewide consortium with over 100 academic and public libraries, giving library users access to Ohio's rich and diverse library holdings.

The loan period for books, documents, and sound recordings is 21 days. A detailed circulation policy is available at the Circulation/Reserve Desk and on the library web site. CHECKING OUT BOOKS AND USING RESERVE MATERIALS REQUIRES YOUR DENISON IDENTIFICATION.

Reference Librarians are available to help all users with research and library use questions, and an active library instruction program provides opportunities for classes to learn about information resources and research skills. The library has a state-of-the-art electronic classroom for its instruction sessions. Materials not available to Denison Libraries through CONSORT or OhioLINK may be requested through the Interlibrary Loan service from libraries around the world. Access to hundreds of on-line subscription databases and numerous full-text resources are available via the Library web page: www.denison.edu/library. The Archives and Special Collections Department has material about Denison's history, as well as other unusual or rare materials. Microform scanners and copiers are available as well. Additional information about library policies and resources, connections to CONSORT and OhioLINK and to other remote library catalogs, and listings of and access to Internet resources are available through the Denison Home Page.

Financial Aid And Student Employment

Beth Eden House

Nancy Hoover	Director of Financial Aid, hoover@denison.edu , (740) 587-6279
William M. Sperry	Associate Director of Financial Aid, sperryw@denison.edu , (740) 587-6279
Brett Underhill	Financial Aid Counselor, underhillb@denison.edu , (740) 587-6279
Karen Coriell	Financial Aid Coordinator, coriellk@denison.edu , (740) 587-6279
Elizabeth Taylor	Financial Aid Systems Coordinator, taylor@denison.edu , (740)587-6780

On-campus employment may be available, although it is not guaranteed, to students who wish to contribute to their college expenses. Preference is given to those who have shown, through a financial aid application, that they need help meeting their costs.

Work opportunities cover a wide variety of assignments and skills: the dining hall, library, academic and administrative departments, grounds care, and athletic facilities. Students who wish to work should go to the web at www.denison.edu/financialaid/jobs.html, or the Office of Financial Aid and Student Employment for assistance in locating a position. Financial aid, including grants and long-term loans, is available through this office. Students for whom finances are a strain at any time are encouraged to visit the office for suggestions and assistance.

Veteran's Benefits: Students receiving veteran's benefits should contact the Financial Aid Counselor in the Office of Financial Aid and Student Employment, Beth Eden House, Ext. 6279.

Off-Campus Study

413 Fellows Hall

Andrew Law

Director, lawa@denison.edu, (740) 587-6667

Sandy Spence

Coordinator, spences@denison.edu, (740) 587-6532

Off-campus study acts as a catalyst in a Denison education. Its purposeful combination of classroom and experiential learning provides students an opportunity to hone the analytical literacy and capacity for informed judgment and constructive social engagement that are associated with a liberal arts education.

Off-campus study also engenders independence and self-confidence. As students are encouraged to reflect on their experiences they develop strategies for effective communication and thoughtful moral/ethical decision-making in contexts of socio-cultural plurality.

In order to pursue off-campus study for academic credit, students must first obtain Denison approval for such study and then apply for acceptance by the program provider. Approval is granted through the off-campus study proposal process, which starts with an individual advising appointment with the coordinator and culminates with the completion of an off-campus study proposal. The student is also responsible for completing an abridged provider application. If the student receives Denison approval, the off-campus study office then forwards her/his proposal materials to the program provider in order to complete the application file and allow for a final admission decision.

Denison approval for off-campus study is granted on a rolling basis to sophomores and juniors. The mandatory initial appointments are available starting in April and continuing through Thanksgiving break. The final deadline for consideration for all summer, semester, and academic year programs is at the beginning of spring semester in the sophomore or junior year. Late proposals are only considered if there are documented personal, family, or medical emergencies or relevant academic issues.

Recreation And Intramural Activities

Facilities Reservations

Kevin Varnish

Student Development And Other Services And Programs

Supervisor of Facilities & Equipment varnish@denison.edu, (740)587-6760

It is the function of the Recreation, Club and Intramural Programs to encourage active student participation in a wide range of recreational activities. The program opportunities include ZUMBA fitness classes, yoga, intramural and club sports, as well as opportunities to utilize open recreation facilities. For more information about the recreation program contact Lynn Schweizer at schweizer@denison.edu or 740-587-6657.

Facilities

Facility Hours: http://denisonbigred.com/recreation/facility_hours

Alumni Fieldhouse (Rec Gym): 3 basketball courts, 3 volleyball courts, walk/jog track.

Indoors:

- Mike Gregory Natatorium: 25 yards, 6 lane pool; two 1-meter diving boards and one 3-meter diving board.
- Livingston Gym (Competition Gym): 2 basketball courts, 2 volleyball courts
- Mitchell Center: 200 meter indoor track, 4 indoor tennis courts, fitness room, multi-purpose room, 4 racquetball courts, 4 squash courts, and strength room

Outdoors: 14 fields, 12 tennis courts, 400 meter outdoor track, platform tennis, 2 sand volleyball courts.

Reservations: Students, faculty or staff may reserve facilities for a club or campus activity by contacting the Facility Supervisor, Kevin Varnish at varnish@denison.edu. It is recommended that you make your request as far in advance as possible, preferably two weeks in advance. Individuals may also reserve a racquetball or squash court by calling the first floor equipment cage at 740-587-6694 at the Physical Education and Athletic Center. Courts can be scheduled no more than 24 hours in advance of use. Priority usage of courts is given to those who have secured a reservation in advance.

Programs & Activities

Club Sports: The Club Sports Program provides opportunities for special recreational interest groups in a variety of sports activities including competitive, noncompetitive, recreational and instructional programs. All clubs are open to current students, faculty and staff. The clubs are student organized and there are opportunities for students to form new clubs if there is enough interest. The following clubs provide the participants with team competition against other colleges: badminton, basketball, crew, equestrian, ice hockey, lacrosse, quidditch, rugby, running, sailing, soccer, squash, tennis, triathlon, ultimate frisbee, volleyball and water polo. Other clubs include: bowling, cheerleading, clay target, dance, fencing, gymnastics, outdoor, rock climbing, skiing, taekwondo, yoga and ZUMBA. It is the responsibility of participants to take necessary precautions to avoid injury during club sport practices, travel or competition. Club Sports Guidelines and additional information are available from

Student Development And Other Services And Programs

the Athletics, Physical Education and Recreation Department at <http://denisonbigred.com/clubandimsports/clubsports/index>

Intramural Sports: Current students, faculty and staff are eligible to participate in intramural sports. Students may form independent teams or teams that represent a club, hall, fraternity or sorority. Intercollegiate sport athletes are not eligible to participate in intramural sports during their competitive season. The Intramural program provides competition in basketball, dodgeball, flag football, floor hockey, golf, softball, tennis, sand volleyball, soccer (indoor) and volleyball. The program is flexible and may offer other Intramural activities depending on student interest. It is the responsibility of participants to take necessary precautions to avoid injury during intramural sports competition. For more information go to the Athletic Department website at <http://denisonbigred.com/clubandimsports/clubsports/index>

Yoga Classes: Classes are offered on Tuesdays and Thursdays from 4:45-6:15pm in the lower level of Doane Dance Academy. Classes are taught by nationally certified instructors and are free to Denison students, faculty and staff. Dress in layers and bring a towel, blanket, or a yoga mat if you have one. [http://denisonbigred.com/recreation/pdfs/recreation yoga schedules.pdf](http://denisonbigred.com/recreation/pdfs/recreation%20yoga%20schedules.pdf)

ZUMBA Classes: ZUMBA is an aerobic fitness program that incorporates Latin dance steps with whole body fitness movements. Classes are offered on Mondays and Wednesdays from 5:00-6:00 pm at Mitchell Center in Room 252 located adjacent to the track balcony. Classes are free to the Denison community and are taught by nationally certified instructors. Bring a water bottle. [http://denisonbigred.com/recreation/pdfs/zumba class11.pdf](http://denisonbigred.com/recreation/pdfs/zumba%20class11.pdf)

Code Of Student Conduct

The current version of the Code of Student Conduct is located on the Office of Student Conduct and Campus Values website at: http://www.denison.edu/offices/standards/osc_studentcode.html

University Policies And Procedures

Important Academic Regulations and Policies

(For a complete description of academic policies, please consult the Denison Catalog.)

A. *Registration:*

Registration is a two-part procedure. All students must complete advance registration for the following semester by the date indicated on the calendar. Incoming freshmen register by personal conference on campus, by telephone conference, or by mail preceding entrance to Denison. A student must consult his or her academic advisor when making out class schedules. Every student must confirm his/her registration electronically via the "Registration Confirmation" process prior to the start of school.

A normal semester load is 16 credit hours. Normally, eighteen semester hours constitutes a maximum for a semester without payment of the excess hour fee. Each additional hour over 18 for the semester costs \$1,230. With evidence of mitigating circumstances and careful consultation with the academic advisor, a student may request (not more than twice during the undergraduate career) permission to enroll for up to 20 credits per semester without incurring excess hour fees. Such requests must be made before registration day and must contain sound pedagogical arguments. Accelerated graduation plans or scheduling indecision are not acceptable reasons. A student who cannot carry a normal schedule for reasons of health, employment or deficient background in certain subjects may register for less than 12 hours with special permission from the Office of Campus and Residential Life.

A student may change his or her registration during the first two weeks of a semester only with the consent of the academic advisor and proper notification to the Registrar. A course dropped without permission is recorded as a failure. No student is admitted to a class later than the second week of the semester. Students failing to register by the deadline date prescribed in University publications and/or failing to respond properly to University officials' notices regarding the problem shall be withdrawn from all preregistered courses. Such withdrawal shall carry with it financial forfeitures of a portion of tuition, fees, room and board assessed for the semester.

Appeal of this action shall be to the Academic Standing Board and, if upheld, will normally carry a minimum penalty of \$50 and other disciplinary sanctions as deemed appropriate.

B. *Class Attendance:*

It is expected that Denison students attend and participate in all regularly scheduled classes. If class is missed for whatever reason, students have the responsibility to determine what occurred in the missed class. Absence from a class is not an excuse for not knowing class material. The student is responsible for all information, discussion or conceptual analysis which transpires during any given class he/she

may miss. Class attendance and participation is expected by all students for classes immediately before and immediately after all University holidays. Students are responsible for all work accomplished during the class sessions.

Attendance policy is set by the instructor. It is the responsibility of the instructor to establish (a) a policy on class attendance, (b) any criteria for excused absences when attendance is required, and (c) a policy for the make-up of missed work. This latter, of course, is particularly important since class absence involves, potentially, a loss of the opportunity for learning for the student. It is vitally important that each faculty member review these points in class early in the semester. The course syllabus is the contractual agreement between instructor and student. It is important that the instructor outline clearly the expectations and all other factors that determine grades and penalties.

It is the student's responsibility to provide any needed documentation regarding absences, including medical excuses, from curricular and extracurricular activities. Denison Health Services will issue a written excuse for the student in the event of an extreme situation requiring class absence.

C. *Withdrawal From Courses:*

To withdraw from a course a form must be signed by the instructor and the student's advisor and then presented to the Registrar. No record will be made if a student receives permission to withdraw from a course before the end of the fourth week of classes. No withdrawal from a course is permitted after the fourth week of classes. A student who withdraws from a course without official permission will receive a grade of F on his or her permanent record.

D. *Withdrawal From the University:*

****NOTE:** Taking a Leave of Absence (LOA) or withdrawing from the University may have serious implications concerning your financial aid and repayment plan. Contact the Financial Aid Office in Beth Eden.

All students wishing to leave Denison, except those on approved off-campus programs, are *required* to meet with the Associate Dean or his/her designee for an exit interview and for completion of the proper paperwork. The exit interview begins the withdrawal process. Continuing students withdrawing from the university for the ensuing semester must notify the Office of Residential Education and Housing by June 1 for the fall term or by November 1 for the spring term for the enrollment deposit to be refunded. At that time a determination of the appropriate status will be made. In some cases, a student may be granted a LOA pending proper documentation. If the documentation is insufficient, the LOA may be changed to a withdrawal. Entering first-year or transfer students must notify Admissions by May 1.

There are four classifications for students who wish to leave Denison.

1. *Leave of Absence (LOA)* is granted by the University in cases of documented hardship or for other reasons receiving prior approval. "Documented hardship" would include medical, psychological, family crisis or other reasons which

may render the student unable to attend for a designated period of time. The leave must be approved by the Office of Student Development, in consultation with other appropriate university offices. A Leave of Absence may be for one or two semesters. A one-semester leave may be extended for an additional semester if approved by the Office of Student Development. Readmittance following a leave may be subject to review by OSA and/or Health and Counseling Center staff. If a student does not return after two semesters, the LOA reverts to a withdrawal (see below), and the enrollment deposit is forfeited.

2. *Academic Leaves of Absence* may be approved by the Associate Provost in conjunction with the Registrar and faculty departments. Awarding the course credit will depend on a course-by-course evaluation of the completed work.

These first two categories enable students to retain all of the rights and privileges accorded enrolled students (specifically, the transfer of credits earned elsewhere, preregistration slot, and participation in the room lottery).

3. *Educational Enrichment Leave of Absence* Students may apply for a Leave of Absence in order to explore different kinds of educational opportunities. Such endeavors must be approved by the Director of Off Campus Studies and will usually not be appropriate for the transfer of credits for the Denison Baccalaureate degree. Opportunities that may fit into this category might include the National Outdoor Leadership School (NOLS), Outward Bound, Bible colleges, specialized technical programs, culinary institutes, and Semester at Sea. Students who receive a Leave of Absence for Educational Enrichment should not anticipate academic credit or financial aid from this institution but would retain opportunities for course selection and housing lottery participation for when they return to Denison University. Students will be regarded as withdrawn for purposes of loan repayments. Students will be able to resume merit scholarships if required GPA standards have been met; but, they will need to reapply for need-based aid for the year they are planning to return. A Leave of Absence for Educational Enrichment is usually effective for one semester and shall not exceed one calendar year. If a student does not return after two semesters the Leave of Absence for Educational Enrichment reverts to a Withdrawal (see below) and the enrollment deposit is forfeited.
4. *Withdrawal* from the University can be student initiated or administrative, the latter occurring when a student simply leaves campus, is suspended for academic or disciplinary reasons, does not return from a leave of absence or is deemed ineligible to continue enrollment because of an outstanding account balance. In the case of a withdrawal, the student forfeits the right to preregister with classmates for the next semester, and is put at the bottom of the class for the room lottery. There is no guarantee that withdrawn students who take courses while away will have their credits accepted by Denison. Students who withdraw to attend off-campus study programs not endorsed by Denison, or who go on an off-campus study program without the approval of Denison, will not have their course credits transferred. In the case of students on academic suspension, transfer of academic credits earned away from Denison

is subject to the judgment of the Registrar's Advisory Board and considered as part of the normal process of academic reinstatement.

a. **REQUIRED ADMINISTRATIVE WITHDRAWAL FOR NON-ACADEMIC REASONS** Denison University is committed to the well-being and safety of its community members and the integrity of its learning environment. The University may require a student to take an administrative withdrawal if there is a sufficient showing that the student is engaging or is likely to engage in behavior that presents a real danger of substantial harm to self or others or substantially disrupts the learning environment and activities of the campus community. This policy and associated procedures do not take the place of disciplinary action associated with a student's behavior that is in violation of University policies, standards, or regulations. This policy is to be invoked in extraordinary circumstances in which, in the discretion of the Vice President for Student Development, the Dean of Students, or designee, the regular disciplinary system cannot be applied or is not appropriate. This policy may be invoked when a student is unable or unwilling to request a voluntary withdrawal and the Vice President for Student Development, the Dean of Students, or designee deems a withdrawal necessary to protect the health and safety of the student or others, or the integrity of the learning environment and campus community. Examples of such extraordinary circumstances include, but are not limited to: suicidal threats, self-starvation or purging behavior, ongoing substance abuse or addiction, serious threats of harm to others, or bizarre or destructive behavior. Before a required administrative withdrawal is considered, the Vice President for Student Development, Dean of Students or designee will encourage the student to take a voluntary withdrawal. The procedures related to this policy appear in the Student Handbook.

Readmission

Students who withdraw voluntarily or who are withdrawn administratively from or suspended by the University may apply for readmission. The University reserves the right to require, review, and approve documentation that the student is qualified and ready to return to academic work. In the case of a voluntary withdrawal for medical/psychological reasons, or any administrative withdrawal under this policy related to a physical or mental health condition, the student must submit a written progress assessment from a treating health professional as part of their request for readmission. Denison University Health Services and/or Counseling Services may require a release from the student to discuss current treatment and follow-up needs with the treating health professional, in order to assess whether the student is qualified and ready to return to Denison and whether the University can provide the follow up care needed to maintain the student's enrollment. Denison Health and Counseling professionals will review this information and recommend to the Dean of Students or designee approval (with or without conditions of treatment, education, counseling, or other) or denial of the readmission. After consulting with University health professionals and/or other appropriate University officials as necessary to facilitate an informed decision, the Dean of Students will make the final decision about readmission.

In order to return to Denison from a withdrawn or leave status, a student must make a *request in writing* to the Office of Residential Education and Housing, their account must be in good standing, and the \$300 enrollment deposit must be paid. This will reactivate the file and allow financial aid papers to be filed and the assignments process to occur. Reinstatement following academic suspension will require a reinstatement petition filed with the Academic Standing Board. The Petition must include the following three (3) items: 1) *Reinstatement Petition*: the form can be obtained online (PDF) at www.denison.edu/offices/registrar/reinstatement_petitions.html or from the Registrar Office. In the petition the student needs to thoroughly discuss the cause of his/her weak academic performance and how those problems have been successfully addressed; 2) *Evidence that the student has corrected the problems that led to deficient academic performance*: in nearly all cases, quality course work (at least two courses) completed at some other institution will be expected. Evidence might also include: positive and productive work experiences; academic, emotional/psychological and/or health counseling; resolution of family and relationship problems; and 3) *At least two letters of recommendation*; Preferably one should be from a Denison faculty person who can address strengths and weaknesses that he or she might have observed in the student's academic efforts. The second might be from a professor with whom you have studied at the institution you attended after departing Denison. These three sets of items to be reviewed by the Academic Standing Board ought to be filed with the Registrar at least four weeks prior to the first day of classes for the semester for which the student wishes to return. All items should be mailed to: Yadi Collins, Registrar, Doane Administration Building, Denison University, Granville, OH 43023. More information can be found on the Registrar website: http://www.denison.edu/offices/registrar/reinstatement_petitions.html

E. *Incomplete Grade:*

No student will receive an incomplete in a course unless the student (or spokesperson in the event that the student is absent from school) presents the petition to the instructor and the registrar advisory board for approval. Incompletes will be awarded only in cases of illnesses, serious personal problems, death in the family, or other extraordinary circumstances. A student will not be granted an incomplete simply because additional time is needed to complete the assigned work. All petitions for incompletes must be submitted no later than the last day of a course. In a few rare circumstances, students might submit petitions during final exam week.

F. *Drop/Add Regulations*

To withdraw from a course a form must be signed by the student instructor and academic advisor and presented to the Registrar. No listing will be recorded on a student permanent record if that student receives permission to withdraw from a course before the end of the fourth week of classes. No withdrawal from a course is permitted after the fourth week of class except in the case of first-year students who have a grace period until the end of the ninth week. (This applies to the first semester only.) A student withdrawing from a course without official permission of the instructor and the Registrar will receive a grade of "F" (failure) on the permanent record.

University Policies And Procedures

All additions to a student schedule must be made within the first ten days of the academic semester. (This refers to the first ten days of regularly scheduled classes, not the first ten meetings of a specific class.)

G. *Satisfactory/Unsatisfactory Evaluation*

Juniors and seniors may elect to take one course per semester utilizing the Satisfactory Grading option. For a student earning a "C" or higher, the Registrar will convert this grade to an "S," for "satisfactory," with no impact on cumulative grade point average. For a student earning a "C-" or lower, the Registrar will record that grade on the academic transcript, and it will be included in the grade point average. This option may not be exercised for courses within a student's major or minor fields, including required cognate courses, and it is not an option for any General Education requirement. To exercise this option, a student must complete the appropriate form at the Registrar's office, no later than the fifth week of the semester. No approval is necessary from a department or program or instructor, and a student is not required to inform the instructor about exercising this option. A few courses are offered to everyone utilizing a "satisfactory" grading format, and such courses are not included in the option described above.

H. *Athletic Participation and Class Attendance*: The following criteria has been designed and implemented with communication by the athlete to the Professor always being FIRST priority. It is also encouraged to communicate any concerns by the Professor to the Coach, directly:

- **ABSENCES**: University policy states that student-athletes may have up to the equivalent of three hours of class absences per course per semester for participation in intercollegiate athletic contests. Absences beyond the three (3) hours need not be granted, but may be permitted at the Professor's discretion. Practices, scrimmages, or non-traditional season play are not included in excused absence policy. Competition in the non-traditional season will be left to the discretion of the Professor, in terms of excusing the student from class. It is the student's responsibility to notify the instructor well in advance of all anticipated absences. If any of these absences are scheduled for class activities that cannot be made up, the instructor may deny approval for an excused absence. These limitations apply to regular season play.
- **POST SEASON PLAY**: Denison University supports the participation in post-season play. It is the highest honor to represent the University in this manner. If student-athletes are engaged in post-season play in the conference, regional, or national level, they will be granted excused absences for missed classes. Students are responsible for notifying the faculty member in advance of projected absences. Students must also arrange to make up missed work or complete an alternative assignment to satisfy the course requirements.
- **COURSE SCHEDULING**: Coaches, advisors and student-athletes should make every effort to design course schedules to minimize the possibilities of conflict between the student's academic responsibility and their participation in intercollegiate athletics.

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- **ELIGIBILITY: Academic Eligibility:** In conformity with NCAA regulations pertaining to athletic eligibility, students wishing to participate in the Denison University Intercollegiate Athletic Program must be in good academic standing (minimum cumulative average of 2.0) and be enrolled in a minimum of 12 semester hours. Students not in good academic standing may participate in practices, but may not participate in intercollegiate games or in intercollegiate scrimmages. **Social Eligibility:** A student on Disciplinary Probation is not eligible to participate in varsity athletic competition (including club sports). If an athlete is charged, either on or off campus, with an action that is likely to be punishable with disciplinary probation, suspension or expulsion, and there is sufficient evidence to substantiate the charge as determined by the Associate Dean of Students, the student will not be permitted to represent the university from the time that the student is charged until the time the student is officially notified of the judicial outcome
- **VARSITY SPORTS:** Denison offers the following varsity sports to men: baseball, basketball, cross country, football, golf, lacrosse, soccer, swimming/diving, tennis and track (indoor and outdoor). Women's varsity sports include: basketball, cross country, field hockey, golf, lacrosse, soccer, softball, tennis, swimming/diving, track (indoor and outdoor) and volleyball

I. *Academic Grievance Policy*

The assessment of student academic performance, including the assignment of particular grades, is a faculty responsibility. The faculty member offering the course should be responsible for the evaluation of student course work and, under normal circumstances, is the sole judge of the grades received by students in that course.

If a student feels that his or her grade in a course was the result of a prejudiced, capricious, or in some other way unjust evaluation on the part of an instructor, that student may file a grievance petition with the Registrar's Advisory Board. The petition must be filed within the semester following the awarding of the disputed evaluation, even if the student or faculty member is off-campus and unable to appear until a later date. Petitions should include evidence of prejudiced or capricious academic evaluation and evidence of attempts to deal with the problem at the department level, including discussions with the faculty member involved and his other department chair. Only after these steps have been taken will the matter become part of the formal academic grievance process. Simple disagreement with the instructor philosophy in assigning grades, or with the instructor professional judgment about the quality of the work does not constitute cause for petitioning.

The Registrar's Advisory Board will transmit evidence of the charges to the faculty member. After evaluating the charges and hearing the instructor explanation, and possibly discussing the situation with other members of the class, and/or members of the involved department, the elected teaching faculty of the committee will recommend a solution. Both the student and the faculty member will have the right to appear personally before the committee and to present their views. If the Registrar's Advisory Board decides there is no basis to alter the grade, the process

will terminate at that point. If the Registrar's Advisory Board recommends that the grade should be changed, it will request that the instructor make the change, providing the instructor with a written explanation of its reasons. Should the instructor decline, he or she should provide an explanation in writing. The entire matter will then be referred to the six elected faculty members of the President's Advisory Board who will be the final arbiters of the case. This faculty committee will examine all available information on the dispute, meet with the student and the instructor, members of the instructor academic department if appropriate, and others as it sees fit.

The faculty committee, after considering all the evidence, and upon concluding that it would be unjust to allow the original grade to stand, may then recommend to the Provost that the grade be changed. The Provost will provide the instructor with a copy of the recommendation and will ask the instructor to implement it. If the instructor continues to decline, the Provost will then change the grade, notifying the instructor and the student of this action. The Provost, following written instructions of the faculty committee, will effect a change in grade over the objection of the instructor who assigned the original grade. If the student remains dissatisfied with the result of the petitioning process, he or she may request that the Registrar insert a letter in his or her academic record, describing the process and outcome.

J. *Disability Grievance Procedures*

For section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990

Through policy and practice, Denison University is committed to providing to all enrolled students equal access to campus programs, services and activities. The following procedures have been adopted to ensure and maintain the University compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990 under which no qualified student with a disability shall be denied access to or participation in programs, services or activities of Denison University. A qualified student is defined as one who meets the requisite academic and technical standards required for admission or participation in a post secondary institution's programs and activities. A person with a disability is anyone with a physical or mental impairment that substantially limits one or more major life activities, such as walking, seeing, hearing, speaking or learning. In addition to those people who have visible disabilities, the definition includes people with a whole range of invisible disabilities. These include psychological problems, learning disabilities, or some chronic health impairments such as epilepsy, diabetes, lupus, cancer, HIV/AIDS, and more.

Request for Accommodations

The enrolled students should submit any request for accommodations to the Academic Support & Enrichment Center in Doane 102 for consideration. It is expected that prior to the consideration of such requests, students will provide recent professional documentation that speaks to the specific disability and the requested accommodations. Granted requests for academic accommodations will be specific to the documented needs of the individual student, e.g., extended time on in-class examinations, alternate testing locations, texts in alternative format,

etc. Additional information regarding academic accommodations can be obtained in the Academic Support & Enrichment Center in Doane 102.

Complaints and Steps to Resolution

If a student has reason to believe that he or she has been denied equal access to any campus program, service or activity including requests for academic accommodations, there are mechanisms in place to assist in bringing about a timely resolution.

Independent Resolution

Students are encouraged first to attempt to independently resolve concerns by initiating a meeting with the staff member, faculty member or student with whom there is a concern or disagreement. Concerns may be related to the response for a requested academic accommodation or to the belief that one's rights as a student with a disability have been denied. Many times, when both parties have the advantage of directly sharing their concerns, the matter can be resolved without further assistance. However, when the matter cannot be resolved independently, students are strongly encouraged to address such instances through the following steps.

Reporting A Complaint

Students who believe that their rights as defined under Section 504 of the Rehabilitation Act of 1973 and the Americans With Disabilities Act of 1990 have been denied should report such instances to the Academic Support & Enrichment Center in Doane 102. It is important that concerns are reported within 30 days of the alleged incident or situation or when an independent resolution with the faculty member, staff member office or student in question cannot be achieved. Timeliness in addressing concerns helps to ensure expedient resolution and minimal disruption to the student's academic schedule. Any student bringing forth a complaint has the right to be assisted by a support person of his or her choosing from within the Denison University system; however, the complainant is responsible for presenting his or her information. Advisors are not permitted to represent or participate directly in the resolution process.

Informal Resolution

After thoroughly reviewing the complaint with the reporting individual, the Director of the Academic Support & Enrichment Center will meet with the other party and then, if necessary, jointly with both parties with the intended goal of seeking a mutually agreeable solution that preserves the student's right to equal access and participation in services, programs, and activities at the University while maintaining the University commitment to academic standards of excellence within a residential community. If the complaint remains unresolved, it shall be forwarded to the Accommodations Review Board. Please note that the individual initiating a complaint maintains the right to request that the complaint be dropped rather than forwarded to the Accommodations Review Board. In such cases, the University reserves the right to informally address the specifics of the complaint and to mandate corrections, when warranted.

Formal Resolution

Unresolved complaints shall be forwarded to the Accommodations Review Board in the event of an unsuccessful informal resolution meeting. Complaints must be forwarded in a timely manner and in writing, including the name and campus address of the student initiating the complaint, the name(s) and address(es) of the individual(s) who allegedly denied the student rights, and a descriptive statement of the problem and its potential impact on the complainant.

Accommodations Review Board

The role of the Accommodations Review Board (ARB) is to formally hear and resolve disability related complaints that have not been resolved independently or through informal measures. The burden of proof that an accommodation was wrongly denied must be sustained by the student. Membership on the Accommodations Review Board includes two tenured faculty members appointed by the Provost, one faculty member from the Registrar's Advisory Board, the Registrar, and the Associate Provost responsible for Institutional Equity and Diversity. The Director of Academic Support & Enrichment serves in ex-officio capacity. In the event the grievance is with the Academic Support & Enrichment Center, the Associate Provost responsible for Academic Affairs will serve on the Accommodations Review Board in an ex-officio capacity.

Notification of Outcome and Appeal

The Accommodations Review Board shall meet in a timely manner upon receiving notification that a formal complaint has been filed. The Accommodations Review Board shall review the written formal complaint and related documentation and, if need be, call either or both parties for points of clarification or additional information. Written notification of the outcome shall be provided to both parties once a decision is reached. The decision of the Board is final.

Additional Avenues for Resolution

Filing a complaint within the University grievance system in no way precludes an individual's right to file a grievance with the Department of Education or the Department of Justice.

*definitions taken from Association for Higher Education and Disability (AHEAD) brochure.

K. *Off-Campus Study*

1. Students who enter Denison as first-year students must have completed at least 60 credit hours of study on campus. Transfer students may apply to study off campus after completing one year of study at Denison.
2. Students must have a minimum GPA of 2.5, but those with at least a 3.0 will be given preference. Petitions may be submitted requesting special consideration for students with a GPA under 2.5. Exceptions are rare.

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3. Students may start the Denison approval process any time during their sophomore year. However, it is important to note that, while there is no deadline for Denison approval, specific programs do have deadlines. Please be sure to check with the Office of Off-Campus Study as early as you can.
4. Applications will be evaluated on the basis of:
 - a. Academic performance
 - b. Evidence of academic and social maturity
5. Permission to extend one's stay will be considered on a case by case basis. Such approval is not automatic and will be reviewed after first-time applicants have been considered.
6. The number of students approved to participate in off-campus study programs is limited to 10% of projected enrollment of the total student body per year.
7. Seniors wishing to study off-campus must receive permission from the Registrar's Advisory Board to waive the senior year residency requirement.
8. If you seek to transfer credit, you must get a transcript or a certificate of satisfactory work. This must state the number of class hours or tutorial sessions attended. Denison will accept a maximum of 16 hours per semester. Courses to be applied to the major or to the General Education requirements should be checked with the appropriate department. If you foresee a need to exceed the maximum limit of 32 credit hours in the major at the end of the Junior year, you must petition the Academic Standing Board before you go on your program.
9. Students studying abroad in a setting in which English is not the native language will be required to study the native language while abroad. Students planning to continue the study of a language for which college credit has already been received should check carefully in advance with the Modern Language Department at Denison to ensure that there is no duplication in courses taken abroad.
10. The administrative fee charged to each student participating in an off-campus program is \$605 per semester for 2010-2011. However, students participating in a full-year program will be charged a reduced fee (\$100) for the second semester of the same program. An administrative fee of \$210 is charged for summer off-campus programs. The fee is refundable only if the student notifies the University in writing of his or her decision to withdraw from the program prior to the due date for semester bills.
11. Independent Study credit (maximum of 4 credits) requires pre-registration. If more than 4 hours is sought, secure advance approval from the Committee on Independent Study.

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12. Students who withdraw to attend off-campus programs not endorsed by Denison, or who go on an off-campus program without approval will not have their course credits transferred to Denison.

L. *Calendar and Final Examination Week Regulations*

1. Each semester should comprise approximately 14 weeks, including 70 class days and an examination week. The Registrar will be responsible for compiling and submitting calendar proposals for review and approval by the Academic Affairs Council and the Senior Staff.
2. In order to allow students reasonable amounts of time to prepare for finals, the following procedures should apply:
 - a. Final exams are to be administered only during the assigned times. Instructors are not to impose upon the students' study days nor should students pressure instructors for early administration of an exam.
 - b. There shall be 12 exam slots distributed as proportionally as possible by the Registrar over the five days of exams. Two days of finals will usually be selected for evening exam slots. Additional examination slots may be added as deemed necessary.
 - c. Travel plans are not acceptable excuses for requesting a change in the final exam schedule. The final exam schedule is normally posted at the pre-registration time and at the beginning of the term, and should be consulted when making travel plans.
3. No final examinations (i.e., cumulative examinations having a significant impact on a student's final grade) or major papers given in lieu of a final examination, may be given during the last week of classes; final examinations may be given only during the time period assigned by the Registrar.
4. Participation in commencement exercises requires the satisfactory completion of all academic requirements and other matters deemed essential by the University. Exceptions are not made to this regulation.

M. *Athletic Participation and Class Attendance*

University policy states that student-athletes may have up to the equivalent of 3 hours of class absences per course per semester for participation in athletic contests. Absences beyond the 3 hours need not be granted, but may be permitted at the professor's discretion (absences will not be allowed for practices, scrimmages or non-traditional season play). If student-athletes are engaged in post-season play beyond the conference tournament, they will be granted excused absences for missed classes. Student-athletes are responsible for notifying their professors in advance of projected absences, and must arrange to make up missed work or complete an alternative assignment to satisfy the course requirements. If any of the absences are for class activities that cannot be made up, the professor may

deny approval for the excused absence. Coaches, advisors, and student-athletes should make every effort to design course schedules so as to minimize the possibilities of conflict between the student's academic responsibility and their participation in intercollegiate athletics.

Other Policies and Procedures

Academic Integrity

The current version of the Code of Academic Integrity is located on the Denison website at: <http://www.denison.edu/about/ducai.pdf>

Room Entry, Search and Seizure

A. *Inspection* The following inspection policies apply to University-owned or operated facilities:

1. The University has free access to the premises at all reasonable times for the purpose of examining the same in order to make any alterations or repairs to buildings that the University may deem necessary for its safety or preservation.
2. Every effort will be made to respect the privacy of individuals living in college-owned or operated living units. However, designated University officials have the right to enter student rooms without prior notification to perform custodial, repair and maintenance services, or in the case of an emergency.
3. Room inspections to check the conditions of college property will be announced in advance. In the event of demonstrated damages, a charge will be made, roughly proportionate to the cost of removal, repair, and/or refinishing required.

B. *Entry and Search*

1. University personnel may enter and/or search a student's room, vehicle, or other area, including personal property, in either a residence hall or other University-owned location or operated facility under any one of the following conditions:
 - a. If there is reason to believe that the room is being used for illegal purposes;
 - b. If there is reason to believe that the room is being used for a purpose that violates University or residence hall policy;
 - c. If there is reason to believe that the room is being used for a purpose that violates health or safety regulations;
 - d. With consent of a resident of that room or multiple room unit, OR

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- e. When specifically authorized by the Vice President for Student Development, or by his or her designee.
 2. Law enforcement officers possessing proper legal documents have the legal right to search rooms, and whenever possible, a representative of the University will accompany the law enforcement officer conducting the search.
 3. Search Procedures:
 - a. The search shall be conducted by a Campus Security and Safety officer or the Chief of Campus Security and Safety, or other appropriate University staff person designated by the official authorizing the search. An administrative staff member from the Office of Student Development will accompany the Security officer whenever possible.
 - b. Authorization should specify the reasons for the search, and the residents of that room should be notified of the authorization at the time of the search, if they are present.
 - c. A reasonable effort should be made to ensure that a resident of the room or multiple rooms is present during search. If a resident of the room or multiple room unit is not present or cannot be found within a reasonable time period, at least one other student should be present, preferably a student residence hall staff member.
- C. *Seizure*
1. Any items violating University policies, or creating a health or safety risk may be confiscated anywhere on university premises.

Policy on Inappropriate Relationships Between Students and Faculty

A relationship between a faculty member and a student that is romantic or sexual is not in harmony with the values of the Denison community. Such an inappropriate relationship exploits the inherent inequality of power between faculty and students, creates a situation that inhibits the learning environment, and has a negative impact on the community. As such, it is incumbent upon faculty not to engage in such relationships, and to do so will be considered the basis for disciplinary action.

This policy provides a process by which an allegation of an inappropriate relationship between a student and a member of the teaching faculty is investigated by a Preliminary Review Body (PRB). The purpose of the PRB is to attempt a resolution of the allegation that is in keeping with the values and responsibilities of the institution. In the case of an alleged inappropriate student/faculty relationship, the PRB takes the place of the informal hearing described in the Faculty Handbook, I.A.8.1-2. If the allegation cannot be resolved through the Preliminary Review Body, resolution of the allegation will move to a formal hearing and the procedure outlined in the

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Faculty Handbook, I.A.8.3a-g shall be followed. In addition, the charged party may, at any time, request that the matter move to a formal hearing under the procedure outlined in the Faculty Handbook, I.A.8.3a-g.

Allegations of an inappropriate relationship shall be made to the Provost, and may be brought by any member of the community. Within two weeks of the allegation being brought to the Provost, he/she shall notify the charged party in writing of the charges. Within 30 days of the written notification of the allegations being received by the charged party, the Provost shall convene a Preliminary Review Body. The membership of the PRB shall be comprised of the Provost and five former members of the President's Advisory Board. The Provost shall be a non-voting member of the PRB while the other members shall be voting members. No person shall serve as a member of the PRB when the allegation under consideration is (a) against him/her or (b) against a colleague whose primary affiliation is within the potential PRB member's department or program.

The PRB shall pursue an investigation of the allegations including gathering all information necessary to conduct a full review. Following the investigation, the PRB shall make one of three recommendations to the President:

1. If the PRB, by a majority vote, finds the charges to be unfounded, the PRB shall recommend that charges be dropped and the matter be considered resolved.
2. If the PRB, by a majority vote, finds that the charges are founded and, if the PRB determines that an institutional response other than the formal termination procedure is appropriate, the voting members of the PRB shall agree, by a majority vote, on suitable sanctions to recommend to the President. If the President proposes and the charged party agrees with these sanctions, the President shall have the responsibility to administer the sanctions. If the charged party finds the sanctions proposed by the President unacceptable, the matter will move to a formal hearing and the procedure outlined in the Faculty Handbook, I.A.8.3a-g shall be followed.
3. If the PRB, by a majority vote, finds that the charges are founded and that the appropriate institutional response is to proceed with formal termination procedures, it will recommend to the President that the matter move to a formal hearing and the procedure outlined in the Faculty Handbook, I.A.8.3a-g shall be followed.

If the President's recommendation differs materially from those proposed by the PRB, the President shall provide a written explanation of the reasons for the difference to members of the PRB.

The filing of charges under this policy on relationships between students and faculty does not preclude the filing of charges under the Anti-harassment and Free Speech Policy found in both the Student Handbook and the Faculty Handbook (VII.G), if the party making the allegation construes the alleged relationship to be harassment.

This policy does not apply to relationships existing prior to the student's matriculation at Denison.

Free Speech Statement

Introductory Statement Supporting Diversity And Free Speech

Denison University ("Denison" or "the University") is committed to maintaining hospitable educational, residential, and working environments that permit students and employees to pursue their goals without substantial interference from harassment. Additionally, diversity of views, cultures, and experiences is critical to the academic mission of higher education. Such diversity enriches the intellectual lives of all, and it increases the capacity of a university to serve the educational needs of its community.

Denison is also strongly committed to academic freedom and free speech. An educational institution has a duty to provide a forum in which free speech and differences of opinion are actively encouraged and facilitated, and where opinions and deeply held beliefs are challenged and debated. Critical to this mission is providing a nondiscriminatory environment that is conducive to learning. Respect for these rights requires that it tolerate expressions of opinion that differ from its own or that it may find abhorrent.

These values of free expression justify protection of speech that is critical of diversity and other principles central to the University's academic mission. However, values of free expression are not supported but are undermined by acts of intolerance that suppress alternative views through intimidation or injury. Yet as members of an institution of higher education, we must stand against any assault upon the dignity and value of any individual through harassment that substantially interferes with his or her educational opportunities, peaceful enjoyment of residence, physical security, or terms or conditions of employment (collectively, "protected interests").

In this spirit, the University adopts an anti-harassment policy that prohibits substantial interference with protected interests, subject to constitutional limitations. In addition, through the work of the Campus Environment Team ("CET", described in section IV), the University will take steps to foster an environment in which discriminatory harassment is less likely to occur, an environment that is hospitable to all members of the University community regardless of race, sex, color, ethnic or national origin, religion, age, sexual orientation, disability, or Vietnam-era veteran status (collectively, "protected status"). As used in this policy, the term "race" means any race, "sex" means male or female, "color" means any color, "national origin" means any national origin, "religion" means any religion, and "sexual orientation" means any sexual orientation. The terms "age," "disability" and "Vietnam-era veteran status" are used as defined under the Age Discrimination Act of 1967 as amended, the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, and the Veterans Readjustment Act of 1974, respectively. At the same time, the CET will work with others in the University to help safeguard freedom of speech and academic freedom.

Through the efforts of the CET and the many other programs now underway, the University truly hopes to achieve these worthy goals. Ultimately, however, these goals will not be fully met unless every member of the University community takes a personal responsibility for fostering an environment in which diversity can be appreciated and in which all students and employees can reach their fullest potential.

No committee or other entity can substitute for the good will, freely given, by the individuals who make up this University

Harassment Prohibited

University Policy Prohibiting Harassment

A. *Harassment Prohibited*

Subject to the limiting provisions of section E. below, it is a violation of University policy for any University employee or student to subject any person to harassment on University property or at a University-sponsored activity.

B. *Harassment Defined*

Harassment occurs if:

1. Subject to the limiting provision provided in section II.B.3 below, an individual engages in conduct (physical, verbal, graphic or written) on the basis of race, sex, color, ethnic or national origin, religion, age, sexual orientation, disability, or Vietnam-era status that is sufficiently severe, pervasive or persistent so as to interfere with or limit the ability of another individual to participate in or benefit from the services, activities or privileges provided by the University; or
2. Submission to unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature is made either explicitly or implicitly a term or condition of an individual employment, academic advancement, or ability to participate in or benefit from the services, activities or privileges provided by the University, or submission to or rejection of such conduct by an individual is used as the basis for decisions affecting such individual.
3. In academic settings (classroom instruction, research, scholarship, publication), harassment as defined in section II.B.1 occurs only if the conduct is taken with a general intent to engage in the actions and with the knowledge that the actions are likely to substantially interfere with a protected interest identified in Section I above. Such intent and knowledge may be inferred from all the circumstances.

C. *Protected Interests*

Four broad categories of benefits or protected interests are suggested by the existing discrimination laws and regulations that apply to universities and colleges. These are the classroom, co-curricular activities, housing, and employment. When evaluating the totality of circumstances of allegedly harassing behavior within any of these four areas, certain key factors will be considered that define what is unique about each setting. These key factors are: (1) the central purpose or mission of the activity; (2) the location; and (3) the power

relationships among the parties involved in the activity and their reasonable expectations of each other within that context.

For example, in the classroom context, the use of different teaching techniques and curricular materials is within the realm of the individual professor discretion in the classroom, as judged by peer review within the field of expertise for competence and relevance to the subject matter. In co-curricular activities, the policy recognizes the regulatory language and the judicial interpretations of federal statutes (Title VI and Title IX) that focus on the opportunity for all students to participate in co-curricular activities for which a student is qualified and interested or to have access to services such as financial aid or counseling. In the area of housing, the policy recognizes the Fair Housing Act and other similar statutes that maintain that housing be available on a nondiscriminatory basis. Specifically, the effect of an incident in the private and personal environment of an individual residence hall room will be judged more severely than the effect of the same type of incident in a residence hall lounge. In the employment context, the policy recognizes Title VII and its implementing regulations protecting the terms and conditions of employment -- i.e., wages, hours, and other generally recognized contours governing the contractual relationship between an employer and employee.

Conduct that substantially interferes with an individual normal and customary participation in or ability to benefit from these four broad areas of protected interests within the university may be deemed as discriminatory harassment contributing to a hostile environment. Similarly, based upon the same kind of totality of circumstances test, obstructive conduct that does not take place specifically within one of these four areas may be determined to constitute harassment as well.

D. *Determination of Hostile Environment Harassment*

To determine whether a hostile environment exists, it must be determined if the harassment is severe, pervasive or persistent, based on the context, nature, scope, frequency, duration, and location of the incidents, as well as the identity, number, and relationships of the persons involved. The harassment must in most cases consist of more than casual or isolated incidents to establish a violation. Generally, the severity of the incidents needed to establish a hostile environment varies inversely with their pervasiveness and persistence.

First of all, when evaluating the severity of harassment, the unique setting and mission of an educational institution must be taken into account. An educational institution has a duty to provide a nondiscriminatory environment that is conducive to learning. In addition to curriculum, students learn about many different aspects of human life and interaction from school. The type of environment that is tolerated or encouraged by or at a school can therefore send a particularly strong signal to, and serve to be an influential lesson for, its students.

As with other forms of harassment, the relevant particularized characteristics and circumstances of the victim -- especially the victim's protected status(es) -- must be taken into account when evaluating the severity of incidents at an educational institution. If it is determined that the harassment was sufficiently

severe that it would have adversely affected the ability to participate in or benefit from some aspect of the recipient's educational program by a reasonable person, of the same protected status(es) as the victim, under similar circumstances, a finding that a hostile environment existed is appropriate. The perspective of a person of the same protected status(es) as the victim is necessary because that status is the immutable characteristic upon which the harassment is based. The victim must subjectively feel harassed; however, the decision-making body must also determine that, objectively speaking, a hypothetical reasonable person who shares the same identity that is the basis of the harassment claim would have experienced the conduct in question as severe, pervasive or persistent harassment. The decision-makers would thus be expected to empathize with the reactions of reasonable persons of a background similar to the victim who experienced the conduct in question. This does not mean that the decision-making body must be composed of individuals who share the same race, sex, religion, etc. as the victim.

To determine severity, the nature of the incidents must also be considered. Evidence may reflect whether the conduct was verbal or physical and the extent of hostility characteristic of the incident. In some cases, a hostile environment requiring appropriate responsive action may result from a single incident that is sufficiently severe. Such incidents may include, for example, injury to persons or property or conduct threatening injury to persons or property.

The size of the recipient and the location of the incidents also will be important. The effect of an incident in the private and personal environment of an individual's residence hall room may differ from the effect of the same incident in a student center or residence hall lounge.

The identity, number, and relationships of the individuals involved will also be considered on a case-by-case basis. For example, harassing conduct by a teacher, even an "off-duty" teacher, may have a greater impact on a student than the same conduct by another student. The effect of conduct may be greater if perpetrated by a group of students rather than by an individual student.

In determining whether a hostile environment exists, investigators will also be alert to the possible existence at the University of incidents other than those alleged in the complaint and will obtain evidence about them to determine whether they contributed to a hostile environment or corroborate the allegations.

Finally, harassing acts need not be targeted at the complainant in order to create a hostile environment. The acts may be directed at anyone. The harassment need not be based on the ground of the victim's or complainant's status, so long as it is based on motivations of animus against some person of a protected status (e.g., it might be based on the protected status of a friend or associate of the victim). Additionally, the harassment need not result in any specific type of injury or detriment to the victims of the harassment.

E. *Freedom of Speech and Academic Freedom*

Neither this nor any other university policy is violated by actions that amount to expression protected by the state or federal constitutions or by related prin-

ciples of academic freedom. This limitation is further described in the University Antiharassment and First Amendment Guidelines, set forth in Section III below.

F. *Relationship to other University Policies*

This policy is to be used in all proceedings dealing with harassment issues at Denison University.

Antiharassment Guidelines

University Antiharassment And First Amendment Guidelines

A. *Introduction*

Whenever appropriate University officials should respond to harassing behavior through mediation, counseling and education. However, when violations occur, University officials may seek immediate discipline.

B. *The University's Legal Obligations*

As a university and employer, Denison has moral, legal, and to a limited extent contractual obligations to maintain reasonable educational, residential, and working environments that permit students and employees to pursue their goals without substantial interference stemming from harassment. Consistent with the obligations, Denison is committed to the goal of achieving diversity within the campus community. Principles of academic freedom and constitutional guarantees of free speech, however, limit the University's ability to use restrictions on speech as a means of promoting diversity and opposing harassment and discrimination. Thus, as it states, the anti-harassment policy does not restrict speech protected by state and federal constitutional law or by principles of academic freedom.

The following notes and illustration provide a general guide to the relevant issues. They are intended to reflect current principles of constitutional law, primarily federal. The University will closely monitor developments in both state and federal constitutional law and legislation and revise these guidelines accordingly. Finally, these guidelines also reflect long established principles of academic freedom, such as those set forth in the 1940 Statement and in subsequent statements of the American Association of University Professors.

These guidelines certainly do not answer every question that may arise under the anti-harassment policy, but they should remind the University community to be sensitive to the need to avoid a "chilling effect" on academic inquiry and the expression of ideas. The purpose of the guidelines is to provide ample breathing room for protected speech. Accordingly, in any case that presents a serious question regarding freedom of expression, anyone seeking to administer the anti-harassment policy should consult the University attorney before taking any action that might interfere with protected speech. In appropriate cases, the University attorney may seek an adjudication by a civil court before authorizing other action.

C. *The University Does Not Necessarily Endorse Ideas Conveyed in Protected Speech*

Because the first amendment protects even highly offensive speech in some contexts, readers may find some of the examples in these guidelines to be offensive. By using such examples for illustration, the University does not encourage offensive or insensitive speech; it simply acknowledges the constitutional limitations on its ability to regulate such speech. Indeed, the University is free to express its own views opposing or commenting on offensive speech, even though it cannot restrict the speech.

D. *Illustrations of Discriminatory Harassment*

As further illustrated in the following subsections, the anti-harassment policy applies to conduct or expression if it substantially interferes with another's educational opportunities, peaceful enjoyment of residence, physical security, or terms or conditions of employment, if it is not protected by constitutional guarantees of free speech or principles of academic freedom.

1. Some injurious or intimidating conduct, such as assault or battery, normally has no significant speech content and can be regulated to protect other important interests without infringing upon the right to free speech or academic freedom. For example, unless clearly trivial in scope, and absent some mitigating circumstances such as inadvertence, self-defense, or consent, the anti-harassment policy or other University policies normally would apply to such conduct as:
 - a. Touching a person in a manner that a reasonable person would view as hostile, offensive, or intimidating;
 - b. Taking some action that causes a person to reasonably fear imminent hostile, offensive, or intimidating physical contact;
 - c. Damaging, defacing, or destroying University property or the property of another;
 - d. Engaging in extreme and outrageous conduct for the purpose of inflicting severe emotional distress upon another person.
2. Even speech, or conduct combined with speech, can be regulated if it is merely a tool to advance some activity that is unlawful under valid laws independent of this anti-harassment policy. In many cases, the anti-harassment policy has only incidental or secondary effects on the communication of ideas, because it is aimed at noncommunicative acts and effects touching upon matters in which the University has a great interest. For example, the anti-harassment policy or other University policies normally would apply to the acts of:

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- a. Communicating a threat of physical harm that causes a person to reasonably fear imminent hostile, offensive, or intimidating physical contact;
 - b. Communicating in a manner that damages, defaces, or destroys University property or the property of another; or
 - c. Inciting violence or other acts that would be unlawful independent of this policy, if the actor or speaker encourages immediate action and if the conduct or speech is reasonably certain to result in imminent violence or other unlawful action. Such conduct or speech could include:
 1. Directing another person to engage in a battery as defined in subsection 1a. above, or
 2. Closely confronting a person or persons with threatening or intimidating remarks if in light of all the circumstances the remarks would be reasonably certain to provide a violent breach of the peace.
3. As a further example, the anti-harassment policy also applies to speech or conduct by a University official or that is merely a vehicle for substantially interfering with a protected interest, such as:
- a. A professor's stated requirement in a class that all female students sit in the back of the class on the stereotyped assumption that each of them has a low aptitude for learning that particular subject; or
 - b. The psychological equivalent of requiring the female students to sit in the back of a class, such as repeated statements by the professor that the female students in the class should not hope or try to match the performance of the male students.
4. Other expression or conduct may be protected speech, depending upon the context of the expression.
- a. The expression even of ideas that are extreme or offensive to many listeners is protected and does not amount to unlawful harassment if offered in suitable time, place, and manners, such as the expression of ideas for public debate
 1. In a classroom discussion or a related discussion outside the classroom, if the expression is reasonably germane to the academic subject matter of the course or classroom discussion;
 2. In academic scholarship or other publication or in a related discussion; or

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3. In a campus forum, such as an auditorium, a public gathering place outdoors, or a public bulletin board.
 - b. Even when expression and related conduct is protected by the first amendment, the University can impose reasonable regulations on the time, place, and manner of the presentation of the expression. For example, the University could compel students to move or postpone an unscheduled rally that disrupts a meeting or rally held by another group of students who properly reserved the time and location for its own function.
 - c. Similarly, even though similar speech might be protected if presented in another forum, threatening or intimidating speech or related conduct may be subject to regulation if it is forced upon specific individuals in a non-public forum who are unwilling targets of the conduct or speech and who cannot reasonably avoid it, such as:
 1. The unwelcome posting of threatening neo-Nazi symbols on the residence hall door of a Jewish student for the purpose of intimidating the Jewish student;
 2. The act of knocking the books out of the hands of a student each time the student tries to enter a classroom; or
 3. The verbal psychological equivalent of knocking the books out of the student's hands, such as repeated statements at the doorway to a classroom that the student should not enter the classroom.

E. *Commentary and Illustrations*

1. *Relationships Among Multiple Goals*

The anti-harassment Policy, including these interpretive guidelines, reflects an effort to accommodate diverse University goals and obligations. Members of the University community who have a special allegiance to one goal to the exclusion of others may view the policy as an unacceptable compromise of that goal. The University, however, must take a broader view of its multiple obligations.

In many cases, interests in promoting a hospitable campus environment will be perfectly consistent with interests in free expression and academic freedom. For example, suppose a department Chair directs his or her faculty to discourage students from completing projects that might be construed as favoring a particularly controversial point of view. As a result, faculty could suffer a loss of academic freedom, students could suffer loss of freedom of expression, and some students and faculty might suffer serious interference with their educational opportunities or terms or conditions of employment. Administrative measures to eliminate the Chair's policy

would tend to restore interests in free expression and academic freedom as well as interests in maintaining a campus environment free of harassment. Similarly, suppose that a campus official responsible for preventing and investigating crimes unreasonably detains and searches a minority student on his way to class, causing the student to miss all or part of his class. Suppose further that the detention and search is unreasonable because the official acts largely on the basis of his stereotyped assumptions about the student's propensity to commit crime because of the student's race and ethnic attire. Such conduct by the official might violate the anti-harassment policy by substantially interfering with the student's educational opportunities. It would also place a burden on the student's constitutional interest in being free of unreasonable searches and seizures, in expressing himself through T-shirt slogans or other clothing, and in being free of racial discrimination. A University policy that sought to prevent such conduct could help vindicate all of these concurrent interests.

Even when these interests do not so clearly coincide, the anti-harassment policy primarily seeks to regulate conduct with no significant speech component, raising no first amendment problems. In some cases, however, efforts by the University to maintain a hospitable campus environment may raise questions about the University's obligations to preserve freedom of speech. These interpretive guidelines are designed to assist an administrator in addressing those questions and in avoiding any violation of state or federal constitutional provisions protecting speech.

The University's constitutional and statutory obligations to provide equal educational and employment opportunities may require it to regulate some conduct and speech. For example, suppose a professor threatens to lower the grades of female students unless they submit to his sexual demands. Although the threats are conveyed through speech in the most general sense, the constitutional protection would not extend to them, because the threats are simply a tool for illegally coercing sexual favors. Moreover, the University may in some circumstance be legally responsible for the professor's harassment, particularly if University officials adopt or implicitly ratify the harassment as University policy by failing to intervene in the harassment after receiving notice of it. Thus, in some circumstances, University regulation of speech and conduct is not only permitted, it is the University's legal obligation, notwithstanding interests in free speech.

This could extend to harassment of students by fellow students: if University officials receive notice that students are harassing another student on the basis of a protected status and fail to take reasonable steps to intervene, they may be guilty of maintaining unequal educational opportunities. On the other hand, if the University restricts protected speech, it will violate the first amendment.

Thus, the enactment of the University anti-harassment policy should not be viewed as a rejection of interests in free speech; nor should the recognition of first amendment limitations be viewed as a diminution of the University's commitment to diversity. The University has a wide range of

legal responsibilities that extend to equal opportunity, to freedom of expression, and to maintenance of reasonable educational, working, and residential environments for all members of the campus community. The University will be faithful to all of these obligations if it pursues its goals of diversity, equal opportunity, and non-harassment in a way that fully respects rights to free speech and academic freedom. In some cases, as illustrated by these guidelines, interests in free speech will limit the University's ability to pursue other goals. In those cases, the University is fully committed to honoring those limits.

2. *Defacement or Destruction of Property*

Just as a person may burn his own flag but not one stolen from another, a student would be free to display a symbol on his T-shirt but could be disciplined for spray-painting the symbol on a classroom wall or over a poster owned and displayed by another. This presumes that the University would mete out discipline for any defacement or destruction of property, regardless of the presence, absence, or content of any expression associated with it.

3. *Free Speech and Academic Freedom in an Academic Context*

Students, faculty, and others are entitled to express any view in an academic context, even if the content of the speech offends or even shocks some of the speaker's listeners. For example:

- a. A student or instructor in a class is free to express the shocking view that Hitler's programs and policies during World War II were morally defensible or that slavery and apartheid are just institutions;
- b. A staff member could express the view in a campus radio talk show that laws mandating wheelchair access in public buildings should be repealed and that persons who use wheelchairs should be banned from campus;
- c. A professor could write an article arguing that women generally have a lower aptitude than men for learning a particular subject;
- d. A student could write a letter to the editor of a campus newspaper arguing that Native Americans did not belong at the University and should stay on their reservations; or
- e. A student could publish his own campus journal in which he argues that certain sexual orientations are immoral and contrary to religious teachings.

Those who disagree with such speech can, among other things, silently reject the view or respond to it with more speech in such form as class discussion or a letter to the editor of a campus newspaper. However, the University cannot, and should not, seek to regulate the content of intellectual debate.

Similarly, for pedagogical reasons, a classroom instructor can exercise a high degree of control over the process of communication in his or her class. The instructor can demand, for example, that students raise their hands and be recognized before speaking, that they speak to the topic raised by the instructor, that they address the instructor rather than speak among themselves, and that they adopt a classroom demeanor that does not disrupt the educational activity of the moment. Although deviations from such rules set down by an administrator or instructor would not necessarily violate university policy, the examples serve to help illustrate the scope of interests in free speech and academic freedom.

4. *Time, Place, and Manner Restrictions on Speech*

Subject to certain narrow exceptions outlined in section B above, a person enjoys the right to express even offensive ideas in such forums as (1) a written statement posted at appropriate sites after getting approval on a content-neutral basis from the appropriate University office, or (2) a private or public meeting staged at a room or other site properly reserved on campus. Those offended by such expression can, among other things, ignore the speech, avoid it, or respond to it with more speech; however, the University cannot ban the speech simply because it offends others.

On the other hand, the University may adopt content-neutral restrictions on the time, place, and manner of speech to avoid conflicts and disruptions. For example, it could require presentations on the Academic Quad to be sufficiently limited in scope as to avoid obstructing foot traffic on the bordering sidewalks and to be sufficiently limited in volume as to avoid disrupting work or study in the library or in nearby offices or classrooms. Similarly, if a campus organization has reserved a time and location on campus to celebrate the birthday of Martin Luther King, Jr., the University could prohibit another group that did not reserve the same time and location from disrupting the celebration with a conflicting rally or speech. This interest in freedom from disruption might be strongest when the event is scheduled inside a room, thus generating expectations of separation from those who do not identify with the goals of the event. It may be stronger still when the event is open only to invited participants, thus generating expectations of privacy. Time, place, and manner restrictions must be reasonable. For example, if the University prohibits students from posting any notices or affixing any other materials on the hallway walls and exterior doors of residence hall rooms and in the common bathrooms, it must provide other reasonable areas for the posting of public notices. Similarly, if a group of students has reserved an area for a presentation celebrating the birthday of Martin Luther King, Jr., University officials could not prohibit other students in an adjacent area within eyesight of the area from carrying picket signs or handing out leaflets that disparaged King, so long as they do not disrupt the scheduled celebration. Moreover, sometimes those expressing ideas at a rally invite debate and reactions from listeners; in such cases, the expression of competing views in the same time and place would not be expression in an unsuitable time, place, or manner. Nonetheless, such expression could be subject to University regulation if

it amounted to exercise of a "heckler's veto," which drowns out the scheduled presentation or otherwise prevents it from proceeding.

5. *Slurs and Epithets*

Derogatory terms may amount to harassment or may be protected speech, depending upon the context. For example, a drama student writing a play about racism in America would be free to use the ugly, disparaging term "nigger" in her script to drive home her points about racism. Indeed, if he or she were willing to lose credibility and to weather the outpouring of criticism and counter speech, a person would be free to use such a term in a speech disparaging an ethnic group, gender, or sexual orientation.

On the other hand, a student would violate university policy by referring to another student by the term "nigger" "stupid jerk" or other epithets in such a manner or in such a context as to put the listener in reasonable fear of imminent physical harm. For example, suppose that one or more students stopped an African-American student in an isolated area of campus at night and invoked racially disparaging terms in a threatening manner. In light of the long history of racial violence in our society, the racially disparaging terms in this context could very well put the African-American student in reasonable fear of imminent harm. Under that analysis, the speech and conduct could be regulated without infringing upon interests in free speech.

Because of the high incidence of violence against women and against persons of gay/lesbian/transgender/bisexual sexual orientation in our society, this analysis might apply with particular force also to disparaging terms directed to such persons, particularly in a volatile context that presents a risk of physical harm to the target of the speech. Other kinds of confrontations, such as a woman referring to a man as a "male chauvinist pig," or a student calling a professor a "windbag," might not place the listener in reasonable fear of imminent physical harm as frequently, because the incidence of violence historically associated with such disparagement is relatively low. However, the immediate context is more important than the actual language, status of the parties, or historical context. Thus, if the term "male chauvinist pig" or "windbag" were communicated in a threatening manner and in circumstances underscoring the viability and immediacy of the threat, the speech and conduct could be regulated.

Other kinds of cases illustrate further that the context may be more important than the term used. For example, in a public forum that unwilling listeners are free to avoid, a speaker has a right to make the highly offensive statement that "women are whores." The speaker has no duty to make his or her voluntary listeners comfortable or to treat them equally. In another context, however, even the less offensive term "girl" could contribute to harassment. For example, suppose that a professor addressed his male students with great respect, but that each time a female student raised her hand the professor paused and said condescendingly: "Oh, no; let's see what the girls have to say." Particularly when frequently repeated, such

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condescending speech might provide unequal educational opportunity for women, thus violating the fourteenth amendment and federal legislation such as Title IX. In these circumstances, the University could constitutionally regulate the speech.

F. *Severability*

These guidelines supplement the anti-harassment policy and are designed to give the policy definition and to restrict its scope within constitutional limits. If any portion of the policy, including a portion of these guidelines, is adjudicated to violate state or federal laws, the University intends to abandon the illegal portion and to maintain the severable legal portions.

Campus Environment Team

The Campus Environment Team

A. *General Goals of the CET*

The CET will focus on antiharassment education and the promotion of free speech and academic freedom. The primary goal of the CET is to promote a harmonious campus environment in which discriminatory harassment is unlikely to occur and the free exchange of ideas is encouraged.

B. *Creation, Composition and Support*

1. The Campus Environment Team ("CET"), an advisory group to the President, is composed of members who broadly reflect the campus community. The composition of the committee shall be created in the following way:
 - a. Chair of the Faculty will appoint a faculty member.
 - b. The BSU, Outlook, DCGA, DISA, La Fuerza Latina, Denison Hillel, Panhellenic Council, Interfraternity Council, Women Emphasis and the National Pan-Hellenic Council shall each appoint a student. Other groups or individuals may apply to the President for appointment to the CET.
 - c. The Senior Staff shall appoint an administrator.
 - d. The Director of Multi-Cultural Student Affairs shall be a member.
 - e. The Office of Student Development shall appoint one student member of the Residential Education and Housing staff.
 - f. SHARE (Sexual Harassment and Rape Educators) shall appoint one of its members.
 - g. SOS shall elect a member.
 - h. The DCGA Communications Chair shall be a member.

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The Chair of the CET, who normally serves a one-year term, will be chosen for the next year at the CET's final meeting of each academic year. The Director of Affirmative Action and Diversity Programs, the Dean of Students (or his or her designee), and the Student Development administrator who directs the Student Conduct and Campus Values system will be ex-officio members of the CET. CET members will receive in-service training to enhance the effectiveness of their activities.

2. The Office of the President shall set aside appropriate funding for the CET to carry out its duties and fulfill its objectives.

C. *Mission*

The mission of the CET is to promote:

1. Civil and just campus environment that values diversity;
2. Respect for all individuals regardless of their status;
3. Free speech and academic freedom and
4. The pursuit of individual goals without interference from discriminatory harassment.

The CET will NOT process complaints, nor does it have any authority to impose discipline or to compel attendance at its meetings or cooperation with its efforts. Any member of the campus community who believes that he or she has been subjected to discriminatory harassment, as defined by University policy, and who desires assistance in filing a complaint or grievance with the appropriate office or committee, or to secure counseling, mediation, or other relief, can obtain such assistance from the Chair of CET.

D. *Specific Objectives*

The specific objectives and activities of the CET are:

1. *Antiharassment Education*

The CET should support and collaborate with efforts of others to educate the campus community for the purpose of preventing harassment and promoting a campus environment that reflects respect for all individuals regardless of status.

Members of the CET should be "in touch" with the campus environment. CET members may be aware of the potential for discriminatory harassment and may have special knowledge on how to ease tensions when harassment has occurred or is about to occur. The CET should work closely with the University administration to help implement strategies, consistent with free speech and academic freedom, to resolve tensions that may lead to

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discriminatory harassment and to mitigate such harassment after it has occurred.

The CET should provide data concerning discriminatory harassment at least twice per semester to the University President and the campus community, suggesting specific policies and programs that will help carry out the CET's goals.

2. *Promoting Free Speech and Academic Freedom*

The CET should support and collaborate with efforts of others to educate the campus community for the purpose of preventing infringements of free speech and academic freedom and helping the campus community to understand the University's obligations to protect free speech and academic freedom.

E. *Activities of the CET*

The following are examples of possible educational activities of the CET:

1. A public awareness program to inform the campus community of the existence of the CET, its purpose and the University's policy prohibiting discriminatory harassment and protecting freedom of speech and academic freedom;
2. A program to train counselors, resident assistants, student development administrators, and other employees of the University to deal with harassment and protect freedom of speech and academic freedom;
3. Offer workshops on cultural sensitivity, free speech and academic freedom;
4. Offer student orientation sessions on diversity, harassment, free speech and academic freedom;
5. A program to design and disseminate brochures, posters, and related materials that address issues of free speech and academic freedom and encourage members of the University community to appreciate diversity and to report harassment;
6. Offer suggestions to the administration, curriculum committees, and faculty to develop and implement programs on diversity, free speech and academic freedom;
7. A lecture series on cultural diversity, harassment, free speech and academic freedom available to all organizations within and outside the campus community;
8. Distributing a questionnaire on the campus climate, to faculty, staff, and students;

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9. Recommending that exit interviews of University employees who leave their jobs include questions about the campus environment;
10. Periodically conducting studies on systems and structures that might undermine a harmonious campus environment or promote segregation of various campus groups;
11. Sponsoring public forums on the campus environment and how it can be improved.

Denison University: Harassment: Statement of Procedures

I. *Policy*

Subject to the limiting provisions of the "Denison University Antiharassment and Free Speech Policy" (see the Faculty Handbook or the Student Handbook), it is a violation of University policy for any University employee or student to subject any person to harassment on University property or at a University-sponsored event. It is also a violation of University policy for any University student or employee to retaliate, harass or discriminate against persons who have made an informal or formal complaint, testified, assisted, or participated in any manner in an investigation, proceeding or hearing under the "Denison University Antiharassment and Free Speech Policy." This policy is not violated by actions that are expressions protected by the state or federal constitutions or by related principles of academic freedom.

II. *Definition*

Harassment occurs if [subject to the limiting provision in section II.B.3 of the policy] "an individual engages in conduct (physical, verbal, graphic or written) on the basis of race, sex, color, ethnic or national origin, religion, age, sexual orientation, disability, or Vietnam-era veteran status that is sufficiently severe, pervasive or persistent so as unreasonably to interfere with or limit the ability of another individual to participate in or benefit from the services, activities or privileges provided by the University, or has the purpose or effect of creating an intimidating or hostile environment." (From the Denison University Antiharassment and Free Speech Policy." See the policy for elaboration of the definition.)

III. *Grievance Procedures*

An individual who believes s/he has been harassed should consult with the appropriate administrative official, the Denison Director of Affirmative Action, and/or with one of the faculty or staff members of the Campus Climate Advocates. ("Appropriate administrative official" means the Provost when the alleged harasser is a member of the faculty or administrative staff, the VP for Student Development when the alleged harasser is a student, and the Director of Human Resources when the alleged harasser is a supportive operating staff member. If the administrative official is the alleged harasser,

then the "appropriate administrative official" will be the person to whom s/he reports.)

Anyone wishing to file a complaint should do so promptly, but in no event later than one calendar year from the date of the alleged incident, or from the date of the last in an alleged series of incidents.

The initial goal of this informal consultation is to assist the individual in making a judgment about whether or not harassment has occurred. The second goal is to explore the various alternatives available in response to the situation. The ultimate goal is to provide support and assistance in implementing the approach chosen for reaching a satisfactory solution.

If a grievance is pursued, the complainant may consult with the Director of Affirmative Action, who will help identify persons able to assist the complainant in preparing his or her case.

Any information that is part of the proceedings will be held in the strictest confidence.

1. *Informal Grievance Procedure*

Complaints of harassment should be made to the appropriate administrative official. That administrative official should contact the Director of Affirmative Action for consultation in the resolution of the case. At that point efforts should be made to resolve the issue on an informal level. The primary objective of informal procedures is to resolve the conflict and to end the harassment (if it occurred), short of more formal procedures. If the informal procedure fails to resolve the problem, the complainant may choose to pursue the formal grievance procedure.

2. *Formal Grievance Procedure*

Composition of Hearing Committees

1. When the alleged harasser is a student, procedures for adjudicating the alleged incident(s) and for appeals are outlined in the Student Handbook.
 - When the complainant is a student, the hearing will be carried out according to the procedures outlined in the Student Handbook. (Since six students sit on Student Conduct and Campus Values Board, there is no need to augment the Board with additional student representation.)
 - When the complainant is a faculty member, the hearing will be carried out according to the procedures outlined in the Student Handbook. (Since two teaching faculty sit on Student Conduct and Campus Values Board, there is no need to augment the Board with additional faculty representation.)

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- When the complainant is a member of the administrative staff, the Student Conduct and Campus Values Board will be augmented by the elected administrative member of the Personnel Committee and the elected administrative member of the Campus Affairs Council (or their designates), who will participate in a non-voting capacity.
 - When the complainant is a member of the supportive operating staff, the Student Conduct and Campus Values Board will be augmented by the chair and vice chair of the Human Resources Advisory Group (or their designates), who will participate in a non-voting capacity.
2. When the alleged harasser is a member of the teaching faculty, the case will be heard by six former members of the President's Advisory Board who served most recently on that body, and who are not members of the alleged harasser's academic department.
- When the complainant is a student, the advisory board hearing panel will be augmented by the President of the DCGA and the student chair of the Student Conduct and Campus Values Board (or their designates), who will participate in a non-voting capacity.
 - When the complainant is a member of the teaching faculty, the advisory board hearing panel need not be augmented by additional teaching faculty, six of whom are already represented in the composition of the panel.
 - When the complainant is a member of the administrative staff, the advisory board hearing panel will be augmented by the elected administrative member of the Personnel Committee and the elected administrative member of the Campus Affairs Council (or their designates), who will participate in a non-voting capacity.
 - When the complainant is a member of the supportive operating staff, the advisory board hearing panel will be augmented by the chair and vice chair of the Human Resources Advisory Group (or their designates), who will participate in a non-voting capacity.
3. When the alleged harasser is a member of the administrative staff, the case will be heard by a hearing panel made up of the following: the elected administrative member of the Personnel Committee, the elected administrative member of the Campus Affairs Council, the two elected administrative members of the Student Enrollment and Retention Committee, and the two elected administrative members of the Finance Committee.

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- When the complainant is a student, the hearing panel will be augmented by the President of the DCGA and the student chair of the Student Conduct and Campus Values Board (or their designates), who will participate in a non-voting capacity.
 - When the complainant is a member of the teaching faculty, the hearing panel will be augmented by the chair and the vice chair of the Faculty (or their designates), who will participate in a non-voting capacity.
 - When the complainant is a member of the administrative staff, the hearing panel need not be augmented by members of the administrative staff, six of whom are already represented in the composition of the committee.
 - When the complainant is a member of the supportive operating staff, the hearing panel will be augmented by the chair and vice chair of the Human Resources Advisory Group (or their designates), who will participate in a non-voting capacity.
4. When the alleged harasser is a member of the supportive operating staff, the case will be heard by Human Resources Advisory Group (excluding the Director and Associate Director of Human Resources).
- When the complainant is a student, the Human Resources Advisory Group will be augmented by the President of the DCGA and the student chair of the Student Conduct and Campus Values Board (or their designates), who will participate in a non-voting capacity.
 - When the complainant is a member of the teaching faculty, the Human Resources Advisory Group will be augmented by the chair and the vice chair of the Faculty (or their designates), who will participate in a non-voting capacity.
 - When the complainant is a member of the administrative staff, the Human Resources Advisory group will be augmented by the elected administrative member of the Personnel Committee and the elected administrative member of the Campus Affairs Council (or their designates), who will participate in a non-voting capacity.
 - When the complainant is a member of the supportive operating staff, the Human Resources Advisory Group does not need to be augmented by representatives of the supportive operating

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staff, who are already represented in the composition of the committee.

5. The Denison Director of Affirmative Action will serve in an ex officio, non-voting capacity as a resource person for all committees hearing formal harassment grievances.
6. In no instance will the alleged harasser (or complainant) or members of the department of the alleged harasser (or members of the department of the complainant) be eligible to serve on the respective hearing panel. In cases in which this situation would occur, the remaining members of the hearing panel will designate a temporary replacement from the same category of employment.

Procedure for Formal Hearing

- a. A request for a formal hearing should be made to the appropriate administrative official. The request must be made within one calendar year of the alleged incident, or from the date of the last in an alleged series of incidents. Both the complainant and the respondent will be invited by the administrative official to provide a written account of the incident(s) and to appear before the hearing committee. Both shall have the opportunity to meet with the administrative official at any point in the process to clarify or to seek increased understanding of the case. In cases in which a Denison employee is the alleged harasser, it is the responsibility of the appropriate administrative official to collect the information and to present the facts of the case to the hearing committee. In cases in which a student is the alleged harasser, the procedures for collecting and presenting the facts are outlined in the Student Handbook.
- b. The appropriate administrative official should inform the alleged harasser of the allegation and the identity of the complainant. A written statement of the complaint should be given to both parties.
- c. The committee may take appropriate additional steps it deems necessary to solicit information, such as inviting other members of the community to provide testimony, either written or oral. All testimony will be held in the strictest of confidence.
- d. Likewise, both the complainant and the alleged harasser have the right to call in witnesses or introduce evidence germane to the charge.
- e. The complainant and the alleged harasser will have the right to review all evidence that is made available to the hearing committee and be given the chance to respond to it, in either oral or written form.
- f. In cases heard by the Student Conduct and Campus Values Board, the procedures spelled out in the Student Handbook will be followed.

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- g. Both the complainant and the alleged harasser may have an adviser from the University community present at the hearing. The adviser may be available for consultation purposes only. Advisers will not be allowed to testify or participate in the proceedings. Advisers may not be legal counsel.
- h. In cases heard by the advisory board hearing panel, the administrative hearing panel, or the Human Resources Advisory Group, the respective hearing committee will determine by majority vote whether or not harassment has occurred. A majority of the voting members of the hearing group must be present to vote. If the hearing committee determines that harassment has occurred, the President will determine the nature of the penalty. The hearing committee may choose to make a recommendation as to the nature of the penalty. A range of penalties is possible, including (but not limited to) verbal or written reprimand, suspension without pay, and termination. In the case of a member of the teaching faculty, if the President believes the faculty member's behavior constitutes grounds for termination, the President will follow the procedure outlined in the Faculty Handbook.
- i. If the hearing committee determines that harassment has not occurred, no action will be taken, and no reflection of the incident will be a part of the record of either party.

Appeals

In cases decided by the Student Conduct and Campus Values Board, appeals will follow the procedures spelled out in the Student Handbook.

In cases decided by the advisory board hearing panel, appeals to the President may be made in writing within 10 working days of the notification of the decision. Those cases involving termination of a member of the teaching faculty will follow the procedures outlined in the Faculty Handbook.

In cases decided by the administrative hearing panel, appeals to the President may be made in writing within 10 working days of notification of the decision.

In cases decided by the Human Resources Advisory Group, appeals will follow the procedures outlined in the *Personnel Policies Handbook for Supportive Operating Staff.

*The Personnel Policies Handbook for Supportive Operating Staff will be changed to reference these new procedures and the role of the Human Resources Advisory Group.

HIV/AIDS Policy

HIV/AIDS Policy

Denison's policy on HIV/AIDS consists of a set of medical and counseling procedures for addressing HIV/AIDS-related issues, as well as a set of nondiscrimination policies. The policy flows from a set of basic assumptions, of which the following are primary: Denison's primary role and responsibility are educational ones; the goal of the Uni-

versity is to focus on prevention; prevailing medical evidence is that HIV/AIDS is not transmitted by casual contact; and the policy needs to be sufficiently flexible and allow for case-by-case analysis without surrendering its consistency of purpose.

The educational responsibility of the University, with the assistance of the Health and Counseling Service

Centers and the Wellness Committee, is to distribute comprehensive, up-to-date information about HIV/AIDS and other sexually transmitted diseases, including information about symptoms, diagnosis, treatment, prevention, and methods of transmission, to its students. The University also provides workshops, lectures, and training sessions for residence hall staff, on the prevention, detection, and treatment of HIV/AIDS and sexually transmitted diseases.

A. *Nondiscrimination Policy:* The University does not discriminate against any student who has, or is suspected to have, AIDS, AIDS-related conditions, or a positive HIV antibody test.

1. *Admissions:* Consideration of AIDS-related conditions or HIV infection is not a part of the admissions process.
2. *Residential Housing:* Decisions about housing for students with HIV/AIDS infection are made on a case-by-case basis. The best currently available medical information does not indicate any risk to those sharing residence with infected individuals. In some circumstances, however, there may be reasonable concern for the health of students with immune deficiencies (of any origin) when those students might be exposed to certain contagious diseases (e.g., measles, or chicken pox) in a close living situation. Health officers and administrators may wish to recommend that students with immune deficiencies be assigned private rooms in order to protect the health of the immunodeficient student.
3. *Access To Facilities:* The University ensures access for students with HIV/AIDS-related conditions to classrooms, the college union, theaters, dining halls, snack bar, gymnasiums, swimming pool, recreation facilities, and other common areas.
4. *Athletic Programs:* Students with AIDS-related conditions may be capable of vigorous athletic activity; in some circumstances, however, competition may not be medically advisable for the health of the student athlete. An individual assessment by the University Physician is required. The Physician will make appropriate recommendations regarding athletic participation. This process requires protection of the confidentiality of the medical information involved. The Athletic Department has procedures for handling injuries to student athletes and for dealing with spilled blood or body fluids.

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5. *Job Status/Promotions:* Previous testing, regardless of outcome, or /HIV-AIDS-related condition, is not a criterion for consideration for job status and/or promotions.

B. *Medical and Counseling Policy*

1. *Confidentiality of Information:* The University ensures that confidential information concerning any aspect of HIV infection is handled with extraordinary care.
 - a. **Standards:** In general, no specific or detailed information concerning complaints or diagnosis is provided to faculty, administrators, students, or parents, without the expressed written consent of the patient. This policy regarding health records is in accordance with the Family Education Rights and Privacy Act of 1974.
 - b. **Release of information:** No person, group, agency, insurer, employer, or institution is provided any medical information without the prior written consent of the patient. Given the possibility of unintended or accidental compromise of the confidentiality of information, health officers carefully weigh the importance of including any specific information about the existence of known HIV infection in the ordinary medical record except when circumstances of medical necessity mandate it. Inclusion of any information regarding HIV infection in the medical record is discussed with the patient prior to its entry. An exception is in the case of an individual who is either sexually active and practicing unprotected sex, or sharing needles (see section 1d).
 - c. **Legal liability:** Health officials and other officers of the University recognize that all confidential medical information is protected by statutes and that any unauthorized disclosure creates legal liability. The duty of the University Physician, other health care providers, and any faculty or staff member to protect the confidentiality of information is superseded by the necessity to protect others only in very specific, lifethreatening circumstances.
 - d. **Informing the Community:** The number of individuals in the University who are aware of the existence and/or identity of students or employees who have an HIV infection is kept to an absolute minimum, to protect the confidentiality and privacy of the infected persons.

Since there is no pressing medical reason for the University to inform others living in a residence hall of the presence of any student with an AIDS-related condition or HIV infection, the medical condition of such students will be treated as confidential. The University also does not reveal the identity of students or employees with HIV infection in any other setting. The responsibility to provide a safe living environment is best undertaken through educational programming. However, if an individual with HIV infection places another person at risk by practicing unprotected sex, sharing a needle with others,

University Policies And Procedures

donating blood, or pursuing any other activity that puts another individual in danger, then the privilege of confidentiality is superseded by the requirements of public health and safety. The duty to protect others from harm takes precedence over the claims of confidentiality.

2. *HIV Antibody Testing:*

- a. **Mandatory testing:** The University does not undertake programs of mandatory testing of either employees or students for antibody to HIV.
- b. **Voluntary testing:** The University health service is familiar with resources for testing for antibody to HIV, and is able to refer students or employees requesting such tests. Health service staff members understand the capabilities and limitations of the test, and are able to counsel and educate persons who seek testing. Administrators and clinicians are familiar with state and local laws and public health requirements regarding charting of results, release of information, and reporting of test results. Whether the tests are performed through the campus health center or another agency, they adhere to the following conditions:
 - i. The tests are anonymous, and in cases where anonymous testing is not available, the results are strictly confidential;
 - ii. Positive results on the screening test (ELISA test) are confirmed by another procedure;
 - iii. Both pre-test and post-test counseling are a mandated part of the program.
- c. The University is committed to providing educational, counseling, and referral resources to individuals with HIV infection or AIDS-related condition.

Dining Hall Policies

Dining Hall Policies

All students living in University housing, except residents of "apartment-style" housing with cooking facilities, are required to participate in the board plans. The other residence halls do not provide cooking facilities and participation in the board plans is considered to be an integral part of the residential campus experience at Denison. Food Service offers flexible plans to meet the various dining needs of our students. Boarding students must present their I.D. card to gain entrance to the dining hall. The I.D. is non-transferable, and use by someone other than the rightful owner is a violation of University policy. The dining halls are full-service, offering breakfast, lunch and dinner Monday through Friday and a continental breakfast, brunch and

dinner Saturday and Sunday. Guests are welcome in the dining halls at any time and may pay on a cash basis. Meetings or special events must be arranged prior to the event through the Dining Service office. Catering services are available, as are sick trays for students confined to their rooms. Food, china and utensils are not to be removed from the dining halls without the approval of the Dining Service Director or Facility Manager. Students are encouraged to contact the Dining Service Director or Dining Service Manager with any concerns or questions regarding food service. The dining committee is also available to discuss questions, comments or concerns students may have. Information is available through the Dining Service office or Student Accounts office regarding board options, Denison Dollars and the "apartment alternative".

Financial Regulations

Financial Regulations

- a. *Charges, Billings and Payments:* (Refer to the Denison University Catalog under the section entitled "Annual Costs" for more comprehensive information):

Annual tuition, mandatory fees, room and board charges for 2011-2012 are as follows:

Tuition		\$39,330
Activity Fee		\$430
Student Health Center Fee		\$450
Board	Plan A: (Unlimited dining hall access)	\$4,480
	Plan B: (14 meals/week and \$135 flex dollars/semester)	\$4,230
	Plan C: (10 meals/week and \$250 flex dollars/semester)	\$3,980
Room	Multiple	\$5,480
	Suite	\$6,640
	Single	\$6,640
	Apartment	\$7,790
	Homestead	\$3,760

The Apartment Alternative Meal Plans available to students not required to be on a meal plan are as follows:

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Plan 1: (100 meals plus \$350 flex dollars/semester)	\$2,580
Plan 2: (70 meals plus \$400 flex dollars/semester)	\$2,230
Plan 3: (5 meals/week plus \$50 flex dollars/semester)	\$1,520

An additional fee is charged for courses such as ceramics, sculpture, printmaking, drawing and life drawing and photography where the student becomes the owner of tangible items created. Additional course fees also apply to certain courses, including private music lessons, Elementary Cinema Production, Advanced Cinema Production, Cinema Techno-Aesthetics, Current Topics in Astronomy, Taekwando, and Skin and Scuba Diving. This is subject to change from semester to semester. Some fine arts studio courses and science courses may have additional expenses.

Students will be charged for miscellaneous items such as lost keys and identification cards, lock core changes, late return or non-return of library books, medications and health services such as laboratory and x-ray, driving and parking infractions, and residence hall damages.

A transcript of a student's record will be issued at no charge upon written request to the Registrar's Office.

All charges (except as noted below) are included on the student's comprehensive billing statement which is mailed to the student's permanent billing address. Confidential Health Center services are added to the account only if not paid within ten (10) days. Unpaid library fines and other miscellaneous charges are also periodically added to the billing statement. All bills are payable to Denison University in Student Accounts by the date indicated on the bill. Once billed, all charges past due are subject to a one percent per month late payment fee. Remittances to Student Accounts sent by campus mail should be addressed to Doane Box 12. The University accepts checks for payment of bills; however a \$15 charge is assessed on all checks returned unpaid by the bank.

A student is ineligible to attend classes unless his or her bills are paid when due. A student is denied an honorable separation, an official record of credits or a diploma until all University bills are paid in full.

- b. *Return of Title IV Funds (Federal):* For students who withdraw from the university and have federal financial aid, the Financial Aid Office will calculate the amount of federal aid for which you are eligible to receive and the amount that must be returned to the federal programs.

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For students who receive a leave of absence and have federal need based aid, your aid eligibility is treated as though you have withdrawn from the university. Your withdrawal status is reported to the Direct Loan servicer and you may enter the grace period of your federal loan repayment.

- c. Refund or Forfeiture of Charges: The withdrawal deadline for the enrollment deposit to be refunded is June 1 for the ensuing fall semester and November 1 for the ensuing spring semester for continuing students.

For entering first-year or transfer students, the deadline is May 1. In the event of an official withdrawal after registration day, a student may receive a partial refund of semester charges.

The withdrawal process begins when a student meets with the Associate Dean of Students, or his/her designee, for an exit interview. A student will not be considered withdrawn without an exit interview.

A student will receive a refund of tuition, activity fee and student health fee based upon withdrawal before the end of the respective full week of classes. The room refund will be based upon the date the student (including personal possessions) is determined to have vacated the University premises. Please refer to the chart below:

	Normal With- drawal	Medical With- drawal
1st Day of Class	100%	100%
1st Week	90%	90%
2nd Week	90%	90%
3rd Week	50%	70%
4th Week	50%	60%
5th Week	25%	50%
6th Week	25%	40%
7th Week	25%	30%
8th Week	25%	25%
9th Week		10%
10th Week and after		

No refunds are granted after the 8th week (9th week if medical withdrawal). In the event of withdrawal because of dismissal, the medical withdrawal schedule will apply. A student who stops attendance without completing an exit interview or notifying the Dean of Students of their withdrawal is not entitled to a refund of charges.

A pro rata refund of the board charge will be made following official withdrawal or dismissal from Denison as of the date the student vacates University premises

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and discontinues use of University facilities and services. The Office of Residential Education and Housing will determine this date.

Fees for applied music lessons or other course fees are not refunded after the fourth week in the case of a student withdrawing for any reason from a course or from the University.

In the unlikely event that a public health agency requires Denison University to halt operations, to include the cancellation of classes, as the result of a pandemic or some similar occurrence, Denison will reopen and continue the semester as soon as public authorities permit it. Prepaid tuition, fees, room and board will not be refunded under this circumstance. Prepayments will be held and applied to the continued semester as though there were no interruption of services.

- d. *Financial Aid: (Satisfactory Progress and Good Standing)* To be eligible to receive financial aid and to continue to receive aid a student must maintain satisfactory academic progress toward the completion of his or her degree. A student must be enrolled full-time to receive any type of Denison or state financial aid. That student must also be considered in good standing.
1. Satisfactory progress is determined at the end of the academic year. To maintain satisfactory progress a full-time student must earn:

after 1 semester	12 credit hours
after 2 semesters	24 credit hours
after 3 semesters	40 credit hours
after 4 semesters	56 credit hours
after 5 semesters	72 credit hours
after 6 semesters	88 credit hours
after 7 semesters	107 credit hours
Graduation requirements	127 credit hours

For the purposes of federal financial aid, a half-time enrollment is defined as 6-8 credits; a three-quarter time enrollment is defined as 9-11 credits. Satisfactory progress for half-time students is the completion of one-half the credits for full-time students; for three-quarter time students the requirement is three-quarter of the credits for full-time students.

The Registrar will evaluate all credits for incoming transfer students. On the basis of that evaluation, the number of semesters of financial aid eligibility will be determined according to the following:

No. of Transfer Hours	No. of Semesters of Eligibility
less than 16	8
16 to 32	7

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No. of Transfer Hours	No. of Semesters of Eligibility
33 to 48	6
49 to 64	5
more than 64	4

A student who is deficient in credits for satisfactory progress at the end of the academic year will have a standard financial aid package for one succeeding academic year only and will be considered to be on satisfactory progress probation. Students who are deficient in credit hours will not be eligible to take Denison funds on off-campus programs. Students not making satisfactory progress after the academic year of satisfactory progress probation will not be eligible for any financial aid. If the student completes the necessary number of credit hours during that year at Denison or at another college, the student will again be considered to be making satisfactory progress.

- Good Standing:* Students with a cumulative grade point average below 2.0 after four semesters at Denison will not be eligible to receive any financial aid. In order for your financial aid to be reinstated, you must raise your cumulative GPA by taking additional course work at Denison University without receiving financial aid. An appeal for a waiver of this regulation may be made to the Financial Aid Appeals Committee if the student has undergone undue hardship resulting from the death of a relative of the student, an injury or illness of the student, or other special circumstances. *Transfer credits received during an off-campus program do not count in the calculation of the cumulative GPA, but they are included in the calculation of both attempted and earned hours.*
- Medical Withdrawal Policy:* Students who are granted a medical withdrawal by the Office of Student Development will be eligible for a ninth semester of financial aid. This financial aid package will be adjusted from the norm due to the federally mandated loan proration, if applicable.
- Monitoring:* At the end of each semester, the Financial Aid Office will monitor the cumulative GPA's for all students receiving financial aid. At the end of the fall semester, the Financial Aid office will monitor those students who were not making satisfactory progress at the end of the preceding spring semester. Juniors and Seniors who have regained good standing/satisfactory progress will be funded for the spring semester as funds permit. At the end of the fall semester, the Financial Aid Office will also monitor all freshmen and sophomores on financial aid in order to alert them to the consequences of not achieving good standing and satisfactory progress by the end of the sophomore year.
- Appeals:* Students wishing to appeal their classification for aid may file a written petition to the Financial Aid Office.

6. *Limit of Time:* Students failing to complete a degree in eight (8) semesters of attendance at Denison shall be ineligible for institutional financial aid. Eligibility for federal financial aid ceases after twelve semesters.
- e. *Financial Questions or Concerns:* Any questions or concerns related to financial policies and/or specific charges should be directed to the Controller. Financial Aid issues should be raised with the Director of Financial Aid.

Motor Vehicle Regulations

Motor Vehicle Regulations

The Motor Vehicle Regulations are intended to provide for the registration and regulation of all vehicles operated on campus. All students are obligated to fulfill the following motor vehicle regulations in addition to the Ohio State motor vehicle laws.

All students are required to register any motorized vehicle present on the Denison campus. A Denison registration sticker is not only a parking permit, but is required for roadway use of a motor vehicle. Motorcycles, trail bikes and mopeds must be registered with both a State and Denison University registration.

The fact that a student has registered a vehicle does not guarantee a convenient parking space; the responsibility to find an authorized parking space rests with the operator of the vehicle. It is not acceptable to cite the inability to locate an authorized parking space as a reason for violating University parking regulations.

Students may register their bicycles through the Campus Security and Safety Office. Registration is free.

- a. *Registration of Motor Vehicles:*
 1. It is recommended that owners of motor vehicles carry at least the minimum insurance required by the State of Ohio, as the University does not assume such liability while the motor vehicle is on the campus.
 2. All motor vehicles are to be registered within three days (72 hours) of physically locating on campus. Registration is available through the Student Accounts office. The permit must be displayed within 24 hours of registering the vehicle. The permit must be displayed on the driver side rear window or bumper (fender area of motorcycle/moped). The registration is \$75 for 2011-2012. The fee for a replacement permit (e.g., lost, stolen, damaged or upgraded) or a temporary permit is \$10 each.
 3. At the time of registration, the owner must present evidence of vehicle ownership. Only registered students of Denison University (those students currently registered for classes) have the right to register a motor vehicle. An eligible student may register a motor vehicle at Denison only if the vehicle is titled in his or her name or immediate family name. Students who have the use of vehicles owned by Denison University staff/faculty

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must register the vehicle with a student parking registration permit. When a student withdraws, takes a leave of absence or is suspended, he/she loses parking permit privileges.

4. In cases of speeding, reckless operation and DUI, the driver of the vehicle is held responsible. Responsibility for all other violations rests with the individual in whose name the vehicle is registered, regardless of the person driving at the time of the violation.
 5. Denison University reserves the right to deny/revoke registration and campus parking privileges for the following reasons:
 - Five (5) or more citations accumulated during an academic year.
 - Falsification of information on registration forms.
 - Tampering with, defacing or defrauding a parking permit-actions deemed hazardous to the safety of the community or the property of the college.
 - Other instances when deemed necessary by Campus Security
- b. *Citations:* Students will be notified regarding the 5-citation maximum on each citation incurred in the Student Handbook, on the Parking Map/Guidelines, on Channel 20, and on the Security Web site. The Student Accounts office will be placing a general notice in student boxes several times each semester. Ultimately it is the student's responsibility to know the number of citations they have. The Student Accounts office will monitor and provide Campus Security and Safety with a list of students who have had five citations. Security will then "boot" the vehicle and the owner will need to return the parking sticker to Student Accounts and remove the vehicle from campus.

When students lose their parking permit privileges, they should contact Campus Security and Safety for information on remote parking. This will only be available until the end of the semester in which privileges are lost. It is expected at the first possible break or end of semester, student will take vehicle home.

If a loss of privilege vehicle is found on campus after losing parking privileges, the vehicle will be towed and the student will be turned over to the Office of Residential Education and Housing for judicial action.

- c. *Speeding:* Denison maintains a standard 20 mph speed limit in all areas of the campus. The fines for speed in excess of 20 mph have been set at: 1-19 miles over limit-\$40, 20 mph or more over-\$100.

Radar: In order to increase awareness and aid with enforcement of posted speed limits, Campus Security and Safety Officers have been provided with radar equipment. Officers will be in visible locations and stationary when using radar. Please drive slowly and safely on campus and observe the 20 mph campus wide speed limit.

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- d. *Violations, Fines and Appeals:* All fines will be posted immediately on student bills. Parking appeals must be submitted within 7 calendar days. If an appeal is granted the fine will be removed from the student bill. Students receiving 5 citations in an academic year will lose their parking privileges for the remainder of the academic year.

A Parking Appeals Board comprised of three students will review all appeals and grant or deny them. When the board is unable to be convened the Chief of Campus Security and Safety will review the appeals. All appeal decisions are final. Handicapped and fire lane violations will not be considered for appeal.

Depending on the seriousness of the offense, judicial action and/or loss of parking privileges may be taken in addition to monetary fines.

- e. *Driving Under the Influence of Alcohol or Other Drugs (DUI):* In accordance with the agreement between Denison University and the Granville Police Department, any incident where there is a suspicion of driving while under the influence of alcohol or other drugs will be reported to the Granville Police Department. Students found responsible for driving under the influence will have their registration revoked, in addition to any sanctions levied by Mayors Court and/or the Office of Residential Education and Housing for judicial action.
- f. *Parking:* Certain areas of the campus are designated for faculty/staff parking, for administration parking, visitor parking, handicapped parking, and for student parking. Parking maps with motor vehicle regulations are distributed at the time vehicles are registered. The complete Motor Vehicle Regulations can be found in the Student Handbook and available on the Security Web site.
- g. *Handicapped Parking Policy:* Those individuals using handicapped parking spaces are required to prominently display either a designated auto license plate, state-issued "Handicapped" sign or temporary "Handicapped" sign issued by Campus Security and Safety.

Unauthorized parking in a handicapped parking space will result in having your vehicle booted and towed at owners risk and expense. It also includes a \$100 fine and referral to the Office of Residential Education and Housing for judicial action.

- h. *Policy for use of Auto-Boot Immobilizer:* Campus Security and Safety will use the auto-boot immobilizer in the following situations:
1. To impound a vehicle involved in an investigation (to preserve evidence) or to disable a vehicle so it cannot be moved before a wrecker arrives (i.e., accident).
 2. When the vehicle/license plate number appears on the multiple offender list.

3. Other instances, when deemed necessary by Campus Security and Safety.

In all cases when an auto-boot immobilizer is utilized to disable a vehicle, the officer placing the boot on the vehicle will immediately place a completed "Warning Immobilization Notice" on the windshield (driver side) of the vehicle and/or the driver side door.

If you find such a notice on your vehicle, contact Campus Security immediately. Any attempt by the owner to move the vehicle while the auto-boot immobilizer is in place may result in damage to the vehicle.

- i. *Fraudulent Permit:* It is a violation of policy to alter a parking permit, to display or permit to display, a parking permit not registered to your vehicle. Permits are non transferable and can only be issued by the Student Accounts office. Parking permits are the property of Denison University and Denison University may recover any permit issued in case of fraud or other misuse of permit. Students displaying fraudulent permits will receive a \$100 citation and be referred to the Office of Residential Education and Housing for judicial action. This will generally result in the loss of parking privileges.
- j. *Towing Policy for Motorized Vehicles:* Any vehicle which inhibits the flow of traffic, parks in a fire lane, parks in a fire department space or parks in a handicapped space while unauthorized to do so will be towed immediately. Vehicles owned by repeat offenders, or by individuals denied parking privileges are subject to towing. Vehicles may be towed for other reasons deemed necessary by Campus Security.

Campus Organizations and Activities

Campus Organizations and Activities

Registered campus organizations and their members are responsible for adhering to and supporting the community standards and values as set forth in the Student Handbook and Campus Compact. A campus organization and its officers may be held collectively and/or individually responsible for violations of the Student Code.

A. Registration and Membership Eligibility

1. All campus organizations are required to submit a Campus Organization Registration Form in order to be registered and utilize University Resources. In order to apply for DCGA recognition, organizations must submit a constitution for the organization to the DCGA Rules Committee. Failure to complete and submit an Organization Registration Form to The Student Activities Office may result in the organization's loss of DCGA funding.
2. *Funding.* DCGA allocates funding to organizations. Budget requests are taken from individual organizations at the beginning of second semester each year.
3. *Eligibility.*

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- a. Eligibility for membership in any campus organization requires a cumulative GPA of 2.0 or greater as specified by the organization.
 - b. The minimum academic requirement to participate in formal recruitment and/or join a Panhellenic Council organization is 2.3 or higher as stated in the PHC Bylaws. For 2008-2009, the minimum requirement is a 2.5.
 - c. The minimum academic requirement to participate in formal recruitment and/or join an Interfraternity Council organization is 2.3 or higher as stated in the IFC Bylaws. For 2008-2009, the minimum requirement is a 2.3.
 - d. The minimum academic standard to participate in membership intake activities and/or join a National Pan-Hellenic Council organization is a 2.3, or higher as determined by the organization.
 - e. In order to join any fraternity or sorority, regularly matriculated students must have completed at least 12 credit hours at Denison.
 - f. Fall-semester transfer students are eligible to affiliate with a fraternity or sorority after four weeks of classes, pending documentation of a minimum 2.75 cumulative GPA at their previous institution.
 - g. Students on disciplinary probation are not eligible to affiliate with a fraternity or sorority.
 - h. Membership without meeting these criteria may result in Community Rights and Standards action taken against both individuals and organizations in violation of eligibility requirements.
4. *Fraternity and Sorority New Member Education.*
- a. No new member or pledging activities shall take place between midnight and 6 a.m.
 - b. New member programs (date of bid acceptance to initiation) may not exceed 10 weeks.
 - c. New members must be notified of the date of initiation at least four weeks in advance. Organizations may not conceal this date or provide false information to new members.
5. *Fraternity/Sorority Grade Reporting.* Students wishing to participate in the recruitment process for membership in IFC, NPHC or PHC organizations automatically consent to the release of their cumulative and semester GPAs and credit hours to the Associate Director of Student Activities for Leadership for verification of eligibility.

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Members of IFC, NPHC and PHC organizations automatically consent to the release of their cumulative and semester GPAs to the chapter president, scholarship officer and chapter advisor for coordinating of scholarship programming, internal chapter standards concerns or the completion of required reports to be filed with the Inter/National Organization or designee.

B. *Policies Governing Campus Organizations.*

1. *Organization's Responsibility.* Denison University places particular importance on respect and dignity for all persons. Campus programming, both social and co-curricular, should be consistent with this standard. Campus organizations and student groups that have responsibility and authorization to sponsor programs, including films, lectures and other kinds of entertainment, must keep this expectation in mind when planning programs.
2. *Facility Scheduling*
 - a. To reserve athletic facilities and fields contact the Physical Education Department, 237 Livingston, ext. 6580.
 - b. To reserve Academic Quad, Bandersnatch, Campus Commons, Lamson Lodge, Slayter Union facilities or the Women's Resource Center, contact the Student Activities Office, 200 Slayter Union, etc. 5730. *** Campus Organizations and other groups reserving Academic Quad, Bandersnatch, Campus Commons, Lamson Lodge, Slayter Union facilities or the Women's Resource Center, Academic Quad, Bandersnatch, Campus Commons, Lamson Lodge, Slayter Union facilities or the Women's Resource Center are responsible for cleaning and resetting spaces to their original condition upon completion of their event. This includes but is not limited to picking up trash, returning furniture to its original location, etc. Failure to do so can result in the revocation of the privilege to reserve space.*****
 - c. To reserve any other facilities not listed above contact Conference Services, 401 Burton Morgan, ext, 6461 or 6727.
3. *Student Activities Office Sensitivity Statement*

The Student Activities Office (SAO) at Denison University, in an affirmation of its commitment to the principles of multicultural enhancement, is supportive of the concepts of non-discrimination, affirmative action and equal opportunity as they relate to race, creed, ethnic origin, gender, sexual orientation, religion, age and physical ability. In holding with these tenets, the SAO stresses the importance of eliminating discriminatory and/or culturally insensitive language, behavior and content from Denison University-sponsored events. The statement is not to suggest the SAO supports censorship, but rather urges thought and advance planning so

that Denison University and SAO-sponsored events reflect diversity and sensitivity inherent in the University Mission Statement and goals.

4. *Campus Organization Funding Policy for Administrative Offices and Academic Departments*

Administrative offices and academic departments will not fund campus organization social events. These offices and departments do not have budgets that include social programming for campus organizations. Funding for campus organizations is available and is appropriately allocated by DCGA through the normal budgeting process and through the Student Activities Office. Regularly scheduled social events as well as regularly scheduled academic events should be included for consideration in the normal annual budgeting cycle. There are times when academic opportunities become available during the academic year, after budgets have been approved, that might lead campus organizations to seek alternative sources of funds. An example would be when a campus organization learns that a certain speaker might be in our area as part of another campus program and wishes to take advantage of the opportunity. In these cases, it would be appropriate for campus organizations to utilize the Student Activities Office in trying to gain additional funds to sponsor/co-sponsor the event. The Student Activities Office is the only department or academic area that may be approached for funding for programming. Under no circumstances may Campus Organizations canvas departments or academic programs for additional funding.

5. *Collaborations and Co-sponsorships with the Student Activities Office*

The Student Activities Office at Denison University is committed to assisting students in developing their leadership and life skills. This goal is accomplished by creating an environment in which students can exercise their organizational and leadership skills in the area of activity planning and presentation. Specifically, the Student Activities Office, through the Assistant Director of Student Activities for Programming, acts as an informational and, at times, financial resource to Campus Organizations at Denison University. In order to provide the best possible service to Denison community, the Student Activities Office has developed the following policies and guidelines for organizations requesting event co-sponsorship with SAO:

- a. Logistical co-sponsorships consist of programming operational assistance including facility, technical and hospitality reservations, contract negotiations, program resources, volunteer training and administrative assistance. This type of co-sponsorship involves no fiscal support of any kind, and is available to any organization, department or individual member of the Denison community.
- b. Financial co-sponsorships consist of fiscal support. This can also be coupled with logistical support as well. Financial co-sponsorship is limited to registered Campus Organizations or departments within the Denison community. Typically, the Student Activities Office will

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not provide more than 33% of the cost of the event. All events receiving financial co-sponsorship must meet the following criteria:

- i. Have an open admission policy (open to all students)
- ii. Follow all Student Activities Office programming policies
- iii. Adhere to the Student Activities Office Sensitivity Statement
- iv. Event does not specifically advocate a political or religious point of view
- v. Event does not infringe on the Student Activities Office Sensitivity Statement, Denison Document on Harassment, the Student Code of Conduct, the University Alcohol policy or any other University policy or procedure
- vi. Sponsoring organization does not request more than 33% of total operating costs for an event
- vii. Sponsoring organization is registered and in good standing with the university
- viii. Organization successfully completes the application process (i.e., timely application, signed co-sponsorship application)
- ix. Events that are used as a fund-raising source for organizations or philanthropy projects are not eligible for co-sponsorship with the Student Activities Office
- x. The Student Activities Office reserves the right to decline any application for co-sponsorship

6. *Advertising/Posting on Campus*

- a. Postings for student-initiated commercial enterprises must be approved in advance by the Associate Dean/Director of Student Activities and Slayter Union.
- b. All posters/banners must be event-specific and list "who," "what," "where," "when," and the sponsoring group or individual name. There are no exceptions to this policy.
- c. Off-campus commercial enterprises are not permitted to advertise on campus.
- d. Wording or artwork on any posting may not contain reference to an amount or type of alcohol available at an event, nor may it reference alcohol to be the dominant feature of the posting. In addition, there

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may not be any reference to abusive or excessive consumption of alcohol in any advertisement.

- e. No posting for an event shall take place until all appropriate registration has been finalized. In particular, reference to alcohol events will not be permitted until all appropriate forms have been submitted and approved by the Associate Dean/Director of Student Activities and Slayter Union.
 - f. The advertising of term or research papers will not be permitted.
 - g. The sale of personal articles (i.e. books, couches) may be advertised only in Slayter Union on the Community Bulletin Board and Community Table.
 - h. No advertising of any kind may be placed under the doors of residents' rooms or on any motor vehicle on campus. There is no door-to-door solicitation allowed by anyone for any reason.
 - i. No advertisements or postings may be hung on exit or access doors.
 - j. Advertising may only be hung in interior spaces. Any advertising on any exterior surface is subject to removal and fines may be levied against responsible parties.
 - k. Advertisement to the general campus population of any event requiring a guest list is not permitted.
7. *Outdoors Campus Noise Policy (Events)*
- a. Outside amplified events on campus grounds may only take place after 4:00 p.m. academic days, unless the event is scheduled during the common hours on Thursday.
 - b. Approval for these events is gained through the Student Activities Office. The sponsoring organization must submit a proposal for the event including date, time, place, duration and reason for the amplification of the event. The proposal should be addressed to the Associate Dean/ Director of Student Activities and should be submitted no later than one week prior to the proposed activity.
 - c. All amplified events must cease by 10 p.m. as stated in the Granville Village Noise Ordinance.
 - d. There will be no outside amplified events approved during final exam study periods or during finals week.
8. *Campus Organization Fundraising Policy*

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- a. Organizations wishing to fundraise on campus must submit a written request to the Associate Dean/ Director of Student Activities describing the proposed product to be sold, the cost to the buyers, the reason for the fundraising, the duration of the sale (not to exceed three days), the proposed location of the sale and any relevant design drawings of the product (i.e. shirt design). UNDER NO CIRCUMSTANCES will credit card vendors or agents be approved to solicit on Denison's campus
- b. The organization is responsible for properly reserving the space for the sale. Approval for the sale does not mean the space is reserved for sale.
- c. The use of the Denison name has ideals which must be upheld. The product(s), service(s) or information offered must conform to the Denison University Student Code of Conduct. All products, services or information must avoid demeaning sexual, racial or other discriminatory references and must avoid promoting the abuse of alcohol or use of drugs. The Student Activities Office reserves the right to refuse the selling, distribution of any products, services or information offered by the Campus Organization or the perspective vendor.
- d. Requests for fundraising space in the Slayter Union or Academic Quads should be made through the Student Activities Office, Slayter #200.
- e. No bake sales, food sales or food samples give-aways may be held on campus UNLESS the food is provided by Campus Dining or is approved by the Student Activities Office.
- f. Vendors being sponsored on campus by registered organizations must pay the organization 15% of total sales or \$50 per day, whichever is greater, for a space able to accommodate up to three six-foot tables. Space for additional tables (up to three) will cost the vendor an additional \$25 per day, flat fee.
- g. It is the sole responsibility of the campus organization to set-up tables for its fundraising or informational activities. There are six foot tables available near the grand staircase on second floor of Slayter Union. Campus Organizations and other groups reserving tables in Slayter Union or on the Academic Quad are responsible for cleaning and returning tables to the table cart upon conclusion of event. Failure to do so can result in the revocation of the privilege to reserve table space and/or conduct fundraisers
- h. Storage of signage, product, money collected or other miscellaneous supplies is the sole responsibility of the campus organization. The

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Student Activities Office will not store any of the above articles for a campus organization.

9. *Campus Organization Alcohol Policy*

The following policies apply to all formal and informal campus organization events, regardless of where the event is held:

- a. All on-campus events with alcohol must be registered with the Student Activities Office at least one week prior to the event. Procedures and forms for registration are available through the Student Activities Office, 200 Slayter Union.
- b. The possession, sale, use or consumption of alcoholic beverages while on University premises during an organization event, in any situation sponsored or endorsed by the organization, must be in compliance with any and all applicable laws and/or policies of the state, county, city and Denison University.
- c. The selling of alcohol on campus is not permitted except through the university-held liquor license. Any alcohol to be sold must be approved by the Ohio Department of Liquor Control. This includes both "direct" and "indirect" sales, the latter referring to admission fees, donations, sales of cups/t-shirts or other items for admission as well as fund raising for a campus organization and/or charitable organization.
- d. The Student Activity Fee, which the University collects and a portion of which is given to DCGA to be allocated to various campus organizations, cannot be used for the purchase of alcohol, either directly or indirectly.
- e. No alcoholic beverages may be purchased through organization funds nor may the purchase of same for members or guests be undertaken or coordinated by any member in the name of, behalf of nor during a function of the organization. The purchase or use of a bulk quantity or common source of such alcoholic beverage (kegs and cases) is prohibited.
- f. No members of the organization or guests shall collectively or individually purchase, serve to or sell alcoholic beverages to any minor (i.e., those under the legal "drinking age" of 21).
- g. No alcohol shall be served to those who appear intoxicated, nor shall alcohol be served in an uncontrolled, unregulated manner.
- h. Any event involving alcohol cannot exceed four hours in length. Events held Monday through Thursday must end no later than 12 midnight; events held on Friday or Saturday must end no later than 2:00am.

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- i. For BYOB events, according to FIGP guidelines, persons of legal drinking age may bring two (2) twelve-ounce cans of beer or two (2) wine coolers per hour of the remaining time of the function, up to a maximum of 6. Once a guest has brought in the allotted amount, they are not permitted to bring in any more alcohol. *NOTE: BINGE DRINKING IS DEFINED AS MORE THAN FIVE (5) DRINKS IN ANY 24-HOUR PERIOD. THE EFFECTS OF ALCOHOL VARY BASED ON WEIGHT AND GENDER. THE UNIVERSITY DOES NOT SUPPORT THE IRRESPONSIBLE USE OF ALCOHOL.*
- j. No organization shall co-sponsor or co-finance a function where alcohol is purchased by any of the host organizations.
- k. No organization or member shall permit, tolerate, encourage or participate in "drinking games" during organization events.
- l. All advertising for events with alcohol must be in compliance with established University guidelines. This includes no posting on the academic quad (except Slayter Union), and no advertising that connotes abusive use of alcohol (i.e., drinking games or contests). All registration materials must be completed and approved by the Associate Dean/Director of Student Activities and Slayter Union prior to the release of any publicity.
- m. At any event where alcohol is permitted, a reasonable quantity of non-alcoholic beverages and non-salty foods must be available throughout the entire event in a visible location. The quantity of non-alcoholic beverages and non-salty foods should at least equal the percentage of underage guests invited to the event and must be provided free of charge to those in attendance.
- n. A TIPS-trained server must be present throughout the duration of any BYOB event.
- o. Events involving alcohol may require security personnel to be hired. The number of security personnel required will be determined at the time of registration by the Associate Dean/Director of Student Activities and Slayter Union and will depend on the size, nature and location of the event.
- p. Expenses incurred by Denison University for additional cleanup/repair by Denison University employees or contracted services may be billed to the sponsoring organization(s). In addition, Community Rights & Standards charges may be filed against the sponsoring organization(s).
- q. Open containers are not permitted in any common areas of the campus, including lobbies, lounges, stairways, parking lots, athletic fields/events, walkways or residential quads unless designated by provision of the Student Code of Conduct or published university policies and procedures. An exception is the side patio of Lamson

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Lodge during properly registered alcohol events and all other non-academic quad areas upon proposal by a sponsoring organization in conjunction with authorization by the Associate Dean/Director of Student Activities and Slayter Union. Examples of possible areas include the East, West and North Quads, Ebaugh Pond area, etc.

- r. At any event at which alcohol is served or permitted, a reasonable quantity of non-alcoholic beverages (defined as lasting throughout the duration of the event or as long as alcohol is being served or permitted) other than water must be served.
- s. The Roost is an Ohio Department of Liquor Control licensed site for sale. This is operated by Sodexo Food Service.
- t. All events with alcohol held in public spaces must be registered with the Student Activities Office prior to the event. Procedures for registration are available through the Student Activities Office.
- u. All advertising for alcohol-related events must be in compliance with established University guidelines. This includes no posting on the academic quad and no advertising which connotes abusive use of alcohol (i.e., drinking games or contests). Event registration must be completed prior to the release of any publicity.
- v. The amount of alcohol available should follow responsible use guidelines and be governed by anticipated attendance of those of legal age, facility capacity and length of event (not to exceed four hours). The amount must be determined at the time of registration. Registration forms and detailed policy are available in the Student Activities Office.
- w. No alcohol shall be served to those who appear intoxicated, nor shall alcohol be served in an uncontrolled, unregulated manner.
- x. "BYOB" events are the only alcohol events which are permitted by the University, except as noted in 9C. It is the responsibility of the sponsor of the event to ensure that all University procedures and policies are followed.
- y. Use, possession, sale or distribution of drugs, drug paraphernalia, narcotic or other controlled substances except as expressly permitted by law.
- z. Smoking in any interior area of the University, including classrooms, labs, private offices, restrooms, hallways, dining rooms and designated non-smoking residence halls is prohibited.
- aa. Policies Unique to Fraternities and Sororities
 - i. Fraternities and sororities will only be allowed to register events with alcohol in public spaces on campus if if the event is ap-

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proved as a closed event, meaning organization members and their guests are the only persons allowed to attend

- ii. All fraternity and sorority events where alcohol is served must be closed events, meaning they must have a finite guest list.
 - iii. Guest lists for fraternity/sorority events where alcohol is served may not exceed a 3:1 member to guest ratio. In cases where the governing council or inter/national organization ration is lower, the lower ratio will be observed.
 - iv. Guest ratios for co-sponsored events will follow the most stringent guideline among all sponsoring organizations.
 - v. Guests lists may never exceed 500 total attendees (including organization members) or the legal capacity of the facility in which the event is being held, whichever is the lesser amount.
 - vi. Advertisement for any event requiring a guest list is not permitted. Notification of guest-listed events is to be by invitation only
 - vii. Any off-campus events with alcohol sponsored or co-sponsored by a fraternity and/or sorority must follow the appropriate governing council's registration policies as well as any registrations required by SAO.
 - viii. All formal and informal organization events intended to attract or build relationships with potential members (recruitment events) must be alcohol-free
 - ix. No alcohol may be present at any new member program,, activity, ceremony, or Ritual.
 - x. In the event that inter/national policies are more stringent than any listed here or elsewhere in this handbook, the more stringent policy will prevail.
10. *Registration of Events with Alcohol that are Sponsored by Campus Organizations*
- a. Organizations must properly reserve the facility in which an event is planned.
 - b. Organizations sponsoring events where alcohol will be present must submit a completed Alcohol Registration Form to The Student Activities Office no later than one week prior to the proposed event. This registration form requires the organization advisor signature.
 - c. The Associate Dean/Director of Student Activities and Slayter Union will review the registration form and either approve or deny the event.

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The student coordinator of the event will be informed of the decision in writing via his/her Slayter box.

- d. If the event is approved, the Associate Dean/Director of Student Activities and Slayter Union will determine the number of security officers required for the event. SAO will order the security and inform the coordinator of the event of the cost. The organization is required to have payment in full for security prior to the event.
 - e. SAO will provide the sponsoring organization(s) with a list of Denison students over the age of 21.
11. *Responsibilities of the Sponsoring Campus Organization During a BYOB (Bring Your Own Beverage) Alcohol Event*
- a. The campus organization sponsoring the event is responsible for providing tickets and wristbands. Tickets may be printed or purchased from a vendor. Wristbands may be purchased from the Student Activities Office or from an outside vendor.
 - b. The sponsoring organization is required to meet the personnel assigned to the event at the site of the event 15 minutes prior to the designated starting time.
 - c. The event location should be secured so that only one entrance is designated and will be used as such during the event, being sure to secure all other doorways, stairways, etc. so they are not open to entry from the exterior of the facility but accessible for use as an exit and otherwise safe under fire and safety guidelines.
 - d. The setup at the location must include non-alcoholic beverages and food in a visible location. The percent of non-alcoholic beverages and food offered should be at least equal to the percentage of underage guests present at the event and must be provided free of charge to the guests.
 - e. Each attendee must be checked against the guest list to ensure that he/she was invited. If attendees wish to bring alcohol into the event, the attendee ID must be checked to see if his/her name is on the over 21 list. If the attendee is verified as over 21, a wristband must be placed on his/her wrist. The amount of alcohol that he/she is bringing must be calculated against the amount of time left in the party. According to FIPG guidelines, persons of legal drinking age may bring in two (2) twelve ounce cans of beer or two (2) wine coolers per hour of the remaining time of the function, up to a maximum of 6. Once a guest has brought in the allotted amount, they are not permitted to bring in any more alcohol. ***NOTE: BINGE DRINKING IS DEFINED AS MORE THAN FIVE (5) DRINKS IN ANY 24-HOUR PERIOD. THE EFFECTS OF ALCOHOL VARY BASED ON WEIGHT AND***

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GENDER. THE UNIVERSITY DOES NOT SUPPORT THE IRRESPONSIBLE USE OF ALCOHOL.

- f. The social event monitors should take the alcohol from the attendee and give the attendee an equal number of tickets. During the event an individual with a wristband may obtain alcohol from the serving area by presenting a ticket. He/she is not guaranteed that alcohol brought into the function will be provided/returned to said individual if he/she is intoxicated or otherwise exhibits behavior unhealthy or unsafe for themselves or others at the function.
- g. Campus organizations must check with event security personnel regularly (every one-half hour) to ensure all problems are dealt with expediently and the appropriate individuals know whom to contact in the case of an incident. Campus organizations should secure and monitor, in partnership with event security, the entrance to the event and the general facility to ensure that persons are not allowed to enter the facility from areas other than the designated entrance.
- h. The names of any individuals attempting to enter the event using falsified or incorrect identification should be recorded when possible. All common/public areas of the host location must be monitored for underage consumption of alcohol. Any violations of this policy must be monitored and recorded and immediately reported to campus security.
- i. There shall be one centrally-located point (indicated on the Social Event Registration Form) where all alcoholic beverages will be dispensed. No alcohol may be distributed from any other part of the event location (this includes private rooms). Persons designated to operate as servers shall be TIPS trained and shall not be consuming alcohol. Designated servers shall not serve anyone who is underage or visibly intoxicated.
- j. Individuals may only receive one beverage at a time. To obtain a beverage, a person must present one ticket and their empty can. Sponsoring organizations are encouraged to require attendees who bring alcoholic beverages to the event to bring cans and further require that containers not be distributed without receipt of an empty container. (In other words, a person must bring an empty container to the dispensing location before another will be given out.)
- k. The hosting organization(s) will be responsible for monitoring the party to make sure no one is drinking without a wristband. Beer or wine coolers are the only alcoholic beverages permitted at any social event.
- l. Parties are not allowed to exceed four hours from start to finish. All parties shall have a designated ending time, by which time all drinking shall cease. Fifteen minutes prior to the ending time, an announcement should be made declaring the closing time of the event is near, and

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all guests should begin to gather their belongings and prepare to leave the function.

- m. Any person bringing alcohol into the event is permitted to leave the function with any containers from those that they brought into the event prior to 30 minutes before the scheduled ending time of the event. Any alcohol remaining at the closing of the event will be claimed by Denison University Security for disposal.
 - n. Denison University Campus Security personnel shall have the authority to assist in the closing of an event, whether the event is closed at the designated time or prior to such time due to violations of this and/or other University policies.
 - o. Violations of any aspect of this policy may result in the sponsoring organization(s) being charged with violating University policy.
 - p. The sponsoring organization should clean the facility and leave it as it was found before the event. The organization will be billed for costs of excessive clean up or damage and may face Student Conduct and Campus Values proceedings.
12. *Anti-Hazing Policy (Policy Applies to Individuals and Organizations)*

Denison University expects its students and organizations to abide by the Denison community code of conduct, which states that members of the Denison community are expected to treat other persons with dignity, respect, mutual consideration and to respect and preserve property, and to act with due regard for the health and safety of others. In addition it is expected that community members act with dignity, respect, mutual consideration and to respect and preserve property, and to act with due regard for the health and safety of others. Failure by individuals and/or organizations to comply with the University Anti-Hazing policy constitutes a major violation of the Code of Student Conduct and may result in sanctions for the organization and/or individuals, including but is not limited to: disciplinary probation, deactivation, suspension, expulsion, withdrawal of recognition and/or suspension of operations.

No Denison University student or organization shall conduct nor condone hazing activities. Hazing activities are defined as any action taken or situation created, directly or indirectly, whether on or off university premises, which results in or has the potential to result in mental or physical injury, discomfort, embarrassment, harassment, or ridicule. Such activities may include but are not limited to the following: use of alcohol; paddling in any form; creation of excessive fatigue; mutilation or alteration of the body or parts of the body; physical and psychological shocks; quests; road trips; wearing of public apparel which is conspicuous and not normally in good taste; engaging in public stunts of buffoonery; morally degrading or humiliating games and activities; and any other such activities that are

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not consistent with academic achievement, fraternal or organizational law, ritual or policy or State of Ohio law.

It shall not constitute a defense to the charge of hazing that the participant(s) took part voluntarily, that they voluntarily assumed the risks or hardship or the activity, or that no injury, physical or mental, in fact was suffered.

To report possible violations, even anonymously, call the "Hazing Hotline" at (888)NOT-HAZE (668-4293), or contact the Student Activities Office, (740)587-6739.

13. *Serenades*

Serenades are a traditional event connected to the fraternity tradition of pinning a significant other. All serenades must be registered by at least one recognized fraternity or sorority. Non-fraternal organizations wishing to sponsor a similar event may inquire at the Student Activities Office, 200 Slayter Union. In the event that serenade policies from the IFC, NPHC or PHC are more stringent than those listed here, the council policies will prevail

- a. Serenades will be allowed to take place on the steps between East Hall and Shaw Hall. Serenades to take place elsewhere on campus may require additional approval.
- b. Serenades must be registered with the Associate Director of Student Activities for Leadership or designee. A completed registration form will be required in order to reserve space for the serenade.
- c. Space for a registered serenade must be reserved no less than seven (7) days prior to the event through the Associate Director of Residence Life - East Quad. The completed and approved registration form must be presented in order to reserve space.
- d. Participants and organizations at serenades are expected to comply with ALL University policies including noise, litter, alcohol, hazing and respect for persons.
- e. Absolutely no open flames or torches (other than individually held candles) or throwing or projectile items may be used during the serenade.
- f. Excessive cleanup and/or damage to the facility may result in the sponsoring organization(s) being billed by Denison University and may result in Community Rights & Standards charges being filed against the sponsoring organization(s).
- g. No serenades shall take place during Big Red, Parents or Homecoming Weekends.

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- h. The IFC, NPHC and/or PHC will monitor serenades; at least one of-ficer per responsible council will be present for the duration of the serenade.
 - i. Students attending serenades shall adhere to all university alcohol policies including, but not limited to, public intoxication, open container and underage consumption regulations.
- 14. *Student Conduct and Campus Values Process for Campus Groups and Organizations*
 - a. Alleged violations of the Code of Student Conduct and/or University policy by a campus group or organization will be adjudicated by an administrative hearing officer.
 - b. A hearing shall be conducted by the Vice President of Student Development or his/her designee according to the following guidelines:
 - 1. Hearings shall be closed and the proceedings are private. In consultation with the particular campus group/organization, the hearing officer(s) shall determine which organizational members shall be present for the entire hearing process.
 - 2. Admission of any person to a community rights and standards hearing shall be at the discretion of the administrative hearing officer(s) of the hearing.
 - 3. In hearings involving more than one accused group/organization, the hearing officer(s), at his/her discretion, shall decide whether to conduct individual or joint hearings.
 - 4. The complainant and the accused have the right to be assisted by any advisor they choose, at their own expense. The advisor must be from the University. The complainant and/or the accused is responsible for presenting his or her own case and, therefore, advisors are nor permitted to speak or to participate directly in any hearing before a community rights and standards body.
 - 5. If there is no specific complainant, and it is clear there are serious community issues involved, when off-campus behavior violates University expectations, or when the interests of the University are clearly involved, the University may appoint a representative to serve in this capacity.
 - 6. The complainant, the accused, and the hearing officer(s) may present material witnesses. The witnesses are subject to the right of questioning by the hearing officer(s). In certain circumstances where confidentiality is paramount, an incident report or summary report will be substituted. The accused group/organization may question facts in the report.

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7. The accused campus group/organization may present information and provide witnesses during the hearing at the discretion of the hearing officer(s).
 8. All procedural questions are subject to the final decision of the hearing officer(s).
 9. After the hearing, the hearing officer(s) shall determine whether the campus group/organization has violated each section of the Code of Student Conduct which the group/organization is charged with violating.
 10. The hearing officer(s) determination shall be made on the basis of whether it is more likely than not that the accused campus group/organization violated the Code of Student Conduct.
- c. There shall be a single record such as a tape recording or written summary of all hearings. The record shall be the exclusive property of the University.
 - d. Except in the case of a group/organization charged with failing to obey the summons of a community rights and standards body or a University official, no group/organization may be found to have violated the Code of Student Conduct solely because the group failed to appear before a community rights and standards body. In all cases, the evidence in support of the charges shall be presented and considered.
 - e. Student Conduct and Campus Values misconduct: A group/organization may be charged with community rights and standards misconduct and additional charges may be filed due to but not limited to any of the following:
 1. Failure to appear at a duly scheduled hearing unless excused in writing by the community rights and standards body or by the Assistant Dean/Director of Student Conduct and Campus Values
 2. Interfering with the Student Conduct and Campus Values process, such as intimidating a complainant, witness, or member of a community rights and standards body.
 3. Failure to carry out a sanction imposed by the hearing officer(s). The hearing officer(s) may impose sanctions (including Withdrawal of Recognition and Suspension of Operations) on groups/organizations found to be responsible for Student Conduct and Campus Values Misconduct.

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4. Providing false information.

15. *Sanctions*: The following sanctions may be imposed on groups or organizations:
 - a. Those sanctions listed in the Code of Student Conduct, may be applicable in sanctions involving campus groups/organizations.
 - b. Letter of WarningWritten notification that a violation of the Code of Student Conduct or other University policy has occurred, and warning that further violation may result in more significant community rights and standards action.
 - c. Warning ProbationWritten notification for a specified period of time that a violation of the Code of Student Conduct or other University policy has occurred, and may include requirements and restrictions as circumstances warrant.
 - d. Discretionary SanctionsA campus group/organization that violates provisions of the Code of Student Conduct or other University policy may be required to complete educational programs or educational referrals. Or, as circumstances warrant, may be prohibited from sponsoring or co-sponsoring any social events on or off-campus at which alcohol is present. Additional restrictions may include limiting access to or closing of the chapter lodge area as circumstances warrant.
 - e. ProbationA campus group/organization will be placed on probation if the group/organization has a prior history or if the campus group/organization has engaged in a major violation as specified in Code of Student Conduct. Groups/organizations on Probation risk Withdrawal of Recognition and/or Suspension of Operations if further violations occur. Therefore, it is imperative for campus groups/organizations on this probationary status to review leadership development, risk management and educational programs to avoid further policy violations.
 - f. Withdrawal of Recognition and Suspension of Operations.In cases of major or repeated violations, including but not limited to hazing, the Vice President for Student Development or his/her designee will have the authority to recommend to the President that group or organization recognition by the University be immediately withdrawn and operations suspended, this would include withdrawal of all funding. In cases involving fraternities, this may include closing of the chapter

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lodge area. Withdrawal of recognition by the University will be for a designated period of time.

16. *Appeals Process* (refer campus group/organization to the appeal process in the Code of Student Conduct.
 - a. The decision reached by a hearing officer(s) or a sanction imposed by the Vice President or his or her designee must be appealed by the accused campus group/organization or to the Assistant Dean/Director of Student Conduct and Campus Values within ten (10) calendar days of the decision.
 - b. The Appeals Board shall hear appeals of judgments and sanctions from the Student Conduct and Campus Values Council or the administrative hearing officer. Membership shall consist of: two students (one year renewable), one teaching faculty member (two year term), one administrative or supportive operating staff member (two year term), and one teaching faculty member who serves as Chair (one year renewable up to three years). All members are appointed by the President. Quorum for a hearing is three members, all hearings are closed, and the Chair votes only in case of a tie.
 - c. Except as required to explain the basis of new evidence, an appeal shall be limited to the review of the record of the initial hearing and supporting documents for one or more of the following purposes:
 1. To determine if procedural protections were followed; that is, whether the original hearing was conducted fairly in light of the charges and evidence presented, and in conformity with prescribed procedures giving the complainant a reasonable opportunity to prepare and present evidence that the Code of Student Conduct or other University policy was violated, and giving the accused campus group/organization a reasonable opportunity to prepare and present a rebuttal of those allegations.
 2. To consider new evidence sufficient to alter a decision, or other relevant facts not brought out in the original hearing, because such evidence and/or facts were not known to the person appealing at the time of the original hearing.
 3. To determine whether the sanction(s) imposed were fair and reasonable for the violation of the Code of Student Conduct or other University policy which the campus group/organization was found to have committed.
 - d. The Appeals Board has the authority to uphold or modify the decision of the administrative hearing officer or Student Conduct and Campus Values Board, including increasing or decreasing the original sanction, to refer the matter back to the administrative hearing officer or

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Community Rights and Standards Board for reconsideration of the sanction(s) or for a rehearing, or to hear the case themselves.

- e. Decisions of the Appeals Board are final.
-
17. *Public Information Regarding Student Conduct and Campus Values Matters:* As soon as feasible after an incident which represents a serious breach of community standards, a brief description of the incident will be posted at designated locations around campus. In addition, statistics are compiled by the Office of Security and Safety and published annually in compliance with the Campus Security Act.

Office of Residential Education and Housing

Denison University is committed to the learning opportunities that are provided by our residential life program. We strongly believe that students and our larger campus community benefit from these environments and the conditions they create within the student learning experience. With these things in mind, Denison requires that all students reside in the residence halls through the duration of their four years at the college.

The residential life program is focused on the development of positive learning communities and is designed to support the overall academic mission of the college. With the notion of community and academic success at its core, the program strives to promote self-awareness, to enhance interpersonal communication, to provide opportunities for meaningful involvement outside of the classroom, and to develop in students a strong sense of civic responsibility. What follows is important information relating to the residential life program and student housing rules and regulations.

A. General Housing Information

1. *Housing Requirements and Exemptions:* All Denison students shall be required to reside in campus residence during their tenure at the college. However, students may apply for exemption from this housing requirement through the Office of Residential Housing and Education, under certain circumstances. The following students may be eligible for exemption:
 - students who are married
 - those who are single parents
 - those who are twenty-five years of age or older
 - those who are living with their parents or guardians at the parent / guardian's primary place of residence, which must be within a twenty-five mile radius from Denison's campus

Students seeking exemption must provide the appropriate documentation as requested by the Office of Residential Education and Housing. Documentation could include (but is not limited to) a driver's license, marriage

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certificate, and/or parent's voter registration. Prior to making any off-campus housing arrangements, eligible students must have prior approval from the Office of Residential Education and Housing. Any student who resides outside of university housing without such permission shall be responsible for all housing and board charges and may be subject to disciplinary action under the Code of Student Conduct, through the University's Office of Student Conduct and Campus Values.

2. *Dates of Operation:* The Office of Residential Education and Housing determines the dates and times for the opening and closing of the residence halls. Information regarding these dates and times can be found on the campus academic calendar (<http://www.denison.edu/provost/calendars/>) and is communicated to students in the Student Residence Agreement and to their home addresses during the summer months. In general, residence halls are opened and closed at 9:00 a.m. on the dates specified on the campus academic calendar. Students shall not have access to the halls prior to specified dates and times unless they have been approved for break housing.

At the end of the academic year, non-graduating students are required to vacate their rooms within twenty-four hours of their last final exam and by the specified closing date and time. This requirement is necessary to ensure that the halls are properly prepared to accommodate families of graduating seniors and summer conferences.

3. *Break Housing:* The University does offer limited housing during official break periods. This privilege is available to international students, to athletes who are required to remain on campus due to their sport's schedule, and to those students who are needed on campus by a faculty member, department or other office for academic or campus employment purposes. Typically, this privilege is not extended to students living within 500 miles from campus. Students who wish to be considered for break housing must submit a break housing intent form to the Office of Residential Education and Housing, prior to the published deadline for the break period. During all break periods, students who are not approved for break housing are expected to leave the residence halls and campus by the specified closing date and time. Students discovered to be residing on Denison's property without authorization may be subject to action under the Student Code of Conduct. Guest privileges are restricted during break periods. Dining halls are not open during vacation periods or breaks.
4. *Room Keys:* Each student shall be issued a room key and a Denison University Identification Card. Upon receipt of these items, each student shall be required to sign a *Residence Hall Key Control Card*. By receiving the key, ID, and signing the control card, the student agrees:
 - to NOT lend or trade room keys and/or their Denison University Identification Card with any other student or person;

University Policies And Procedures

- to carry the Denison University Identification Card at all times and to present it when requested by any University official, including but not limited to, security and/or residential life personnel;
- to NOT duplicate the room key;
- to immediately report the loss of a room key or Denison University Identification Card to the appropriate quad area service center; and
- to return the room key immediately upon moving out of the residence hall.

During break periods, student ID cards are deactivated. A student's room key and issued break access card will access the designated residence hall, for the dates when the student is approved to be on campus during the break.

Lost identification cards and/or keys can result in the denial of service, including residence hall access and food and other auxiliary service, until such time as replacements can be issued. Students who have lost their keys or ID will be charged for their replacement at a rate established by the University. Damaged identification cards will be replaced free of charge, but only one time, by the University.

5. *Residence Hall Access:* To provide reasonable security for residents, all residence hall entrances remain locked twenty-four hours a day. Students can access their assigned residence hall at any time using their Denison University Identification Card. Additionally, the card provides student access to all other campus residences through outside doors designated *Resident Access* but only between the hours of 7:00 AM and 1:00 AM. Students are expected to enter and exit residential facilities only through approved entrances and exits. With the exception of an emergency situation such as fire, students are prohibited from entering or exiting through any room or apartment window, or from using fire escapes or other non-approved points of egress to enter or exit residential facilities. Violation of this prohibition is resolved through the university conduct process. Students are advised that university officials have the right to enter any room to ensure student safety and compliance with all university regulations.
6. *Assignment of Rooms:* All first-year students shall be assigned to a room by the Office of Residential Education and Housing, prior to their arrival at Denison, and shall be required to live in one of Denison's designated first-year residence halls. These halls include Curtis East Hall, East Hall, Smith Hall, Shorney Hall, Beta House, and Morrow House. This list may be amended by the Office of Residential Education and Housing as housing needs warrant. The University discourages entering first-year students from living with fellow students from the same high school. Only mutually requested roommate preferences can be honored when housing assignments are made. The University is unable to guarantee specifically requested roommate preferences.

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Rising sophomore, junior and senior students select their residence hall space through a housing lottery process that is coordinated by the Office of Residential Education and Housing. To support equity and fairness in that process, lottery rules require that the student who secures a specific room with his or her lottery number reside in that space, minimally, through the Fall semester. These students are only eligible to change rooms after that time frame.

Room changes: All students are expected to live in their assigned rooms. Students are advised that there is a room freeze in effect on all room changes during the first two weeks of both the Fall and Spring semesters. Specific dates are set by the Office of Residential Education and Housing. Any student that changes rooms during this room freeze, or changes rooms without completing the appropriate paperwork or without express authorization from the Office of Residential Education and Housing, may be subject to disciplinary action under the community rights and standards process, which could result in that student's loss of lottery privileges.

When a room change is needed or desired, the student seeking the change should request authorization by completing the appropriate form with the Housing Coordinator in the Office of Residential Education and Housing. However, in the event a student is seeking a room change because of a roommate conflict, the student will be referred first to the quad area staff for assistance with resolution of the conflict before any room change will be considered. Upon receipt of the completed form, the Housing Coordinator will process the request and inform the student of the approval or denial of the request. Upon notification of approval, the student may then initiate his or her move into the new living space and must complete the move within 48 hours.

Students are advised that the University reserves the right to reassign rooms, consolidate assignments or remove students from the residence halls as deemed necessary. Consolidation may require that a student move to another room or require that occupants fill empty spaces by having other friends or peers move into those vacancies. Any student who may be singly occupying double-occupancy rooms, or students residing in triples, quads or apartments who may have space, may be subject to administrative consolidation. Students with empty room spaces are advised to seek a roommate and/or be prepared for occupancy by another student at any time.

7. *Room Furnishings:* Students shall be responsible for all University furnishings present in their room. All furniture must remain in the assigned room; the University does not have appropriate space for the storage of unwanted furniture. Students shall be billed for the repair and/or replacement of any furnishings that are missing or damaged.

Denison University prohibits the moving of common area furnishings into student rooms. Students found with common area furniture or other items may be subject to action under the code of student conduct.

University Policies And Procedures

8. *Building Services:* Housekeeping Services are not provided for student rooms, suites, private baths or suite baths. Students residing in these rooms are responsible for daily cleaning of their bathrooms. Limited cleaning supplies are available from the housekeepers on weekdays from 8:00 a.m. to 3:00 p.m. All public areas and public bathrooms are serviced daily Monday through Friday, with limited cleaning services provided on weekends.
 9. *Emergency and Routine Maintenance:* Students may submit routine maintenance requests by emailing physplant@denison.edu. Items needing immediate attention (i.e. leaking faucets or radiator pipes, clogged drains, or circuit breaks, etc.) should be reported immediately to the Physical Plant Office at extension 6264. After 4:00 p.m., facility concerns requiring prompt assistance should be communicated to Campus Security.
 10. *Storage:* Denison University offers limited storage of personal items during the academic year and during the summer months. Only properly identified and locked trunks, suitcases, or metal/plastic containers may be stored (limit of 3 tubs). All items are stored at the owner's risk and only at the discretion of the Office of Residential Education and Housing. In order to provide this service to as many students in need as possible, the Office may refuse to store particular items or may limit the number of items. Students desiring storage of any kind may speak with the Assistant Director in the quad area service center.
 11. *Loss or Damage to Personal Property:* The University does not cover, shall not be responsible for, and offers no agreement for any loss, theft, or damage to residents' personal property. It is strongly recommended that residents obtain insurance coverage for their personal belongings used and maintained at the University. Most often, students find coverage within their parents' or guardians'; fire or other homeowner's insurance policy or through a separate renter' insurance policy. Individual policies should be reviewed to determine any conditions relating to coverage.
 12. *Student Withdrawals / Suspension / Leave of Absence:* In the event that a student withdraws from the University, takes a leave or absence or is suspended, the student is expected to vacate campus housing within twenty-four hours of notification. A student shall follow the guidelines and steps for withdrawal from the university as outlined in the Student Handbook.
 13. *Mail Deliveries:* Deliveries to the residence halls are made to the East Quad Service Center located in the lower level of Huffman Hall or the West/North Quad Service Center in the lower level of Curtis West Hall.
- B. *Housing Contract Rules and Regulations.* Appropriate conduct is an important component of strong and involving residential communities. In order to ensure reasonable standards of safety and security for all residents and to support individual students' right to sleep and study, it is necessary to apply a variety of rules and regulations within the residential setting. The following rules and

University Policies And Procedures

regulations shall be monitored and addressed in the residence halls by student staff, administrators and campus security:

1. *Noise and Quiet Hours:* Excessive noise in the residence halls can be disruptive to the community and often infringes on the right of others to sleep and study. With this in mind, residents are expected to extend appropriate courtesy to all residents at all times and to comply fully and promptly with any request from a resident or other member of the community to reduce noise levels or discontinue activities which the resident may find disturbing.

In support of the academic mission of Denison, the Office of Residential Education and Housing requires that all residence halls maintain quiet hour periods during the academic year. These designated quiet hour periods are:

- Sunday-Thursday from 11:00 p.m.-9:00 a.m.
- Friday and Saturday from 1:00 a.m.-10:00 a.m.

During these designated periods, noise of any kind (which includes but is not limited to, music, social gatherings, loud conversation, or slamming doors) that can be heard inside or outside the residence hall would constitute a violation of quiet hours. Residents may receive a Notice of Violation for infractions or may be subject to formal action under the Code of Student Conduct.

During examination periods, strict quiet will be maintained 24-hours a day, beginning at the end of the regular quiet hour period, following the last day of classes. No registered events may occur in the residence halls during the examination period.

2. *Overnight Guests/Visitation:* Students may have a guest(s) stay overnight in their residence hall room only when they have the consent of their roommate(s). The rights of the roommate(s) and floor members must be respected at all times. Guests may stay overnight only for two nights within a seven-day period (this also applies to students who reside in a single room). Guests must comply with all residence hall and University policies and regulations. Resident students hosting guests are responsible for informing their guests of these rules and may be held responsible for any inappropriate behavior of their guests. Guest privileges are restricted during break periods.
3. *Window Screens:* Screens may not be removed from residence hall windows. Security screens shall remain in the closed position at all times unless there is an emergency.
4. *Roofs, ledges, and fire escapes:* Students are strictly prohibited from access to roofs, balconies, ledges, and fire escapes. Students should not lean, hang on or place any part of their body out of residence hall windows. Violation

University Policies And Procedures

of this regulation is resolved under the Code of Student Conduct. All violations shall be referred to the formal university conduct process.

5. *Smoking*: In accordance with the Code of Student Conduct, smoking in any interior area of the University, including classrooms, labs, private offices, restrooms, hallways, residence hall rooms and dining rooms is strictly prohibited.
6. *Lofts*: The construction and assembly of lofts or platforms in the residence halls is prohibited. Upon request, the University provides appropriate equipment to students who wish to elevate their beds. Due to furniture type and/or ceiling height or other building restrictions, the lofting of beds in Sunset apartments and ASH House is not permitted.
7. *Room Decoration*: Students are encouraged to decorate their interior residence hall rooms, but to do so in ways that are conducive to the rights of others and that do not compromise the safety of the residence halls or cause damage to facilities. Room decorations must be limited in order to comply with all fire safety regulations; they must be flameproof, fire resistant or non-combustible. With this in mind, the following regulations are in place regarding room decoration:
 - a. Nails, hooks or other materials that damage walls are not to be used in residence hall rooms. Posters and pictures should be affixed to walls with caution given to the amount of the wall covered by paper or other flammable material.
 - b. Tapestries, posters, curtains and other decorative items shall not to be hung or affixed to ceilings.
 - c. Drapes, tapestries, beads, or other items that block egress from the room into the hallway are not permitted, as these pose a significant hazard in the event of a fire.
 - d. Decorations may not interfere with safe passage or evacuation from any room or common area. If used, freestanding decorations must be fire resistant and may not block aisles or exit routes. Only a small portion of entrance and bathroom doors may be covered by papers, flyers, pictures, etc.
 - e. All electrical lights, including Christmas lighting, must be UL-approved (Underwriters Laboratories) and the UL sticker must be intact. Additionally, only Christmas lights of the small bulb or rope variety may be used. Large bulb holiday lighting is prohibited due to their high fire risk. Holiday lighting or any other item shall not be attached near or around fire- or other life-safety fixtures, including (but not limited to) fire sprinkler heads and smoke detectors. Lighting may

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be inspected by the University at any time, and may be removed if deemed inappropriate, excessive, or improperly installed.

8. *Obstruction of Common Areas / Bicycle Storage:* To avoid potentially dangerous traffic situations, lobby areas, hallways, stairwells and other common areas of the residence halls must be kept free of obstruction at all times. Items such as trash bags, bicycles, furniture, personal effects or other items should not be left in places where they might impede, block or hinder egress in an emergency. Items found in these areas may be confiscated and/or discarded by campus security if deemed hazardous to proper egress. Bicycle racks are available on campus and in some residential halls.
9. *Cooking:* For fire safety and sanitation purposes, cooking shall be restricted to common area kitchenettes and to apartment-style living units that have within them self-contained kitchen areas. Students residing in rooms or suites without self-contained kitchens are prohibited from cooking within those spaces and may not be in possession of cooking appliances of any type including (but not limited to) microwave ovens, hot plates, electric skillets, electric grilling machines (e.g. George Foreman-style grills), toasters and toaster ovens, and rice cookers that are predominantly designed for kitchen area use. Although students may desire to have available to them cooking appliances for use in the common area kitchenettes, the prohibition of cooking appliances still applies. These public kitchen areas are intended to be used for snack preparation only and to assist in hosting social functions. Given the numbers of students that share single public kitchens, these areas are not designed to sustain full-service food preparation.

All students may possess and use electric coffee makers, if they wish, provided the coffee maker includes an automatic shut-off feature. Coffee makers without this feature are not permitted.

Students who reside in those areas with self-contained apartment kitchens are permitted to use the range of kitchen appliances. However, use is restricted to the kitchen area only. Any evidence of cooking outside the kitchen would be addressed accordingly.

10. *Prohibited Items:* Because of the inherent fire and life-safety risks associated with these items in a community setting, the possession or use of the following items is strictly prohibited in the residence halls:
 - a. Candles, incense and its associated paraphernalia, and potpourri burners.
 - b. Halogen lighting and upward lighting of any kind.
 - c. Kitchen and other cooking appliances, including (but not limited to) microwave ovens, hot plates, electric skillets, electric grilling machines (e.g. George Foreman-style grills), toasters and toaster ovens,

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and rice cookers. (Note: This prohibition does not apply to apartment units with self-contained kitchen areas)

- d. Extension cords (non-power strip variety)
 - e. Weapons - all life-like and replica weapons, as well as all airsoft type pistols/rifles, shall be considered weapons for the purposes of this regulation.
 - f. Waterbeds
 - g. Ceiling fans or other added electrical fixtures of any kind
 - h. Space heaters
 - i. Knives of any kind (non-cooking).
 - j. All dangerous chemicals and flammable and/or combustible materials including (but not limited to) gasoline, charcoal fluid, lighter fluid, propane gas tanks, or other dangerous chemicals.
 - k. Fireworks, including (but not limited to) sparklers, firecrackers, and smoke bombs, or other incendiary devices of any kind. Violation of this rule shall result in referral to the formal conduct process.
 - l. Live Christmas and/or holiday trees or wreaths (See December Holiday Decorating below).
 - m. Large bulb-type holiday lighting
 - n. Pets - Due to a variety of health related issues, no animals will be permitted in student rooms within University residence facilities. Fish are the only exception to this policy. Aquariums up to a maximum of 10 gallons are allowed.
 - o. Air conditioner units, either window-installed or free-standing (see approved guidelines under Air Conditioners)
11. *Posting Policy:* In accordance with policy set by the Student Activities Office, there shall be absolutely no posting of signs, posters, written or printed information and/or flyers on front lobby doors, windows and window frames, inside stairwells or on stairwell doors. The posting of any type of information in these areas can impede, hinder, disorient or obstruct another person in their attempt to exit the building during an emergency. Student room doors both inside and outside may not be covered to excess with paper or other highly flammable material.
 12. *Holiday Decorating:* During the month of December, many students may choose to adorn their rooms and the building with seasonal and festive decorations. In the interest of fire safety, Denison University has in place guidelines and restrictions regarding these decorations. Because of the

significant risk of fire, neither live nor cut holiday trees (a.k.a. Christmas trees), are permitted in any campus building, including the residence halls. This also includes the use of wreaths or other garland that is constructed from live tree material. Any such item will be confiscated and discarded by the University. The University shall define a holiday or "Christmas tree" as any tree, limb or branch thereof or any device, however constructed, that is intended to imitate or simulate any such tree used for decoration purposes during the Christmas holiday season. Students may use and decorate artificial trees in their residence hall rooms and lounges provided they are certified as slow burning and/or fire resistant. Metallic trees are to be lighted only by indirect spot lighting. Students wishing to set up an artificial tree in their room or in the main lounge of their residence hall should contact their Resident Assistant.

13. *Door propping*: Students are expected not to prop open any residence hall doors because it compromises the general safety of the building. Additionally, students should never allow strangers into any campus residence hall. Suspicious looking persons should immediately be reported to Campus Safety and Security. Telephones are available on the exterior of each residence hall for use by visitors.

- C. *Housing Contract Violation* : By accepting a room assignment, students agree that they understand and will abide by the all housing rules and regulations, in addition to the standards set forth by Denison's Code of Student Conduct. In response to observed violations of housing rules and regulations, residential life staff members may document housing contract violations. A student's receipt of such notification of violation may require that he or she speak with the Head Resident or area Assistant Director about their conduct and the violation. Additionally, students may be subject to additional sanctioning and/or restriction under the Code of Student Conduct, if deemed appropriate by the area Assistant Director. Students are advised that engagement in repeated violation of housing rules and regulations can result in the student being summoned into the formal community rights and standards process, under the Code of Student Conduct. Students are advised that the University reserves the right to reassign rooms, consolidate assignments or remove students from the residence halls as deemed necessary. Students are strongly encouraged to familiarize themselves with all housing rules and regulations and to ask questions as they may arise.

Residential Safety and Health

Residential Safety and Health

- a. *Bicycles*: Bicycles must be stored in designated areas or in students' rooms, never in stairwells or hallways. Bicycles must never be placed within a path of egress or attached to railings designed to assist in egress. Operators of bicycles on campus must adhere to the motor vehicle regulations. Campus Security can register bicycles to locate the owners in the event of loss or theft.
- b. *Loss or Damage to Personal Property*: The University does not cover, is not responsible for, and offers no agreement for any loss, theft, or damage to per-

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sonal property of residents. It is strongly recommended that residents carry insurance on their personal belongings, most likely through their parents' fire or "homeowners" policies. Individual policies should be reviewed to determine conditions for coverage.

- c. *Cooking*: For fire safety and sanitation purposes, cooking is strictly prohibited in student rooms except those residence halls with self-contained kitchens within an apartment. Microwave ovens and other cooking appliances are prohibited in student rooms; violations may result in conduct action. The kitchenettes, located in public areas of the residence halls, are to be used for snack preparation and to assist in hosting social functions. The kitchenettes are not designed for full service food preparation.
- d. *Loft Guidelines*: The University provides lofting equipment for students. Lofting equipment not provided by the University is prohibited. The top surface of the bedding should be a minimum of 30 inches from the ceiling (allow for 8 foot ceiling). Windows and doors may not be obstructed or limited in any way since they serve as a means of emergency exit or entry.
 - a. Because the ceilings are too low, lofts are not permitted in Sunset A, B, C, D, Shannon House, Prospect House, Monomoy Annex and Ash House.
 - b. No residence hall furnishings, including bed springs and frames, may be stored in the hallways, stairs or other common areas.
 - c. Residents are expected to take all possible precautions against damage to walls, paint, floor tile, woodwork and other furniture. Damages will be charged to the resident.
 - d. Flammable decorative materials such as paneling, netting, curtains, etc., are not to be attached to the loft.
- e. *Pets*: Due to a variety of health related issues, *no animals* will be permitted in student rooms within University residence facilities. Fish are the only exception to this policy. Aquariums up to a maximum of 10 gallons are allowed.
- f. *Posting Policy (approved and distributed 11/04)*: Absolutely no posting of signs, posters, written or printed information and/or flyers will be allowed on front lobby doors, windows and window frames, inside stairwells or on stairwell doors. The posting of any type of information in these areas could impede, hinder, disorient or obstruct someone in their attempt to exit the building in an emergency. Student room doors both inside and outside may not be covered to excess with paper or other highly flammable material.
- g. *Obstruction of Common Areas*: In order to avoid potentially dangerous traffic situations, hallways, lobbies, stairwells and common areas must be kept free of obstruction at all times. For example, trash bags, bicycles, furniture, personal effects or other items may not be left in places where they might impede, block or hinder egress in an emergency.

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- h. *Smoking*: Smoking in any interior area of the University, including classrooms, labs, private offices, restrooms, hallways, residence hall rooms and dining rooms is prohibited. Persons choosing to smoke must do so a reasonable distance away from buildings so that smoke does not enter windows or doors.

Denison University Non-Smoking Policy

The Granville Clean Indoor Air Ordinance 02-05 became effective January 1, 2006. This policy ensures full compliance with the new ordinance and applies to all employees, students, contractors and visitors. Prominent signs communicating the policy will be posted at all buildings.

Smoking will be strictly prohibited within all university work areas and public spaces including conference rooms, reception areas, lobbies, dining areas, restrooms, stairwells, hallways and work stations. Public spaces also include university vehicles and all areas immediately adjacent to the entrances to any enclosed space (including the parking garage).

- i. *Screens*: Screens may not be removed from residence hall windows. Security screens shall remain in the closed position at all times unless there is an emergency.
- j. *Waterbeds*: For safety reasons, waterbeds are not permitted in any residence hall.
- k. *Roofs*: Students are strictly prohibited from access to roofs, balconies, ledges, and fire escapes. Students should not lean, hang on or place any part of their body out of residence hall windows.
- l. *Room Decorations*
 - 1. Room decorations must be limited in order to comply with all fire safety regulations. All decorations are to be flameproof, fire resistant or non-combustible.
 - 2. Posters and pictures should be affixed to walls with caution given to the amount of the wall covered by paper or other flammable material. See your RA and HR about specific guidelines for affixing decorations to walls in your building.
 - 3. Drapes, tapestries, beads, or other items that block egress from the room into the hallway are not permitted, as these pose a fire hazard.
 - 4. No decorations which may interfere with safe passage or evacuation may be hung from the ceilings of rooms, hallways or lounges. Freestanding decorations may not block aisles or exit routes and are to be fire resistant. Only a small portion of entrance and bathroom doors may be covered by papers, flyers, pictures, etc.
 - 5. All electrical lights must be UL-approved (Underwriters Laboratories). The UL sticker must be intact. The Residence Hall staff may check all

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lights. Lights should not be placed against anything flammable. NEVER leave lights unattended.

6. Be sure you know the location of fire extinguishers, fire alarm pull stations, and exits.
- m. Wreaths and live trees are not permitted in any residential area. Below is specific information related to Holiday decorations:
1. "Christmas tree" means any tree, limb or branch thereof or any device however constructed that is intended to imitate or simulate any such tree used for decoration purposes during the Christmas season.
 2. *NEITHER LIVE NOR CUT TREES ARE PERMITTED IN ANY CAMPUS BUILDING, INCLUDING RESIDENCE HALLS.*
 3. Students wishing to have an artificial tree in the main lounge should contact student staff.
 4. Only those artificial trees that are certified as slow burning or fire resistant may be used in residence halls, including student rooms.
 5. Metallic trees are to be lighted only by indirect spot lighting.
- n. *Prohibited Items List:* the following lists some of the items which residents may not have in the residence halls; *violators may face Student Conduct and Campus Values action* and items will be confiscated:
- Cooking appliances of any type, including but not limited to: hot plates, skillets, electric open element grills (e.g. George Foreman Grills), toasters and toaster ovens, rice cookers, etc.
 - Improper use of extension cords and any devices which have the potential to overload electrical receptacles. UL- approved power strips with circuit breakers that automatically shut off are required.
 - Halogen lamps - Only incandescent or fluorescent lamps are permitted.
 - Light dimmers, ceiling fans or any other device that replaces, adds to or interferes with any building fixture.
 - *Live* Christmas Trees and Wreaths.
 - Explosives, sparklers, firecrackers, smoke bombs or fireworks of any kind.
 - Candles are *not* permitted for any reason in any campus residence hall. This includes incense and potpourri burners.
 - All flammable and combustible liquids including, but not limited to, charcoal, lighter fluid and mini-propane bottles for gas grills.

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- Gasoline powered items such as mopeds, motorcycles or their components.
- Knives, firearms or weapons of any kind including, but not limited to, air guns, metal tipped darts, brass knuckles, etc.
- Space Heaters.
- Pets.
- Window air-conditioners unless approved and installed by the University.
- Gasoline, chemicals or incendiary devices of any kind.
- Grills.

Student Records

Student Records

- a. Denison University guarantees full compliance with the provisions of the Family Educational Rights and Privacy Act of 1974. Student educational records are maintained and may be accessed only by members of the University with legitimate educational interest in the student.
- b. A student may inspect the contents of his or her official file and placement credentials, including personal references. Exceptions are letters collected under a waiver of inspection and information on parents' financial status. Requests should be in writing to the office responsible for those records and upon inspection may not be removed from that office.
- c. The Office of Residential Education and Housing is the depository for most student records. The Registrar's Office maintains all academic information, the Financial Aid Office all forms and correspondence regarding financial aid, scholarships and student employment, and the Office of Public Affairs directory information as well as information used for news releases to the media.
- d. In addition to the regular sharing of grade information among University offices concerned with student academic standing and advisement, cumulative GPA's are furnished to officers of chartered honoraries for the purpose of membership selection.
- e. Contents of inspected records may be challenged upon the grounds that the information is inaccurate, misleading or otherwise in violation of the person's privacy or other rights. The administrator responsible for maintenance of those records will hear the challenge, and based on the information presented may decide to:
 1. Let the record stand
 2. Allow the student to insert a letter of explanation
 3. Correct the record

4. Delete the item in question

Important University Committees And Campus Governance

University Committees

A complete copy of the University Governance Document is available on the web at www.denison.edu/assocprovost/governance/specialdocs/govdoc.html [<http://www.denison.edu/assocprovost/governance/specialdocs/govdoc.html>].

- *ACADEMIC AFFAIRS COUNCIL* reviews and makes policy decisions on all matters relating to curriculum and educational policy.

Membership: Provost, Associate Provost, Six (6) Teaching Faculty, Three (3) students, and Registrar (ex officio).

- *CAMPUS AFFAIRS COUNCIL* makes recommendations on all aspects of student life, student judicial processes, student publications, intercollegiate athletics, fraternities, sororities, student clubs, and social life.

Membership: President of DCGA, Speaker of DCGA, Four (4) students, Two (2) Teaching Faculty, Vice President for Student Development, One (1) Administrative Staff, and One (1) Supportive Operating Staff.

Standing Committees:

1. *Committee on Residential Life* is responsible for reviewing/advising administration and CAC on residential life policies.
 2. *Committee on Recreational and Intercollegiate Athletics* is responsible for reviewing intercollegiate athletic programs.
- *UNIVERSITY COUNCIL* advises the President on policies relating to personnel, enrollment, and financial matters within the University, and oversees the implementation of those decisions. This council takes an active role in long-range planning.

Membership: President (ex officio), Provost, Vice President for Student Development and Dean of Students, Vice President for Finance and Management, Four (4) Teaching Faculty, Three (3) students, and Two (2) Supportive Operating Staff.

Standing Committees:

1. *Personnel Committee* is responsible for reviewing and recommending to the University Council modifications of all policies and procedures relating to affirmative action, hiring, and benefits, for all persons employed by Denison.
2. *Student Enrollment and Retention Committee* is responsible for establishing policy for admission, financial aid, and retention, and evaluating long-range plans for these areas.

Important University Committees And Campus Governance

3. *Finance Committee* is responsible for reviewing/evaluating financial management and the annual budget.
4. *Information Resource Advisory Board* is responsible for reviewing/recommending policies of and resource allocations for academic computing services and the Library and Learning Resources Center. The Board will also take an active role in long-range planning for the future development of information resources and associated technology.

NOTE: All Standing Committees must report regularly to their Councils and must secure "approval" of their proposals/decisions before those proposals come to the General Faculty for consideration.

How Concerns Get Proposed And Considered

Proposals

Proposals may come from any person or groups of persons and must be sent on official forms to the Steering Committee. Steering Committee assigns the proposal to the appropriate Council(s) and advises on its assignment as (a) debatable, (b) non-debatable academic, or (c) non-debatable non-academic. Membership of the Steering Committee consists of the Chairperson of the Faculty, Provost, and the Speaker of DCGA Senate.

Proposals may also come from a Council, from one of its Standing Committees or from a Task Force.

After passage at the Council level:

1. Debatable issues are voted on by the Faculty one at a time (academic issues by the Teaching faculty, non-academic by the General Faculty).
2. Non-debatable academic issues are voted on as a unit by the Teaching Faculty.
3. Non-debatable non-academic issues are voted on as a unit by the General Faculty.
4. Any item can be moved to debatable calendar by 2/3 vote on the General Faculty at the meeting.
5. No action of any Council is final or binding until the Faculty votes and passes it.

Task Forces

Task Forces may be proposed by a Council or by petition (35 faculty, one third of DCGA SENATE or 60 Supportive Operating Staff and presented to the Chair of the Faculty) and are created only by a vote of the General Faculty. Task Forces are not meant to circumvent the decision making bodies of the governance system. They are to be formed only when a significant and complex issue is to be studied. Task Forces report to the regular governance bodies.

Important University Committees And Campus Governance

- *REGISTRAR'S ADVISORY BOARD (RAB)*

The Registrar's Advisory Board reviews student petitions regarding exceptions to academic policy. Among the most common issues considered by this board are: general education modifications, late withdrawal requests, residency requirement waivers, and reinstatement petitions. RAB also serves as the review board for academic grievances.

Membership: Registrar, Associate Provost, One (1) appointed representative from Student Development, and Three (3) elected faculty members.

- *THE DENISON CAMPUS GOVERNANCE ASSOCIATION (DCGA)*

The Board of Trustees has final authority in all matters pertaining to the governance of Denison University. Responsibility regarding student life has been delegated to the Faculty, which in turn has delegated certain of these responsibilities to the Student Senate, subject to continued supervision by the Faculty. This distribution has created the three areas of faculty, student and joint jurisdiction in campus government.

The faculty sphere is delineated by the Faculty Regulations and the University Governance System and the student area by the Student Government Constitution and the University Governance System. Between these lies the sphere of joint action which illustrates the Denison concept of community government. In this area, problems of common concern are resolved by the University Council composed of faculty and students. The University Council's power is binding on all decisions, unless said decisions are subjected to reconsideration by the faculty or the Student Senate.

Being committed to the concept of community government at Denison, both students and faculty emphasize the joint jurisdiction of the University Senate decisions.

The purpose of the government so formed shall be: to ensure direct student participation in campus government, to protect the rights of these students of Denison University, and to determine the legitimate needs and desires of the student and manifest them in policy.

2011-2012 Calendar

Fall Semester 2011-2012

August 29	Monday	Registration, Classes Begin - 8:30 a.m.
September 23-25	Friday - Sunday	Big Red Weekend
October 14-15	Friday, Saturday	Fall Board of Trustee Meetings
October 17-18	Monday - Tuesday	Fall Study Break
October 19	Wednesday	Midsemester Grades Due
October 31-November 18	Monday-Friday	Pre-registration for Spring Semester
November 18	Friday	Last Day of Classes, Thanksgiving Vacation Begins After Last Class
November 19	Saturday	Residence Halls Close - 9 a.m.
November 27	Sunday	Residence Halls Reopen - 9 a.m.
November 28	Monday	Classes Resume - 8:30 a.m.
December 13	Tuesday	Classes End - 6 p.m.
December 14	Wednesday	Reading and Study Day
December 15-17	Thursday - Saturday	Final Examinations
December 18	Sunday	Reading and Study Day
December 19	Monday	Final Examinations
December 20	Tuesday	Residence Halls close, 9 a.m.

Spring Semester 2011-2012

January 16	Monday	Registration, Classes Begin - 8:30 a.m.
January 20-21	Friday - Saturday	Winter Board of Trustees Meetings
January 23	Monday	Martin Luther King, Jr. Day Celebration (no classes)
March 7	Wednesday	Midsemester Grades Due
March 9	Friday	Spring Vacation Begins After Last Class
March 19	Monday	Classes Resume - 8:30 a.m.

Important University Committees And Campus Governance

April 2-17	Monday - Friday	Pre-registration for Fall Semester
April 13	Friday	12:30 pm - 1:30 pm - Academic Awards Convocation in Swasey (classes canceled during Convocation)
April 13-14	Friday - Saturday	Spring Board of Trustees Meetings
April 30	Monday	Classes End 9 p.m.
May 1	Tuesday	Reading and Study Day
May 2-4	Wed, Thur, Fri	Final Examinations
May 5-6	Saturday, Sunday	Reading and Study Days
May 7-8	Monday, Tuesday	Final Examinations
May 9	Wednesday	Residence Halls Close for all undergraduates, 5 p.m.
May 12	Saturday	Baccalaureate Services - 1:30 pm, 4 p.m.
May 13	Sunday	170th Annual Commencement Exercises - 12:30 p.m.
May 13	Sunday	Residence Halls Close for all graduates, 7 p.m.

Internship Programs 2011-2012

May 11	Wednesday	Internships Begin
September 23	Friday	Internship Reports Due for Transcript Reporting