Preamble

Hiram College is committed to providing an environment that promotes and values academic learning while fostering responsible community living. The Hiram College Student Handbook is designed to provide students with information about the policies and procedures of Hiram College. The Handbook is published each year by the Dean of Students office and students are expected to be familiar and comply with its contents. The College reserves the right to make any changes to the Handbook as needed.

Non-Discrimination Policy

Hiram College is committed to equality of opportunity and does not discriminate in its educational and admission policies, scholarship and loan programs, and athletic and other school-administered programs on the basis of race, color, national origin, religion, sex, gender identity and expression, sexual orientation, age, or disability. The College will not tolerate harassment, prejudice, abuse, or discrimination by or of any of its students, faculty, or staff.

Hiram College Mission Statement

The mission of Hiram College is to foster intellectual excellence and social responsibility, enabling our students to thrive in their chosen careers, flourish in life, and face the urgent challenges of the times.

PLEASE NOTE: The Student Handbook is completely searchable. If you are looking for a particular topic (for instance, “Alcohol policy” or “Residence halls”), simply use the search feature in your browser.

Revised 8/30/2021
Hiram College
EMERGENCY PROCEDURES
AND SAFETY INFORMATION

*TO REPORT A FIRE, MEDICAL EMERGENCY, CRIME, SUSPICIOUS ACTIVITY, ETC., PLEASE CALL 911 IMMEDIATELY.

<table>
<thead>
<tr>
<th>Campus Safety:</th>
<th>Duty Cell Phone: 330.469.4119</th>
</tr>
</thead>
<tbody>
<tr>
<td>College Automated Switchboard:</td>
<td>330.569.3211 (0 from campus)</td>
</tr>
<tr>
<td>College Announcements Phone:</td>
<td>330.569.5959 (x 5959 from campus)</td>
</tr>
<tr>
<td>Emergency: Hiram Police, Fire Department or Ambulance:</td>
<td>911</td>
</tr>
<tr>
<td>Hiram Fire Department:</td>
<td>330.569.9826 (non-emergency)</td>
</tr>
<tr>
<td>Hiram Police:</td>
<td>330.569.3235 (330.569.3236 non-emergency)</td>
</tr>
<tr>
<td>Portage County Sheriff:</td>
<td>330.296.5100 (or 911 emergency)</td>
</tr>
<tr>
<td>Hiram College Health Center:</td>
<td>330.569.5418 (x 5418 from campus)</td>
</tr>
<tr>
<td>Geauga Medical Center:</td>
<td>440.285.6000 or 800.548.9738</td>
</tr>
<tr>
<td>University Hospital -- Portage:</td>
<td>330.297.0811 (330.297.2850 emergency)</td>
</tr>
</tbody>
</table>

SHOULD THERE BE AN DISRUPTION OF SERVICES
(i.e., classes are cancelled or the College is closed)

1. In the event of a disruption of services, we will communicate messages to the campus community through the following venues:
   - Campus email
   - Faculty and Staff voice mail
   - Website (www.hiram.edu)
   - Information line (330.569.5959)
   - Text Message
   - my.hiram.edu

2. Phone lists should be used to contact faculty/staff.

3. Updates and closing information will be posted on the website at www.hiram.edu. If you do not have access to a computer for updates, call 330.569.5959.

4. If essential staff needs to report, check with your supervisor. Essential staff members are (but not limited to) in the Physical Plant, Dining Services, and Student Life Staff areas. See your department head to be sure you are represented on your department's phone tree. Contact the Human Resources Office to add your cell phone number to our text messaging system.
# Hiram College
## Student Handbook 2021 - 2022
### Table of Contents

- **Emergency Information**  Page 2
- **Student Code of Conduct and Disciplinary Process**  Page 4
  - [ ] Code of Conduct  Page 19
- **Residential Education Policies**  Page 26
- **Appendix A:** Title IX Procedures and Sexual Misconduct  Page 41
- **Appendix B:** Judicial Board and Sexual Misconduct Hearing Script  Page 44
- **Appendix C:** FERPA Protocols  Page 48
- **Appendix D:** Important Student Account Information  Page 51
- **Appendix E:** Alcohol and Drugs – Policy, Philosophy, and Education  Page 53
- **Appendix F:** Harm to self or others/Harmful ideation  Page 60
- **Appendix G:** Disability Services  Page 61
- **Appendix H:** Diversity and Inclusion  Page 62
- **Appendix I:** Campus Installations  Page 63
- **Appendix J:** Parking  Page 64
- **Appendix K:** Hiram College Title IX Policy  Page 65
- **Appendix L:** COVID-19 Policies  Page 92
Hiram College Student Conduct and Disciplinary System

Standards for Student Conduct and Campus Life

Enrollment at Hiram College is a privilege (not a right) and in being granted that privilege, students accept commitment to the standards of student conduct and campus life established by the College. Hiram College has both the authority and the responsibility to establish standards of student conduct and campus life and to oversee compliance with those standards. The College will not condone violations of local, state or federal laws, nor will it support conduct the College considers to be detrimental to the mission of Hiram College. As members of the community, Hiram College students are required to uphold the College’s standards of academic and social conduct, and are responsible for knowing the published regulations and policies of the College.

The College’s community living standards are established in consultation with student representatives, faculty and administrative staff. The standards published in this document outline the conduct expected of community members on campus and when engaged in activities that represent Hiram College whether on or off campus. Adherence to these standards includes both rights and responsibilities that are described below.

The College’s judicial system strives to balance the educational objectives of the College with appropriate consequences for violation of the College’s standards. While education is the primary objective of Hiram College and the student conduct system, sanctions are the logical consequence of poor choices and poor behavior and may include fines, restitution, prohibitions, and suspension or dismissal from the College.

The Hiram College student conduct system is not a substitute for legal processes available to all persons under the laws of the United States of America. The College student conduct system is an internal, private process that gives alleged student offenders 1) notice of alleged violations of College standards and 2) the opportunity to be heard before a decision is made regarding the consequences for alleged violations of College standards. As an independent college, Hiram College reserves the right to review behavior and to determine sanctions in accordance with the procedures described in this document. The College student conduct system does not rely on standards beyond those described in this document.
Hiram College reserves the right to discipline, to suspend, or to dismiss any student or to disband any organization that jeopardizes the well-being of individuals or the College. In instances where the threat of imminent harm is perceived, the College may act without regard to judicial procedures. Judicial procedures will be implemented within a reasonable time after the perceived threat of imminent danger is passed.

Enrollment at Hiram College constitutes evidence of a commitment to abide by the standards of conduct described in this document. Hiram College reserves the right to discontinue enrollment of any student who fails to abide by these standards at any time.

**College Jurisdiction/Action and Civil/Criminal Law**

Hiram College reserves the right to have jurisdiction over conduct that occurs on College property and conduct while engaged in College-sponsored activities (e.g. academic study trips within and outside the United States, internship, practica, clinical activities, College outings, excursions, or other activities) or any conduct that may reflect negatively on the College community. Therefore, the College may take action against a student charged with or convicted of a violation of federal, state, or local law even though civil or criminal prosecution is likely, pending, or completed. College action may be carried out prior to, simultaneously with, or following civil or criminal proceedings. The College reserves the right to deny enrollment, or continuation of enrollment to any person accused or convicted of a felony or certain serious misdemeanors.

If a student is charged with or convicted of a crime involving “moral turpitude” or a crime of violence for which the maximum term of punishment is imprisonment for one year or greater, the student may request a conference with the Director of Residential Education & Commuter Services to determine whether continued enrollment at Hiram College will be permitted. Mitigating factors include evidence of rehabilitation for a sustained period of time, age of student at the time of the incident for which guilt was determined, or other documented evidence that the felon is no longer a threat to the community.

Hearings under the College’s student conduct system are administrative in nature and are not governed by the rights and rules that apply in a court of law. Judicial hearings are not held during final exams, recess/break periods, or during the summer. Cases that occur directly before or during final exams will be heard at the start of the next term. During the summer, recess/break periods and final exams, the Director of Residential Education & Commuter Services may choose to act unilaterally as the hearing officer or may employ an alternative means to dispose of judicial matters.

**Statement of Student Rights**

1) Students have the right to seek resolution of conflicts in an atmosphere of mutual respect, privacy and civility.
2) Students have the right to timely disposition of allegations and complaints.
3) Students have the right to written notice of allegations and the opportunity to respond to those allegations.
4) Students have the right to be accompanied by a Hiram College community member of their choice during a hearing (and in sexual misconduct cases, students can be accompanied by any person of their choosing).
5) Students have the right to know the outcome of their hearing.
6) Students have the right to present witnesses who have direct (not hearsay) evidence pertaining to a hearing.
7) Students have the right to submit written statements/documentation (including witness statements) up to 24 hours before a scheduled hearing.
8) Students may present allegations of policy violations, usually within thirty (30) days of the alleged violation.
9) Students may initiate action within the judicial system by filing an Incident Report.
10) Students have the right to present information at the time of hearing regarding extenuating circumstances directly related to an Incident Report.
11) Students have the right to be heard regarding concerns directly related to an Incident Report.
12) Students have the right to ask for one extension of the hearing timeline.

**Statement of Student Responsibilities**

1) Students are required to attend hearings at the date and time stipulated.
2) Students are required to submit written allegations before a hearing will be scheduled.
3) Students are expected to report alleged violations promptly (i.e. within 30 days).
4) Students are expected to conduct themselves with civility and integrity.
5) Students are required to make/keep appointments with any requesting judicial personnel.

**Statement of College Rights**

1) The College reserves the right to pursue judicial action at any time, including instances when an allegedly aggrieved student has declined to do so.
2) The College reserves the right to pursue judicial action whenever alleged behavior may be detrimental to the College.
3) The College reserves the right to accept or decline jurisdiction over alleged violations and to pursue any civil remedies available to it, or to report any criminal activity to the appropriate authorities, in lieu of or in addition to judicial action.
4) The College reserves the right to refrain from holding a hearing on alleged violations that occurred more than 30 days prior to an incident report being filed.
5) The College reserves the right to modify, add, or delete sections of this document upon notice to the College community.
6) The College reserves the right to notify the College community regarding the outcome of judicial matters.
7) The College reserves the right to hear cases with the alleged violator in absentia when the alleged violator fails to make/meet appointments with judicial personnel, and/or fails to appear for any scheduled opportunity to be heard.
8) The College reserves the right to summarily remove any student or person whose behavior poses a threat to self or others, or is disruptive to the College community based on information available at the time of perceived threat.
Statement of College Responsibilities

1) The College will enforce standards of student conduct and campus life in accordance with the policies and procedures described in this document.
2) The College will protect the primary right of students, faculty and staff to pursue and engage in curricular and cocurricular activities in accordance with the mission of Hiram College.
3) The College will provide alleged student violators with written notice of alleged violations and the opportunity to be heard in response to those allegations.
4) The College will arrive at decisions based on the procedures described in this document and the information and/or documentation available at the time of hearing.
5) The College’s judicial policies and procedures are not a substitute for civil and/or criminal procedures.
**College Student Conduct System Procedures**

All student conduct system activity commences with the filing of a written Incident Report (as indicated in the “Incident Reports” section later). Informal conversation regarding potential judicial system activity is welcome; however, no action will be taken until and unless an Incident Report is filed with the Office of Citizenship Education. The Office of Citizenship Education is located on the first floor of Bates Hall (in the hallway next to Hayden Auditorium).

Anyone (student, faculty, or staff member) may file an Incident Report, though Incident Reports are most often filed electronically by a Resident Assistant or a Campus Safety Officer.

The Director of Residential Education & Commuter Services makes a preliminary determination as to whether or not a portion of the Code of Conduct may have been violated and which portion of the College Judicial System should preside over disposition of the alleged violation.

The College Judicial System is structured so that student conduct personnel hear evidence based on the level of the alleged violation. No formal transcript or recording is kept of any judicial proceedings, although investigators may record interviews if necessary.

**Level I** violations include such things as minor infractions of the Code of Conduct, excessive noise, occupancy infractions, etc. It can also be violations involving student organizations. **Level II** violations address individual conduct and include such things as alcohol violations, drug activity, discourtesy to a staff member, unregistered events, COVID-19 policy violations, etc. **Level III** violations include such things as infliction of bodily harm, drug trafficking, theft, and other violations that may result in suspension or removal from housing. **Level IV** violations involve sexual misconduct violations.

*Failure to make/keep an appointment with the requesting student conduct personnel will result in a hearing with the alleged violator in absentia. Judicial action will be based on the information and/or documentation available at the time of the hearing.*

**Level I** violations are heard by the Director of Residential Education & Commuter Services (or their designee) within a reasonable amount of time (usually five business days) of filing of an Incident Report. Alleged violators will be notified of the allegation(s) and receive a copy of the Incident Report with instructions to meet with the Director of Residential Education & Commuter Services within three business days.
- **A scheduled hearing with the Director of Residential Education & Commuter Services takes priority over all other non-academic College activities.**
- The Director of Residential Education & Commuter Services will hear all parties and determine responsibility or non-responsibility.
- Each student filing an Incident Report and each student named as an alleged violator will be permitted to bring one Hiram College community member for personal support (parents and attorneys are expressly excluded).
- If the alleged violator is found responsible, the Director of Residential Education & Commuter Services will determine an appropriate sanction.
- Students will be notified in writing promptly (usually within five business days) of the outcome of the hearing.
- At the discretion of the Director of Residential Education & Commuter Services, additional members of the Student Life Division staff may be called to serve as hearing officers.
- Students have the right to present witnesses who have direct (not hearsay) evidence pertaining to a hearing.
- Sanctions for Level I violations may include a warning, restitution, community service, reflection/research paper, required counseling, alcohol education seminar, written letter of apology, loss of campus privileges, mandatory relocation to another residence hall, disciplinary probation, disciplinary probation with restrictions, drug education seminar, fines, denial of access to residence halls and campus buildings, and/or residence hall suspension. **Sanctions escalate with repeat offenses.**
- If the alleged violator is not found responsible, the Incident Report will be closed and discarded at the end of the academic year.

**Level II** violations are heard by the Area Coordinator of the residence hall where the student lives. Alleged violators will be notified of the allegation(s) and receive a copy of the Incident Report with instructions to schedule a meeting with the Area Coordinator.
- Students will be notified in writing about scheduling a hearing, usually within three business days.
- **Hearings with the Area Coordinator take priority over all other non-academic College activities.**
- The Area Coordinator will hear all parties individually and determine responsibility or non-responsibility.
- Each student filing an Incident Report and each student named as an alleged violator will be permitted to bring one Hiram College community member for personal support (parents and attorneys are expressly excluded).
- Area Coordinator meetings generally take less than half an hour, though duration will vary depending on the nature of the alleged incident.
- If the alleged violator is found responsible, the Area Coordinator will recommend an appropriate sanction to the Director of Residential Education & Commuter Services.
- Students will be notified in writing promptly (usually within five business days) of the outcome of the hearing.
• Students have the right to present witnesses who have direct (not hearsay) evidence pertaining to a hearing.
• Sanctions for Level II violations may include a warning, restitution, community service, reflection/research paper, required counseling, alcohol education seminar, written letter of apology, loss of campus privileges, mandatory relocation to another residence hall, disciplinary probation, disciplinary probation with restrictions, drug education seminar, fines, denial of access to residence halls and campus buildings, and/or residence hall suspension. **Sanctions escalate with repeat offenses.**
• Students may have the option of accepting responsibility (in writing) and having sanctions assigned in absentia.
• If the alleged violator is not found responsible, the Incident Report will be closed and discarded at the end of the academic year.

**Level III** violations are heard by the **Campus Judicial Board** within a reasonable amount of time after receipt of an Incident Report as determined by the initial facts of the case and the judgment of the Director of Residential Education & Commuter Services. Alleged violators will be notified of the allegation(s) and receive a copy of the Incident Report with instructions to meet with the Director of Residential Education & Commuter Services within three business days of receipt of the notice.

• Campus Judicial Board will be convened as soon as possible (usually within seven business days).

• **A Campus Judicial Board hearing takes priority over all other non-academic College activities.**
• The Campus Judicial Board will hear each student who filed an Incident Report and each student named as an alleged violator.
• Each student filing an Incident Report and each student named as an alleged violator will be permitted to bring one Hiram College community member for personal support (parents and attorneys are expressly excluded).
• The Campus Judicial Board will determine responsibility or non-responsibility.
• If the alleged violator is found responsible, the Campus Judicial Board will recommend an appropriate sanction to the Senior Vice-President and Dean of Students.
• Students have the right to present witnesses who have direct (not hearsay) evidence pertaining to a hearing.
• Sanctions for Level III violations may include a warning, restitution, community service, reflection/research paper, required counseling, alcohol education seminar, written letter of apology, loss of campus privileges, mandatory relocation to another residence hall, disciplinary probation, disciplinary probation with restrictions, drug education seminar, fines, denial of access to residence halls and campus buildings, and/or residence hall suspension, disciplinary suspension and/or expulsion from the College. **Sanctions escalate with repeat offenses.**
• If the alleged violator is not found responsible, the Incident Report will be closed and discarded at the end of the academic year.
The Campus Judicial Board is comprised of three trained members from the faculty and staff of the College. Campus Judicial Board members participate in an initial training period and are called to serve on the Board on a rotating basis.

- All three Campus Judicial Board members must be present in order for a case to be heard.
- The Director of Residential Education & Commuter Services or designee will act as the liaison between the students involved in the case and the Campus Judicial Board. This will include preliminary explanation of procedures, presence at the hearing to ensure procedures are adhered to, and notification to all parties of the outcome of the hearing.
- The Campus Judicial Board will meet as needed.
- For a script of Campus Judicial Board Hearing Procedures, please refer to Appendix B of the Student Handbook.

Level IV violations are heard by the Sexual Misconduct Hearing Board. They will hear all allegations involving sexual misconduct. They will meet within a reasonable amount of time after receipt by the Director of Residential Education & Commuter Services of a final report from a Title IX investigator on campus. For more information about the investigation and hearing procedures, please refer to Appendix A of this Handbook, which outlines the “Procedures for Allegations of Sexual Misconduct”.

- A Sexual Misconduct Hearing Board will be convened as soon as possible after receipt of the final report from the investigator (usually within five business days).
- The Sexual Misconduct Hearing Board will review all of the materials presented in the final report.
- The Sexual Misconduct Hearing Board will determine responsibility or non-responsibility based on the preponderance of the evidence.
- If the respondent is found responsible, the Sexual Misconduct Hearing Board may recommend an appropriate sanction to the Director of Residential Education & Commuter Services. The Director has final say over what (if any) sanctions.
- Sanctions for Level IV violations may include a warning, restitution, community service, reflection/research paper, required counseling, written letter of apology, loss of campus privileges, mandatory relocation to another residence hall, disciplinary probation, disciplinary probation with restrictions, fines, denial of access to residence halls and campus buildings, and/or residence hall suspension, disciplinary suspension and/or expulsion from the College. **When a respondent is found responsible for sexual misconduct, suspension or expulsion from the College as a sanction is a very strong possibility.**

- If the respondent is not found responsible, the final report will be closed and discarded at the end of the academic year.
- The complainant and respondent will each have one opportunity to appeal a decision reached by the Sexual Misconduct Hearing Board. An appeal may be submitted following the findings of the original Sexual Misconduct Hearing Board, or following the findings of the subsequent Appellate review. Any appeal must be received three days after notification.

The Sexual Misconduct Hearing Board is comprised of three members from the faculty and staff of the College. The Director of Residential Education & Commuter Services shall be the
presiding member of the Hearing Board. Sexual Misconduct Hearing Board members participate in a specialized training and are called to serve on the Board on a rotating basis.

- All three Sexual Misconduct Hearing Board members must be present in order for a case to be heard.
- The Director of Residential Education & Commuter Services or designee will act as the liaison between the students involved in the case and the Sexual Misconduct Hearing Board. This will include preliminary explanation of procedures, presence at the hearing to ensure procedures are adhered to, and notification to all parties of the outcome of the hearing.
- The Sexual Misconduct Hearing Board will meet as needed.

For a description and script of the Sexual Misconduct Hearing Board Hearing Procedures, please refer to Appendix A of this Handbook. The complete Title IX procedures of Hiram College are in Appendix K at the end of this Handbook.
Administrative Removal of Persons Endangering Self or Others, or Disrupting the College Community

Hiram College reserves the right to immediately remove persons from the College, or from College programs or activities when the behavior of such persons is perceived by the College to endanger themselves or others either in or outside the Hiram College community. Endanger is defined as actual or threatened harm to self, members of the College community, persons outside the College community, or behavior disruptive to the educational process or mission of the College.

Situations may arise which require an immediate response, whether or not they fall within the normal purview of the College Student Conduct System. Students whose behaviors endanger themselves, or the health, safety, or rights of other members of the community, or are disruptive to the educational process or mission of the College shall be reported to the Vice President and Dean of Students. These behaviors and situations may necessitate immediate removal from the College and residence halls by the Vice President and Dean of Students or his/her designee until such time as an appropriate intervention can be determined. In addition, parents and/or law enforcement authorities may be notified of the situation. Reinstatement to residence halls and/or the College shall be contingent upon appropriate conditions which may include but are not limited to evaluation and recommendations by medical and/or psychological professionals as well as a behavioral contract (please see Appendix F, “Harm to Self or Others/Harmful Ideation” for further details).

Appeals of Student Conduct System Action

Sanctions imposed under the College Student Conduct System are in effect once the written finding of the hearing body has been received and remain in effect while an appeal is under consideration. Filing an appeal does not delay implementation of sanctioning.

Students may appeal findings/sanctions at any level of the College’s judicial student conduct for one of two reasons:

1) to present substantive new information or evidence likely to affect the outcome of the hearing which was not presented at the time of the original hearing (more evidence to reinforce facts already presented may or may not—depending on the circumstances—be substantive new information likely to affect the outcome of the hearing), and/or

2) to provide substantive evidence that there was a failure to follow published procedures likely to have affected the outcome of the hearing.

In cases involving sexual misconduct allegations, both parties involved (the complainant and the alleged violator) are entitled to appeal the results of the hearing one time.

Appeals must be submitted:

a) in writing by the student making the appeal (persons other than the student appellant may not submit appeals on behalf of the student and oral appeals are expressly prohibited)

b) specifying the grounds for the appeal (see 1 and 2 above)
c) within three business days of written receipt of the decision of the hearing
d) to the Director of Residential Education & Commuter Services who will convey the appeal to
the Senior Vice-President and Dean of Students.

The appellate hearing officer may:
a) dismiss the incident altogether with, or without commentary
b) affirm the original finding/sanction with or without commentary
c) alter the finding/sanction with or without commentary
d) return the incident for re-hearing with or without commentary. If a case is returned for re-
hearing, the Director of Residential Education & Commuter Services will appoint new judicial
hearing officers and follow procedures as if an Incident Report was newly received.

Responses to an appeal will come in writing in a timely manner, usually within ten business
days.

Confidentiality and Disclosure to Parent and others

Disciplinary action is, under most circumstances, confidential. The College
reserves the right to notify parents or guardians of dependent students of
sanction(s) that may result in residence hall dismissal, disciplinary probation,
suspension, or expulsion. Parents or guardians, faculty advisors, and/or coaches
may receive notice of disciplinary action any time it is deemed to be in the best
interest of the Hiram College community.

Specifically, parents or guardians and/or police will be contacted:
1. When an alcohol or drug violation is involved.
2. When the possible result of a student conduct hearing could result in residence hall dismissal, suspension, or withdrawal from the College.
3. When the College is aware of any legal proceeding going on concurrent to the Hiram student conduct process.
4. When alleged behavior threatens harm to or disruption of the health and safety of the student or any member of the Hiram
College community or the population at large.

Parents or guardians will be contacted by the Student Life office, usually the Director of Residential Education & Commuter Services, to make sure the parents are aware of the situation, notify them of possible consequences, and respond to questions.

**Conflict of Interest**

All hearing personnel, including Area Coordinators and Judicial Board members, are obliged to remove themselves from the hearing process in the event that a conflict of interest exists that will affect their ability to be an objective hearing body member. Any person directly involved in a student conduct proceeding may bring to the attention of the Director of Residential Education & Commuter Services facts supporting an allegation that a hearing body member has a conflict of interest and the Director of Residential Education & Commuter Services will make a determination whether or not an actual conflict exists. If necessary, the Director of Residential Education & Commuter Services will appoint another person to replace the conflicted party.

**Disciplinary Sanctioning**

If a student is found responsible for violating standards of student conduct, a sanction will be recommended by the appropriate hearing body. Sanctioning strives to encourage students to learn from their mistakes, be responsible for their choices, and make restitution for the consequences of their actions. While the facts of each incident are viewed independent of prior acts, sanctioning takes into account prior activity and consequences escalate accordingly. Sanctions may range from verbal or written warning to suspension or expulsion.

Failure to satisfy the requirements of a sanction will result in a fine of at least $50 and additional sanctioning for failure to comply. There is no student right to a hearing for failure to comply with sanctioning.

Student violators suspended or dismissed from the College are not entitled to receive academic credit and/or financial reimbursement of any kind for the academic term in which the suspension or dismissal is enforced.

**Dissent and Disruption**

Hiram College is committed to maintaining a community that permits students, faculty, and staff to pursue their goals without interference or disruption. The College recognizes a concurrent obligation to provide a forum in which differences of opinion are actively encouraged and facilitated, and where opinions and beliefs are challenged/debated in a nondiscriminatory environment. Campus demonstrations may be held provided that they are conducted in an orderly manner, do not interfere with vehicular or pedestrian traffic, do not pose a threat of harm to persons or of damage to college facilities, and do not interfere with normal operations of the college. The freedom to demonstrate is protected only so long as it does not interfere with the rights and freedoms of others.
Any member of the College community has the right to bring a complaint against another member or members, with regard to the disruption of normal College operations. Such complaints will be presented to or initiated by the Vice President and Dean of Students (or designee). If, after personal observation, the Vice President and Dean of Students (or designee) deems that a demonstration is not being conducted in the prescribed manner, the participants will be asked to modify their behavior to comply with the above guidelines. All participants are expected to comply immediately and fully with the request. Any behavior contrary to the aforementioned may result in campus judicial and/or civil disciplinary action in accordance with the elements of fair procedure.

For more information, please contact the Vice President and Dean of Students Office at (330) 569-5233.

**Hearing Participants**

Hearings may be attended by:
1) hearing personnel as determined by the College,
2) the complainant, or College person representing the Incident Report
3) the alleged violator,
4) one support person from within the Hiram College campus community for consultation with the complainant, and
5) one support person from within the Hiram College campus community for consultation with the alleged violator.

Attorneys, law enforcement personnel, parents and other non-College personnel are expressly excluded from College judicial system hearings at Levels I, II, and III. A student may bring any support person of their choosing for a Level IV hearing and investigation.

**Incident Reports**

An Incident Report should provide documentation of any situation, especially a situation where a violation of the Standards of Student Conduct may have occurred. Incident Reports should simply describe what happened and any supporting details. Incident Reports should not include judgmental statements, allegations, or assumptions. Anyone (student, faculty, or staff member) may file an Incident Report, though Incident Reports are most often filed electronically by a Resident Assistant or a Campus Safety Officer.

Incident Reports should be submitted to the Director of Residential Education & Commuter Services. The student(s) in question may be asked to attend a student conduct hearing based on the Incident Report. Informal conversation regarding a potential Incident Report is welcome, but no action will be taken until and unless an Incident Report is filed with the Office of Citizenship Education. The Office of Citizenship Education is located on the first floor of Bates Hall (on the left before Hayden Auditorium). All student conduct system activity commences with the filing of a written Incident Report.

**Interim Sanction**
An Interim Sanction is an administrative action that may include hospitalization, eviction from campus, removing from or changing residence halls, or other immediate intervention imposed upon a student of the College when there is a perceived threat of harm to or disruption of the health and safety of any member of the Hiram College community or the population at large.

Administrative action is based on information available at the time a perceived threat is recognized. Normal procedures under the College student conduct system will take place as soon as possible after the perceived threat has been abated.

Academic work that is missed due to an Interim Sanction may be made up at the discretion of the professor. With the consent of the student, the Dean of Students staff will assist in collaboration between the student and faculty.

**Notice Regarding Student Conduct Matters**

Notification to all parties involved in judicial matters will be made by the Director of Residential Education & Commuter Services through electronic address (email, etc.) information on file with Hiram College. Notification of alleged violations will usually occur within five business days of filing of an Incident Report. In most cases, results of a Judicial Board hearing (Level III) and a Sexual Misconduct Hearing Board hearing (Level IV) will be delivered in person during a meeting with the Director of Residential Education & Commuter Services. In some cases, students will receive a letter delivered to their residence hall room or by certified mail to the address on record with Hiram College.

**Public Information Regarding Student Conduct Activity**

Judicial Board hearings and procedures are closed and confidential; however, the College reserves the right to inform the College community regarding behaviors or events (including the identity of individuals) that may be threatening and/or disruptive to the community.

**Standard of Proof**

In all hearings the standard of proof is “a preponderance of the evidence”. In other words, in the mind of the hearing body, the incident is “more likely than not” to have happened the way the hearing body sees it. The evidence must show that the outcome is 51% more likely than an alternative outcome in the mind of the hearing body. The judicial system does not employ alternative standards of proof such as “proof beyond a reasonable doubt”, or “unanimous opinion” of the hearing body.

**Student Organizations**

All student organizations are expected to abide by the Code of Conduct in this Handbook as well as all rules and regulations spelled out by the Office of Campus Involvement. Any alleged violations by a student organization will initially be considered by the Director of Campus Involvement. At that point the Director will decide to either take care of the matter or have an
administrative hearing with staff members. Individual members of an organization that are violating policy will be referred to the student conduct system. In limited cases the entire student organization can be referred to the student conduct system. For more information, please consult the Student Organization Handbook in the Office of Campus Involvement.

**Support Persons**

Any student filing an Incident Report and any student named as an alleged violator is permitted to bring one Hiram College community member for consultation and personal support during a hearing or interview. Attorneys, law enforcement personnel, parents and other non-College personnel are expressly excluded from College judicial system hearings at Levels I, II, and III. A student may bring any support person of their choosing during any part of a Level IV investigation.

**Witnesses**

Witnesses may be called to present evidence during a judicial hearing. A potential witness must provide a written statement regarding the scope and content of proposed testimony to the Director of Residential Education & Commuter Services no less than twenty-four hours prior to any hearing. Based on the witness written statement, the hearing body will determine whether a witness will be heard as well as how many witnesses will be heard.

Witnesses with hearsay information are generally not accepted because such information is most often not helpful. The Director of Residential Education & Commuter Services will determine whether or not character witnesses are appropriate and if so, how many. The Director of Residential Education & Commuter Services will determine whether witness statements submitted within twenty-four hours of a hearing will be accepted.

**Record Retention**

One year following graduation, all disciplinary records are purged. For students who withdraw from the College, all records are retained for five years. For students that are suspended or expelled from Hiram College, the files are kept indefinitely.
Code of Conduct – Judicial Policies

Alcohol (Level I or II) Any act that violates College or Residential Education policy on the consumption, possession, and advertising of alcoholic beverages.

a. Underage possession and/or use (including “decorative” containers)

b. Illegal Alcohol Beverage Container including, but not limited to, kegs, beer bongs, and other common source containers. ($100 fine per container will be charged in addition to other fines/disciplinary action)

c. Abuse and/or Public Intoxication, which includes having a blood alcohol content of .08, not being able to perform basic functions, or using alcohol in a way other than it was intended (including mixing medications with alcohol)

d. Drinking Games – any game such as beer pong or caps that is set up and/or played, and has alcohol as a central component

e. Supplying underage individuals with alcohol

f. Consumption and/or possession in a public area (“open container”), including hallways, lobbies, and porches

g. Consumption and/or possession in an underage area (including “decorative” containers)

h. Consumption/Possession during campus dry period or in a dry area (please see Residential Education Policies for a description of dry areas)

Hiram College has adopted the following minimum sanctions for alcohol violations:

a. first offense: $100 fine and parental notification (with letter follow-up)

b. second offense: $200 fine; parental, coach and co-curricular advisor notification prior to hearing (with letter follow-up); educational sanction to be determined by the Area Coordinator

c. third offense: $300 fine; parental, coach and co-curricular advisor notification prior to hearing (with letter follow-up); campus work hours to be determined by the Area Coordinator

d. fourth offense: $500 fine; parental, coach and co-curricular advisor notification prior to hearing (with letter follow-up); Judicial Board hearing with the strong possibility of removal from housing or academic suspension for a minimum of one semester

The Area Coordinator or the Director of Residential Education & Commuter Services has the discretion to add, or otherwise modify sanctions at any level depending on the severity of the incident, including mandatory alcohol assessments or other educational sanctions. If no further violations occur, a first offense may be expunged after eighteen (18) months. A student’s record will be expunged if no alcohol violations occur for twenty-four (24) months regardless of how many violations have occurred.

COVID-19 (Level I or II)

Students are required to observe all of the tenets of the COVID-19 policies in Appendix L of the Hiram College Student Handbook. Students must follow the policies indicated by the current active alert level, which can be found at www.hiram.edu. In general, a student’s first COVID-19 violation will result in a $25 fine, escalating with repeat offenses. Students are also required to become fully vaccinated against COVID-19.
**Damage to Property (Level I or II)**
Damage or destruction of property (including graffiti) belonging to the College, community member, or visitor. This includes pulling the locked exterior doors open without an ID, which damages the opening mechanism and automatically results in a fine of at least $50.

**Discourtesy to a Faculty or Staff Member (Level I-II)**
Rudeness, profanity, insulting, and/or intimidating behavior on the part of a student when confronted by a faculty or staff member, including any member of the Residential Education staff, in the performance of duties.

**Dishonesty (Level I-II)**
Lying to or willfully misleading any faculty or staff person that is conducting College business. It is also a violation to have someone lie or willfully mislead on your behalf. In limited instances academic dishonesty cases may be referred to the student conduct process.

**Disruptive Behavior (Level I-III)**
Any act that disturbs the peace and tranquility of the College, including but not limited to throwing objects from/yelling out of/looking into windows, continued inappropriate noise making in a public area, moving College furniture out of designated areas, preventing others from studying or sleeping, or creating, in any way, a dangerous condition which may adversely affect the health and/or safety of community members (including oneself).

**Drones (Level II)**
Due to FAA regulations and the College’s insurance policy, Unmanned Aircraft Systems (drones) are not permitted to be flown on the Hiram College campus. If there are specific research or marketing reasons to use a drone, permission must be granted by the Vice-President for Business and Finance.

**Drugs (Level II-III)**
The possession, use (without valid medical or dental prescription), manufacture, furnishing, or sale of any narcotic or illegal drug, or paraphernalia. Illegal drugs or prescription drugs obtained without a doctor's prescription are banned substances. Their possession and use are prohibited. It is also prohibited to use prescription drugs in a way other than what they were intended.

Hiram has adopted the following minimum sanctions for drug violations:

- **first offense**: $100 fine and parental notification
- **second offense**: $200 fine; parental, coach and co-curricular advisor notification prior to hearing; educational sanction to be determined by the Area Coordinator (in most cases this will involve a substance abuse evaluation administered by an off-campus agency)
- **third offense**: $300 fine; parental, coach and co-curricular advisor notification prior to hearing; campus work hours to be determined by the Area Coordinator.
- **fourth offense**: $500 fine; parental, coach and co-curricular advisor notification prior to hearing; Judicial Board hearing with the strong possibility of removal from housing or academic suspension for a minimum of one semester.
The Area Coordinator or the Director of Residential Education & Commuter Services has the discretion to add, or otherwise modify sanctions at any level depending on the severity of the incident, including mandatory drug assessments or other educational sanctions. Students found responsible for trafficking drugs will be expelled in almost all cases. Drug violations may also impact financial aid eligibility.

*Failure to Comply (Level I)*
Failure to comply with a staff member’s reasonable request. Withholding information in a student conduct hearing is considered a failure to comply.

*Failure to Complete Required Sanctions (Level II)*
Failure to complete any/all sanctions will result in an automatic, non-negotiable fine and/or additional conditions or requirements. Fines for failure to complete a sanction will start at $50 and could be greater based on an individual case.

*Falsifications/Forgery of Records or Contracts (Level I or II)*

a. Altering, counterfeiting, forging or causing to be altered, unauthorized duplicating, or falsifying any records, forms or documents used by the College, including, but not limited to photo ID/meal card, time cards, parking permit, drop/add slip, etc.
b. Possession of a false state ID or Driver’s License in a College setting.
c. Violation of contractual agreements between a student and the College, including student conduct agreements/sanctions under this code.

*Fire Safety (Level I or II)*

a. Tampering with fire equipment, including extinguishers and fire exit signs, smoke/heat detector, or automatic door closure or pull stations.
b. Causing a false alarm.
c. Setting an unauthorized fire in or on College Property.
d. Possession of or using candles or using or possession of incense or incense holders.

Exceptions may be made for those participating in college-sponsored events; permission must be obtained through the Director of Campus Involvement.
e. Failure to evacuate during fire alarm.
f. Blocking internal or external fire escape routes.
g. Possessing or storing flammable materials, including but not limited to: live, cut holiday decorations including trees, wreaths, roping, etc., fireworks, or other explosive devices, flammable liquids, or any other materials determined to be hazardous by the Residential Education staff. Students may not possess or use candles (unless registered), or use or possess incense or incense holders.
h. Smoking in any College building, including residence hall rooms and public areas, or smoking within 30 feet of any building.
i. Possessing or using a fog machine or anything that creates excessive smoke.

*Minimum* sanctions for fire safety violations will be a fine of not less than $100. Disciplinary probation will also be considered. The sanction and/or fine will be based on the circumstances of the individual case.
**Guest behavior (Level I-II)**
Guests are expected to observe all college rules and regulations. Residents will be responsible for any policy violation that their guest is involved in and could face student conduct charges for any such violations.

**Harassment (Level I - IV)**
Harassment is unwelcome speech or conduct (for example, physical, oral, graphic, or written) that interferes substantially with a person’s work or education, and/or creates an environment that a reasonable person would find hostile, threatening, or intimidating.

**Hazing (Level I – III)**
Any activity that is expected of someone to join or continue to be a member of a team/club/student organization that humiliates, degrades, abases or endangers them, or that violates the dignity of another person, regardless of intention or willingness to participate. Ohio Revised Code states that hazing means doing any act or coercing another, including the victim, to do any act of initiation into an organization that causes substantial risk of mental or physical harm. Hazing activities may include but are not limited to forced consumption of any food, alcohol, drugs or any other substance, forced physical activity, deprivation of food or sleep, kidnapping, paddling, branding or shaving, wearing of apparel that is conspicuous and not normally in good taste, singing on command in public places, and other activities that are not consistent with the policies outlined in the Hiram College Student Handbook. Groups that have allegedly hazed may go through the student conduct process for student organizations through the Office of Campus Involvement.

**Infliction of Bodily Harm (Level I - III)**
Causing or intending to cause physical injury upon any person while on College premises or at a college-sponsored event.

**Littering (Level I)**
Leaving trash, debris, unwanted objects or accumulated personal items in public areas.

**Pets**
Certain small animals that are confined to small cages are acceptable in residence hall rooms.
- **permitted:** guinea pigs, gerbils, turtles, rodents (not caught in wild), hamsters, geckos, fish in aquariums no larger than 20 gallons
- **Not permitted:** Ferrets, cats, dogs, snakes, spiders, birds, rabbits of any size, animals caught in the wild, or any other disruptive animal

Animals that make excessive noise or create unpleasant or unsanitary conditions will not be permitted. Pets are not permitted to roam freely inside or outside residence hall rooms. All pets must be registered through your hall director. Residential Education reserves the right to require the removal of any animal if there are problems associated with it. **Any pet that is disruptive to the community in any way (noise, smell, or otherwise) will need to be removed. Any pet that is not responsibly taken care of will need to be removed.** There is a $100 fine for any violation of the pet policy.
Students wishing to apply for permission for an Emotional Support Animal (ESA) or Service Animal should contact the Director of Counseling Health and Disability Services in the Health Center at x5952.

**Quiet/Courtesy Hours (Level I)**
Excessive noise which interferes with the normal activities of others or the normal functioning of the College. All residence halls observe twenty-four (24) hour quiet status for final exams; there is a fine of at least $50 for any quiet hour violation during the final exam study period in the residence halls.

**Recording (Level II)**
Students are not permitted to record other students without their consent. Permission needs to be granted before the recording commences. The recording process should cease as soon as one party requests that the recording stop.

**Residential Education Policies (Level II)**
Any violation of the Residential Education policies listed later in the Handbook. This includes but is not limited to air conditioners, pets, hall sports, sales/solicitations, etc.

**Sexual Harassment (Level II-IV)**
A form of unlawful discrimination that is defined to include unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature. Sexual harassment may involve pressure from a person regardless of gender. Examples of sexual harassment include (but are not limited to) sexual innuendoes, comments, or remarks about an individual's clothing, body, sexual activities or sexual orientation; offensive sexual flirtations, sexual propositions, or other pressure for sexual intimacy; implicit or explicit threats to engage in unwelcome acts of sexual nature; unwelcome actual or attempted patting, pinching or inappropriate touching or feeling; and sexually demeaning or suggestive photographs, cartoons, or graffiti, which create a hostile work or educational environment. For more information about Hiram College’s sexual harassment policy, please consult the Hiram College Title IX policy in Appendix K.

**Sexual Misconduct (Level IV)**
Any sexual act that occurs without the consent of one or more of the parties involved. This includes sexual imposition using physical force, assault, threat of bodily harm, or unwanted touching of a sexual nature. Sexual misconduct also includes psychological coercion, such as using a “power imbalance” to create or maintain a relationship or having sex with someone who is unable to give consent (someone under the influence of alcohol or drugs, as an example). For more information about sexual misconduct cases, including the definition of consent, please consult the Procedures for Allegations of Sexual Misconduct in Appendix A of this Handbook.

**Skateboards/Scooters/Bicycles/Rollerblades/Hoverboards (Level I)**
Riding indoors, using excessive speeds, stunt riding, or any other inappropriate use of bicycles, skateboards, hoverboards, and rollerblades is prohibited.

**Smoking/Tobacco Use (Level I)**
It is prohibited to smoke in or around any Hiram College building, including residence halls. Students or their guests may not consume tobacco products of any kind in the residence halls or outside within thirty feet of a residence hall (including hookahs, pipes, or other smoking instruments). State law prohibits anyone under the age of 21 from buying or using cigarettes, cigars, vape pens, and other tobacco products. Violations of the smoking policy are considered fire safety violations and a $100 fine will be imposed.

**Stolen Goods (Level I-III)**
Taking without permission, College property (including residence hall furniture in public areas) or property of any other person. It is also forbidden to sell, transfer, or receive any material believed to be stolen. Food taken out of the dining hall is considered stolen unless specifically permitted by dining hall staff.

**Student Identification (Level I)**

a. Failure to submit identification to a duly authorized and properly identified College official. No student shall interfere with or give a false name/information, or fail to cooperate with any properly identified College personnel while these persons are performing their duties.

b. Unauthorized use of student identification card by anyone other than its original holder (including lending or selling).

c. Failure to possess a student ID at any time.

**Threat of Bodily Harm (Level I-III)**
Any implicit and/or explicit threat of harm or action, which may create a risk of harm to any person.

**Traffic and Motor Vehicle Regulations (Level I)**
Any act that violates the Transportation Policy or Student Vehicle Regulations. Individuals or student organizations can be held responsible.

**Trespassing (Level I or II)**
Gaining or attempting unauthorized entry (i.e. gaining access through windows, circumventing locking mechanisms in any way, etc.) or presence in a College building, office, room, and/or on College property (including unauthorized entry/presence during break periods). Students may be held responsible for hosting individuals who have been banned from campus and/or specific buildings.

**Unauthorized Use of College Computers (Level I or II)**

a. Using any electronic mail or messaging system to send abusive, offensive, obscene, harassing, or otherwise inappropriate communications.

b. Providing unauthorized facilities or services to the College network, such as filesharing programs.

c. Any other violation of the Acceptable Use Policy outlined by the Computer Center. Please see the Computer Center’s web site for a detailed explanation of the Acceptable Use Policy.

**Unauthorized Use or Possession of College Keys (Level I or II)**
Possession, lending, use or duplication of College keys without consent of those responsible for
their control.

**Weapons (Level I to III)**
Possession or use of firearms, weapons or explosives of any kind on College property or at events sponsored or supervised by the College or recognized College organizations are prohibited. This includes, but is not limited to, fireworks (firecrackers, cherry bombs, bottle rockets), dynamite, B-B guns or pistols, paintball guns, flare guns, air pistols, stun guns, knives, swords (sharp or blunt), martial arts weapons, ammunition/bullets, etc. Blades of pocketknives should be no longer than 2.5 inches. Nerf guns are permitted as long as they do not become disruptive.
Hiram College Residential Education
Policies and Procedures

Residency Policy and Requirement

Hiram College is a residential liberal arts college. Students are expected to participate in the residential experience as an important part of their total educational experience. In addition to the learning that can occur from the opportunity to live with others who bring diverse experiences, cultures and values to a residence hall setting, on campus living also enhances the formal academic program. It is in the residence halls that students continue discussions started in class, share books from literature courses, and discuss current events in the context of political or economic theory. The residential experience enriches the academic experience.

Living in the residence hall encourages the development of strong friendships, respect for others, individuality, and acceptance of diversity. Daily interaction with students of diverse backgrounds, values and lifestyles broadens the horizons of residence hall students in a manner consistent with the goals of a liberal arts education. It is because we recognize the significance of this living-learning experience that all Hiram College students are required to live on-campus unless they have permission from the Office of Residential Education and Commuter Services to live off campus.

Exceptions to this policy may be granted for students who live within a 30-mile radius with parents and/or legal guardian, students over 23 years of age, students with physical conditions that our residence halls cannot accommodate, students who are married, and student teachers (during the period of student teaching). Students who will have achieved a senior status (minimum of 90 credit hours) by the end of the spring semester may request an exemption at the time of room sign-ups for the following year. The above list of conditions and exceptions is not comprehensive and certain circumstances may warrant individual consideration.
You must go through the withdrawal from housing process to avoid being charged for room and board. Please contact the Office of Residential Education to inquire about the process to move off-campus.

**Housing Obligation & Regulations**

**Statement of Intent and Obligation**

Students who reserve a room in a Hiram College residence hall for the 2021-2022 academic year do so with the understanding that this reservation obligates them for the **entire year** and that living in a residence hall obligates them to purchase a Hiram College meal plan. Rooms are reserved for students that pay room and board to Hiram College. Residents of the Townhouse Apartments are required to purchase a limited meal plan or to opt out.

All students at Hiram College must sign a contract for room and board at hiram.erezlife.com, unless they have permission to commute. If a student should withdraw during the semester, refunds for the semester charges will be made according to the college refund schedule. A schedule of these refund amounts is available in the Student Accounts Office located in Teachout Price Hall and in this Handbook. Students typically have 48 hours following a withdrawal to properly checkout with the Resident Director from the student’s residence hall. Failure to do so will result in a $25 improper checkout fee and $150 lock change if keys are not returned.

Students understand that Hiram College reserves all rights concerning the entry and inspection of rooms by authorized personnel, assignments and re-assignments of residence hall rooms, and/or the termination of the contract.

Residential Education reserves the right to reassign or consolidate students based on room and space availability throughout the year. After any official withdrawal, room and board charges will continue until the student officially checks out and vacates the residence hall. The student understands that Hiram College is not responsible for the loss of personal property in any residence hall by fire, theft, electrical surge, or any other cause. All students should have insurance for their belongings; please check with your parent’s homeowners insurance to see if items are covered. Townhouse residents are required to purchase Renter’s Insurance as homeowners policies do not cover furnishings provided by Hiram College.

**Individual Billing/Group Billing**

Students will be held responsible for any damage they cause to College property or facilities beyond what results from normal use and will be charged accordingly. They are responsible for any damages caused by their guests. In the event two or more students occupy the same room and it cannot be determined which student is responsible for the damage, the assessment will be made against both. If the person(s) responsible for damage to any common rooms or facilities in the residence hall cannot be determined, an assessment will be made equally against all residents of the floor or hall.

If personal items are left in a student’s room after departing Hiram there will be a $50/hour fine assessed for Hiram staff packaging time. This is in addition to any shipping costs that are the full responsibility of the student.
**Opening & Closing**
Residential Education will determine when the residence halls open and close each year. Students will receive information on the specific days and times of hall closings. Students may request to arrive early, and the decision rests solely with the Residential Education central office staff. A $25.00 fee per night will be charged to students who are allowed to return before the official opening times (or stay after the official closing times). There is also an additional fee for those approved to stay over Winter Break. Residential Education may provide interim break housing for students who desire to stay on campus during those times. Residential Education reserves the right to limit the number of students staying over any given break, as space may be limited. Break Housing is a privilege, not a right; students staying in the halls over break must be in good judicial standing. The residence halls will remain locked at all breaks and students must request special access in advance. Students should make appropriate arrangements by following directions supplied by Residential Education.

**Room Changes**
Students who wish to change rooms must contact their Resident Assistant and participate in a mediation session. Following the mediation session the students will be given a trial period to resolve their conflicts. After the trial period has passed students must contact their hall director and complete a mediation session with them. A trial period will again be given following this session. After the trial period has passed the hall director will determine if sufficient effort has been made to resolve the issues and determine if a room change is necessary. Students who illegally change rooms will be assessed a fee of $125 and may be required to move back to their original space and have their room change privileges revoked. Room changes are not approved during the first two weeks of each semester and two weeks before housing sign-ups in the spring term. First-year students are required to live with first-year students for the first twelve weeks of their first semester.

**Housing Freeze**
There are two periods of a "Housing Freeze" during which students cannot move. The first period begins August 1 through the first two weeks of the fall semester. The second is during the first two weeks of the spring 12-week term in January. During a “Housing Freeze”, room
changes are not permitted. These freeze periods give Residential Education the opportunity to confirm residency in rooms/halls. In emergency situations, exceptions to this freeze period may be granted through the Coordinator of Housing.

Room Consolidation
We strongly believe that having a roommate is a part of the college experience. As such, we require that all new students live with new students for the first 12 weeks of the semester. If a new student does not have a roommate they may be consolidated with another new student in the same situation. This will primarily occur within the same building or on the same floor.

Residents without roommates will be sent a consolidation letter from the Director of Residential Education & Commuter Services. The resident has the option to find a roommate on his/her own or stay where he/she is at the understanding he/she may be assigned/relocated at any time.

Housing Sign-ups and Lottery
All rooms on campus will be available except those set aside as needed for medical accommodations, specialty housing options (requires application and approval before lottery), and new students (first year floors, and clusters on floors). Students will be grouped according to semester hours at the time of sign-ups. Any current seniors anticipating a need for housing the following year (i.e. a fifth year senior) must get prior approval from the Office of Residential Education. Groupings will be announced via my.hiram.edu. Students are encouraged to double check their grouping, and ask questions BEFORE random lottery numbers are assigned. All questions must be received in writing to Residential Education. Within each group, students will be assigned a lottery number selected randomly via a website. Once a lottery number is assigned, it is final for that individual. Lottery numbers will be posted on my.hiram.edu and will be verified on housing selection night. Numbers are non-transferable. The roommate with the better lottery number (lower lottery number) will “pull in” roommate(s) with a higher room selection number. Rooms must be filled to capacity.

The Townhouse Lottery Process is a specialty housing process designed to consider the class year of all residents within the group. Specific information about specialty housing (such as East Hall and the Townhouses) will be released before the lottery and housing sign-ups. Any student responsible for damages to their room/apartment/suite will lose eligibility to live in East, the Townhouses, and Bowler for the next academic year. Incoming student housing assignments are made based on compatibility, deposit date, and preference.

Roommate Bill of Rights
A key to your enjoyment of living in our residence halls depends on the thoughtful consideration and common courtesy among roommates and neighbors, including:

1. The right to study free from undue interference (noise, stereo, guests, etc.) in one’s room.
2. The right to sleep without undue disturbance from guests, roommates, etc.
3. The right to expect that roommates will respect one another’s personal belongings.
4. The right to a clean living environment.
5. The right to free access to one’s room and facilities without pressure from roommates.
6. The right to personal privacy.
7. The right to host guests at agreed upon times, and with the expectation that the guests are to respect the rights of the host’s roommate(s) and other hall residents.
8. The right to expect that any and all disagreements will be discussed in an atmosphere of openness and mutual respect; and that it is acceptable, when any roommate feels it necessary, to involve a residence hall staff member in such discussion. The Residential Education Staff is available if you need assistance.

The college reserves the right to have authorized personnel enter any room, change or cancel room assignments in the interest of health, discipline, or other reasons, levy and collect charges, allow rooms to be used by other people during vacation periods, and assign any reasonable number of students to a room without adjustment in the room rate.

**College-Reserved Rights on Room Entry**
It is the policy of the College to provide residents such privacy in their rooms as may be consistent with the basic responsibilities of the institution. The entry and search policy is intended to protect and serve the best interests of both the student and the College community.

**General Entry Guidelines and Search Policy**
Authorized College personnel may enter students’ rooms:
1. to provide maintenance and general repair (note: when a maintenance request is made, implicit permission is given for the Physical Plant staff to enter a room);
2. in case of emergency or health risk
3. when fire drills are in progress to confirm that the room is vacant;
4. to provide for the health and safety of all residents;
5. to conduct Health and Safety Inspections that usually take place at the end of the 1st semester and before Spring Break;
6. to turn off stereos, alarm clocks, and other equipment or appliances which are bothersome to residents when it has been determined that room occupants are not present;
7. to investigate, when reasonable cause exists, possible violation of College regulations occurring within the room.

Staff will knock before entering a room and will identify themselves. If the noise level is such that the staff member cannot be heard, the staff member will enter the room after a reasonable amount of time. If staff should enter a room and notice in plain sight evidence of a violation of College regulations, the staff may take evidence or contact Campus Safety to properly collect the evidence, and then refer the incident to the appropriate authorities. If an item is taken when a resident is not in the room, the resident(s) will be notified promptly. If the resident is not present for a search, there must be two staff members conducting the search. Any resident who believes this policy has been violated may appeal directly to the Director of Residential Education & Commuter Services. Such appeal should be in writing and be presented within two business days of the alleged violation.

Rooms may be searched when there is clear indication that established Code of Student Conduct or Health and Safety Regulations are being violated, and/or emergency situations make it necessary for a staff member to search a room for a particular item, e.g. prescription medication or a particular number or address. The staff conducting the search must have reasonable cause. Normally, authorization to search will be obtained from the Vice President and Dean of Students or the Dean’s designee, though verbal approval will be sufficient in emergency situations.
Community Living Standards

Showing consideration for others and respect for the College and personal property are basic foundations of community living. The success of a residential community and the learning that takes place in this environment depends on the willingness of residents to accept responsibility for their behavior, decisions, and actions as community members. The following section contains the minimum standards the College has set forth to ensure that the basic goals and purposes of Residential Education are met for all students. All College polices and/or Local, State and Federal Laws are in effect in Residence Halls at all times. Students who choose not to act responsibly and violate Residence Hall policies, College Policies and or Local, State and Federal Laws will be held accountable for their decisions.

Abandoned property
Hiram College is not responsible for lost, stolen or damaged personal property in college-owned residential spaces or in the public areas of those facilities. Students are required to remove all personal belongings from their former residential unit at the conclusion of their housing contract or if they withdraw or take leave from Hiram. Personal property left in residential units shall be considered abandoned property. A fee will be applied to a student's account for the disposal of abandoned property left in their former/vacated. Such costs shall be applied to the student’s account in the same manner as room damage charges. Abandoned property may be disposed of in a manner deemed reasonable by Hiram without further notice to the student.

Air Conditioners
Students who require air conditioners for serious health conditions must make appropriate arrangements, and be approved through the Director of Student Health and the Residential Education office. Students must provide documentation from their physician to the Director of Student Health with appropriate explanation of their need, including medical diagnosis. Once the student is approved for an air conditioner, residential education staff will contact the student via e-mail or phone.

All air conditioner units must meet the following criteria:
- All units in Whitcomb, Henry, Miller Halls and The Quad must be freestanding/portable units and must be no larger than 9000 BTUs.
- The unit must be a self-evaporating unit with no drainage hoses, tubes, or buckets required.
- It must be plugged directly into the wall outlet as extension cords are prohibited.
• Window units meeting the same specifications may be used in Booth and Centennial. Unless approved through the proper medical channels air conditioning units are not permitted in Bowler, East, and the Townhouses since those facilities are already air-conditioned.

• **Storage for air conditioners will not be provided by the College.**

Please note: Students using unauthorized air conditioners without the proper approval will be issued a fine of $100.00. The unauthorized air conditioner unit must be removed from the premises upon discovery or the unit will be confiscated. Recurrent use of an unapproved air conditioner will lead to student conduct action taken against the student(s) involved. Self-installation of air conditioners or parts into window openings will be subject to an additional fine of $50.00. In addition, all repair and or replacement costs associated with damages to College property caused by the use of or the self-installation and/or personal property caused by the use of an air conditioner unit approved or not, will be the responsibility of the student using the air conditioner.

All questions concerning air conditioners should be directed to the Office of Residential Education at ext. 5232.

**Alcohol**

Alcoholic beverages are only permitted in the residence halls for those 21 years and older. Alcohol may only be consumed within residential rooms. It is prohibited in any public area at any time, including hallways. Alcohol cannot be consumed, possessed or transported through Whitcomb, 2nd and 3rd Miller, 3rd Henry, and the first and third floors of the Quad.

Alcohol is prohibited in rooms where all residents are under 21 years old, and the presence of such is a violation of the College Alcohol Policy. East Hall suites are considered underage **when more than half of the residents of the suite are under 21** (i.e. if there are six residents of a suite, it is considered underage if four or more are under the age of 21). In an East Hall underage suite alcohol is only allowed in a bedroom where all the residents of the room are 21. If half of the residents of the suite are 21, **the suite is considered of-age** and alcohol may also be present in the living room, kitchenette, and other areas of the suite.

**Appliances**

Only those appliances that are UL approved are allowed in the halls. Refrigerators may have a capacity of 3.2 cubic feet. All appliances need to be used in student rooms or kitchenettes (This includes kitchenettes inside the suites in East). Appliances with open heating elements, including, but not limited to electric heaters, toasters, toaster ovens, outdoor grills and hot plates are strictly prohibited in any part of the residence hall, including kitchenettes. Prohibited items will be confiscated. If the prohibited item(s) is not claimed and removed from the premises it will be considered abandoned and donated/given away/ or otherwise disposed of after 30 days. Coffee Makers and George Foreman Grills may be used in kitchenettes, Townhouse and East Hall kitchens.

**Bicycles**
Bicycles may be stored on bike racks provided or in student rooms. Bikes are not allowed in hallways, stairwells, public areas, or residence hall storage. Bikes found abandoned will be turned over to Campus Safety.

**Bulletin Boards**
Any Hiram College group wishing to post information on bulletin boards in the Residence Halls must do so on designated boards only. Ads in other areas will be removed immediately, and groups who repeatedly post in unauthorized areas may face loss of advertising privileges. Commercial or obscene material may not be placed on the bulletin boards. The Residential Education Staff requests your assistance in removing outdated posters to keep residence halls clean, and advertising is limited to one poster per bulletin board per event. Posting of hall-related information is at the discretion of the Residential Education staff. Residential Education staff reserve the right to remove any posting at any time for any reason.

**Entryways**
Fire safety requires that a room’s entryway must be clear in case of an emergency. Hangings, furniture or other items may not block the door in any way.

**Extension Cords/Multiple Outlets**
Use of extension cords is prohibited. The only acceptable multiple outlets are UL approved fused power strips.

**Fire**
Each building has a heat and smoke detector system that will sound in case of a fire. If a fire is sighted, activate the nearest fire alarm using the nearest pull-station and evacuate the building. When an alarm is sounded, dress quickly and appropriately. Check to see if the door is hot or has smoke around it. If not, leave the building through the nearest exit. Shut the door tightly when leaving. If the door is hot or has smoke around it, stay in the room, proceed to the room window, signal those outside with a towel or similar item, and wait to be evacuated by firefighters.

When the fire alarm sounds, exit the building and proceed to the following locations: from the Booth/Centennial to the Kennedy Center Main Lounge; from Miller, Henry, and Bowler Halls to Whitcomb Main lounge; from Whitcomb Hall to the Miller Hall main lounge; from the Townhouses and East Hall to the Dining Hall. DO NOT remain in the courtyard or in the vicinity of the building. Remain in designated location until clear for re-entry by Residence Hall Staff. **EVERYONE IS EXPECTED TO LEAVE ANY BUILDING WHEN A FIRE ALARM IS SOUNDED. FAILURE TO DO SO MAY RESULT IN STUDENT CONDUCT ACTION (Please see Student Conduct Policies in this book for further detail).**

In instances where an alarm has been sounded for no reason, Residential Education staff reserve the right to check hands of residents with a black-light to determine if there is evidence of tampering with the alarms.

**Flammable Materials**
Students may not possess or store flammable materials, including but not limited to: live, cut holiday decorations including trees, wreaths, roping, etc., fireworks, or other explosive devices,
flammable liquids, or any other materials determined to be hazardous by the Residential Education staff. Students may not possess or use candles, incense or incense holders.

Furniture
Each room is equipped with bed frames, mattresses, dressers, desks, and desk chairs. All college-issued furniture must remain in the original room at all times. Removal/possession of lounge furniture is prohibited. The College cannot provide on campus storage for any items, and furniture may not be stored in public areas. Students are responsible for the condition of all furnishings when they move out of their rooms.

Guests
Hiram students are responsible for their guests and their behavior at all times. Guests should be accompanied by a current Hiram student when on campus. Overnight guests are permitted in the residence halls, although they may only stay for three days within any two-week window.

Hall Sports
Hallway activities that may cause disruption or harm to persons or destruction of property are prohibited.

Identification Cards
The Campus Safety Office will issue students an identification card for building access. Students may not lend this card to anyone and should notify their RA immediately if the card is lost or misplaced. Students will assume the $25.00 cost for replacing the card. Students are given access to the building in which they reside.

Keys
The Residential Education staff will issue students a room key for their residence hall room. Students may not lend this key to anyone and should notify their RA immediately if their key is lost or misplaced. Students will assume the cost for replacing the lock and/or key. Residence Hall staff will let students into their room if they are locked out. A $5.00 fee will be charged for this service. There is a $150.00 charge for any keys not returned. Students may not duplicate any college issued keys. Unauthorized possession of a master key automatically results in removal of housing privileges. All students are required to return any issued keys from employment, clubs, etc. at the end of each academic year, when their employment ends, or when they leave the college, whichever comes first. Possession of keys beyond that time is considered theft of property. Any use of keys outside the role they are specifically given for is prohibited.
**Occupancy**
Any traditional residence hall room on campus may have four times the number of people living in the room. A single may have four people at a time, a double may have eight people, etc. Each East Hall suite may have a maximum occupancy of twice the number of students living there (six-person suites may have twelve; eight-person suites may have sixteen). A Townhouse may have four times the number of people living there.

**Quiet/Courtesy Hours**
It is expected that students will monitor the level of noise that they are producing and is emitting from their rooms. This includes personal noise, as well as noise produced from audio equipment. Excessive noise, which interferes with the normal activities of others or the normal functioning of the College, cannot be permitted. Speakers are not to be played through open windows or on the exterior of the residence halls. Subwoofers are not permitted to be used in the residence halls.

Courtesy Hours are 24 hours a day/7 days a week. Noise should be kept to a minimum. A person should be able to study or sleep without the noise of others interfering. Audio equipment should not be heard clearly through a closed door. Group discussion should take place in main lounges or in a private room. If a person makes a reasonable request for others to lower their noise, it should be met by a reasonable response.

Quiet Hours:
Sunday through Thursday 9:00 pm – 9:00 am
Friday and Saturday 1:00 am – 9:00 am

All Residence Halls will observe 24-hour quiet status for final exams. Students will receive notification of those periods from Residential Education. Students who violate others’ rights during these periods could face automatic fines, beginning at $50 and increasing based on both the severity and frequency of such occurrences.

**Painting**
Students may not paint anything in their rooms or in the hallways or on their doors without permission from the Director of Residential Education & Commuter Services. If a room needs to be painted, please contact a member of your hall’s staff.

**Pets**
Certain small animals that are confined to small cages are acceptable in residence hall rooms.
- permitted: guinea pigs, gerbils, turtles, rodents (not caught in wild), hamsters, geckos, fish in aquariums no larger than 20 gallons
- Not permitted: Ferrets, cats, dogs, snakes, spiders, birds, rabbits of any size, animals caught in the wild, or any other disruptive animal

Animals that make excessive noise or create unpleasant or unsanitary conditions will not be permitted. Pets are not permitted to roam freely inside or outside residence hall rooms. All pets must be registered through your hall director. Residential Education reserves the right to require the removal of any animal if there are problems associated with it. Any pet that is disruptive to the community in any way (noise, smell, or otherwise) will need to be removed. Any pet
that is not responsibly taken care of will need to be removed. There is a $100 fine for any violation of the pet policy.

Students wishing to apply for permission for an Emotional Support Animal (ESA) or Service Animal should contact the Director of Counseling Health and Disability Services in the Health Center at x5952.

Propping Doors
For the purposes of safety and security, exterior doors should not be propped at any time. Students must refrain from pulling exterior doors open without using their ID, which damages the door mechanism and will lead to a referral to student conduct.

Residential Education Posting Policy
Nothing may be posted on the exterior of the Residence Halls. This includes, but is not limited to porches, doors, exterior windows and pillars. The Residential Education office may give approval for temporary exceptions (such as Move-in Day).

Residence Hall Public Areas
Residence Hall public areas include, but are not limited to, walls, porches, hallways, lounges, parlors, restrooms, laundry rooms, stairwells, doors (see room décor posting policy for more information) and kitchenettes. Postings in the windows of interior and exterior doors are reserved for Residential Education staff and residence hall-related information (move-in day, break information, etc.) only.

Any Hiram group or outside group may post information on the general bulletin boards or clearly designated areas. These posting must be in compliance with college policies, (see posting in public areas for specific information). Any group wanting to post flyers beyond the general bulletin boards is at the discretion of Residential Education. Posting must be turned into the Office of Campus Involvement. If approved, posting will be stamped and hung by staff where space permits. Posting of hall-related information is at the discretion of Residential Education Staff.

Room Decor
Rooms must be maintained in a safe and clean manner. Room doors, outside walls and windows are considered public space, although students may be held responsible for those spaces. Dry-erase/cork boards are provided outside all residence rooms. Posting on residence hall room doors is permitted on all doors except those with “fire doors” specifically prohibited by the Ohio Fire Code (Bowler, and Booth-Centennial room doors). No posting should be permanent (i.e. stickers, permanent marker, writing on the cork, etc.). Residents are responsible for the removal of writing on their room doors and in the near proximity of their rooms. If the student does not remove the writing within 24 hours of notification, Physical Plant will be notified and the residents will be charged for the removal. Students may not post items in the hallways next to their doors (see Residence Hall public area postings policy).

Although room décor and postings are a matter of personal taste, Residential Education reserves the right to remove any decorations, items or postings that are determined to be a
fire hazard (such as non-fire retardant cloth or blankets hung from ceilings or used as curtains), in violation of community standards or create a hostile environment in a public area or on a room door.

**Sales/Solicitation**
Solicitation of any kind in the residence halls or classrooms is specifically forbidden. Sales and/or solicitations are permitted only in designated areas on the Hiram College Campus such as the Kennedy Center and the Dining Hall. Running a business from your residence hall room (including but not limited to mail order businesses, technical support, phone businesses, or services such as haircuts, manicures, and pedicures) is prohibited. Requesting organizations or departments are responsible for getting approval from the Director of Campus Involvement, and for reserving the desired space through Campus Involvement and the Special Events office. Hiram College reserves the right to deny sales/solicitation privileges of matter that contravenes the vision, or mission of Hiram College and/or threatens the health and safety of the Hiram College community as determined by the administration.

**Screens**
The removal of screens is strictly prohibited. In the unlikely event of a missing/fallen screen, notify Residence Hall Staff immediately.

**Senior Celebration**
Non-seniors must leave campus when the second semester ends. Students without permission from the Residential Education who are found on campus or at Senior Celebration functions may be fined $50 per day. Senior Celebration functions are for members of the Senior Class only. No non-seniors, including those on campus with permission may participate in Senior Celebration activities.

**Smoke Detectors**
Students may not tamper with or disassemble smoke detectors in rooms or public areas of residence halls. *Minimum* sanctions for fire safety violations will be disciplinary probation for at least one semester and a fine of not less than $100. The sanction and/or fine will be based on the circumstances of the individual case. If a battery runs low (indicated by a beeping noise), please notify Residence Hall Staff immediately.

**Smoking/Tobacco Use**
All residence halls are designated non-smoking. Students or their guests may not consume tobacco products of any kind in the residence halls or outside within thirty feet of a residence hall (including hookahs, pipes, e-cigarettes (of any kind), and other smoking instruments). Residential Education reserves the right to remove students from those areas if students cannot follow the guidelines. Smokers are encouraged to use common courtesy at all times; smoke thirty feet away from windows and entrances of halls; and use designated ashtrays. Smoking in the building is considered a fire hazard as well as a health hazard, and a fine of $100 is imposed for all fire safety violations. State law prohibits anyone under the age of 21 from buying or using cigarettes, cigars, vape pens, and other tobacco products.
**Trash/Cleanliness Standards**
Students are expected to maintain a reasonable standard of cleanliness in all living areas, including the disposal of all personal trash. Dumpsters are located near each hall. Trash may not be left in the hallways or other public areas. Students are not permitted to dispose of room trash in public area trash containers, especially those in bathrooms, lounges or kitchens. Students are subject to fines and/or loss of privileges if trash is left in public areas.

**Townhouse Trash Policy**
If trash is found outside of the Townhouse:
- An e-mail will be sent to residents of that unit that day with a policy reminder and directive to remove item(s)
- If trash is not removed within 24-hours after email, residents will be fined $25 per bag/item

Second offense – if trash is found outside after initial email
- An e-mail will be sent to residents of that unit that day with a policy reminder and notification that residents will be fined $50 per bag/item
- Residents will meet with Townhouse Manager

Third offense – if trash is found outside after second offense
- An e-mail will be sent to residents of that unit that day with a policy reminder and notification that residents will be fined $50 per bag/item
- Incident Report will be submitted to the office of Citizenship Education for meeting with Coordinator, or to schedule a meeting with the Area Coordinator
- Residents will meet with The Director of Residential Education to discuss possible eviction

After 3 emails residents will no longer receive emails. They will be processed through the student conduct system.

**Maintenance and Cleaning**

The Residential Education staff works with Maintenance and Housekeeping to provide a clean, safe and secure environment. If something breaks, the RA can turn in a work order to the Resident Director. A member of the Physical Plant staff will repair the problem as soon as possible. Students are not charged for normal wear and tear. In the case of an emergency, contact your residence hall staff immediately. Housekeepers will clean hallways, lounges, and bathrooms daily. Students are responsible for cleaning their own rooms. Each hall staff has vacuum cleaners available for students to borrow. Students are expected to pick up after themselves in all public areas.

Townhouse Apartment residents should contact the Residential Education Office, extension 5232, during normal working hours (8:30 – 5) to report maintenance issues. To ensure a timely response, Townhouse residents may also fill out a work order at [https://hiram.wufoo.com/forms/townhouse-maintenance-request-form/](https://hiram.wufoo.com/forms/townhouse-maintenance-request-form/). To report emergency repair issues after 5 pm on weekdays and weekends, contact the pro-staff on duty at 330-569-4025. Townhouse residents are responsible for cleaning their entire townhouse and front lawn area.
Residence Hall Safety and Security Measures

Residence halls have card access for exterior doors. Students use their college issued identification card to gain access to their residence hall. Residence Halls are locked 24 hours a day, however with your ID card you may gain entrance into your residence hall.

Exterior doors are not to be propped. Propped doors jeopardize the safety and possessions of all students. Students should also lock their room doors at all times. Hiram College does not insure the property of residents, so students are encouraged to carry personal insurance on their belongings. Many homeowners’ policies will cover such belongings; students and families are encouraged to check their policies.

In addition to Resident Assistants, and a Professional Residential Education Staff member, Campus Safety Officers are on duty each evening and can be reached by dialing “0” from any campus phone. Dialing 911 is for police, fire, and EMS. You may dial 911 or 5414. These calls go directly to a central dispatcher who will notify proper authorities.

There are ten exterior emergency phones directly linked to the Hiram Police department. The phones are yellow and are self-lit with a blue light, or in well-lit areas. These phones can be used in emergency, or to request an escort from your vehicle. Community members should be familiar with the locations of these phones. They are:

- Light Plant Drive, directly between Price Gym and the Quad
- In front of Booth Hall
- In front of Bowler Hall
- Between Frohring Music Hall and Hinsdale
- In Martin Commons near Hurd Gardens
- In front of the Fisher All-Faith Chapel and Meeting House
- Eastside of track between football and soccer fields
- Northwest of track between football field and the stadium lot
- In the 305 Coleman Lot
- Gelbke Walkway

Tornado
In the event of a tornado or tornado warning, the Hiram Police Department will sound the warning sirens. Students are to go immediately to the lowest level possible of the building they are in. Students should gather in an interior hallway, away from windows, doors or other glass. Staff will clear the buildings as much as possible under the circumstances.

The warning siren will be tested every Saturday at noon and produce a 30 second tone. In the event of a severe storm, or if a tornado has been sighted, the siren will be activated and will sound for 3 minutes, residents should then seek shelter and remain there until the siren has been reactivated and sounded for 30 seconds.

Recommended locations for safe areas in the Residence Halls include New Quad hallway; basement hallways opposite of window side in Booth/Centennial; first floor hallways and
hospitality kitchen in Bowler; the first floor computer lounges and second floor restroom and lounge in Miller and Whitcomb; second floor restrooms and lounge in Henry; first floor bathroom or kitchen in Townhouses; and Forum or lower stairwells in East Hall.

**Shelter-In-Place**

In certain scenarios, evacuating may be harmful to your safety. In such cases, you may be instructed to Shelter-in-Place. In order to Shelter-in-Place, you should:

- Gather in an area not in the path of the emergency
- Shut and secure all windows/doors
- Close blinds and turn off lights
- Monitor college website and texts for updated information

For more situation specific guidelines, please review below information:

<table>
<thead>
<tr>
<th>Armed Individual</th>
<th>Hazardous Material</th>
<th>Severe Weather</th>
</tr>
</thead>
<tbody>
<tr>
<td>Secure yourself in a room that you can maintain control of and close all blinds/turn off lights</td>
<td>Seek shelter in the nearest classroom or office</td>
<td>Seek shelter in the interior of the building</td>
</tr>
<tr>
<td>Silence all electronic devices (i.e., Phone, Laptop, MP3 player, etc.)</td>
<td>If possible, cover all doors, vents, and windows</td>
<td>Close all doors/windows and lower blinds</td>
</tr>
<tr>
<td>If able, without compromising yourself, call 911 or 330-569-5414 to report your location</td>
<td>If available, tape coverings at the corners and edges</td>
<td>Report to your designated Tornado Shelter if applicable</td>
</tr>
<tr>
<td>Remain in this location unless otherwise instructed by emergency personnel</td>
<td>If able, without compromising yourself, call 911 or 330-569-5414 to report your location</td>
<td>Remain calm</td>
</tr>
<tr>
<td>If the room you are in does not have a lock, think creatively; use a belt to tie the door handle to a secure object, move furniture in front of the door, hide in a closet, etc.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Appendix A: Procedures for Allegations of Sexual Misconduct

Hiram College is committed to fostering a safe and healthy learning environment where students live, study, and work together. Since acts of sexual misconduct disrupt and harm such an environment, the College offers educational programs aimed at reducing the likelihood that such acts occur in the first instance. If and when an allegation of sexual misconduct comes forth, college officials will respond quickly and carefully. Additionally, they will initiate an investigation anytime they have reasonable knowledge of a potential violation to the policy outlined below.

It should be noted that in cases of sexual misconduct involving a student, the jurisdiction of Hiram College extends beyond the geographic boundaries of the campus. This policy applies to all forms of sexual misconduct that:

- Occur on campus;
- Occur in the context of any Hiram College education or employment activities and programs in the United States;
- Have continuing adverse effects on campus, on any member of the Hiram College community, or in the context of any Hiram College education or employment activities and programs.

Definition of Consent
Consent is the affirmative, unambiguous, and voluntary agreement to engage in a specific sexual activity during a sexual encounter. To meet the standard of consent in the policy, each participant is expected to give and obtain consent for each separate sexual activity. Hence, even within a single encounter, consent for one form of sexual activity does not mean consent for other forms of sexual activity. This also means that past consent does not imply present or future consent.

Under this definition:

- An individual who is asleep; mentally or physically incapacitated, either through the effect of drugs or alcohol or for any other reason; or who is under duress, threat, coercion, or force is not able to consent.
- One is not able to infer consent under circumstances in which consent is not clear, including but not limited to the absence of a verbal “no” or “stop.” Silence cannot be assumed to indicate consent. While consent can be given by words or actions, non-verbal consent is more ambiguous than explicitly stating one’s wants and limitations. Since non-verbal communication can lead to misunderstandings, students should not rely on that form of communication as a signal of consent. According to this policy, a person who does not physically resist or verbally refuse sexual activity is not giving consent to that activity. If there is confusion during the act, all parties should stop and clarify.
- A verbal “no” constitutes lack of consent, even if it sounds insincere or indecisive. A verbal “yes” constitutes consent only when it is voluntarily and knowingly given by an individual who has the capacity to give consent.
- The existence of a prior or current relationship or sexual activity does not guarantee consent. Even in the context of a relationship, there must be clear communication from both parties that indicates a willingness to engage in sexual activity each time.
- Consent can be granted or withdrawn at any time. Any party may withdraw consent prior to the completion of the act. Withdrawal of consent should be outwardly demonstrated by words or actions. Once consent is withdrawn, sexual activity must cease.

**Informal and Formal Reporting of Sexual Misconduct**

When sexual misconduct occurs, the College sees the health and wellbeing of the victim(s) as the immediate and primary concern. Since time is crucially important in situations like this, the College educates and encourages any student who finds himself or herself in this situation to report the incident as soon as possible to the Director of Student Health Services. The director is able to assist in securing any medical attention that may be needed.

_Asha Goodner, Director of Student Health Services_  
_Julia Church Health Center 330-569-5418_

If the victim, witness, friend, or family member is reporting an incident after normal business hours, please notify any Residential Education staff member (off-hours duty phone: 4330-569-4025) or a Campus Safety Officer (330-469-4119 or x6107 on campus). This staff member will put you in direct contact with the Director of Health Services as soon as possible.

In addition to addressing the health and wellbeing needs of the victim(s), the campus takes seriously its responsibility to initiate the appropriate investigation(s) and Student Conduct System processes. Complainants who file a report with the College are not precluded from pursuing a criminal complaint simultaneously. It should also be noted that the College is required to notify local law enforcement of any reported incidents of considerable physical harm.

As soon as any responsible employee of the Hiram College community receives a report of alleged student sexual misconduct, that employee is required to first notify Ms. Asha Goodner, Director of the Health Center. A responsible employee is defined as any employee of Hiram College that is not a confidential employee (such as a counselor or member of the clergy). Responsible employees can be professors and instructors, members of the coaching staff, student resident assistants, or any other employee.

The physical and mental health of the alleged victim is of primary concern, which is why the Director of the Health Center is notified first. Ms. Goodner is a mandatory reporter, and therefore she will notify the Hiram College Police Department and the Title IX Coordinator.

**Title IX Coordinator**

All educational institutions of higher learning that receive federal financial assistance must designate at least one employee to coordinate its efforts to comply with and carry out responsibilities associated with Title IX of the Education Amendments of 1972. Title IX is a comprehensive federal law that prohibits discrimination on the basis of sex in any federally-funded education program or activity. In addition to other educational areas, the law applies to
sexual violence and harassment – students, faculty and staff are guaranteed a right to education in an environment free of sexual violence or harassment.

The Title IX coordinator for Hiram College is Martha Schettler, Director of Special Events and Conferences.

Ms. Schettler has designated Ed Frato-Sweeney, the Director of Residential Education & Commuter Services, to coordinate the investigation of any Title IX harassment or sexual misconduct complaints on campus involving a student (either student against student or student against a faculty/staff member). If the allegations are about a student’s behavior, the investigation will be coordinated by Mr. Frato-Sweeney.

Ms. Schettler has also designated Karen Holland, Human Resources Director to investigate any Title IX harassment or sexual misconduct complaints involving faculty and staff behavior (either against another faculty/staff member or against a student). If the allegations are about the behavior of a faculty or staff member, the investigation will be coordinated by Ms. Holland.

For more information about the process, please consult the complete Hiram College Title IX policy in Appendix M below.

Resources for Students, Faculty, and Staff
Title IX, Sexual Misconduct

Emergency (Assault)
Hiram College Campus Safety, Cell 330-469-4119
Hiram Village Police 9-1-1

Health (Assault)
Hiram College Health Center 330-569-5418
(Students only, Mandated Reporters)
Hillcrest Emergency Department, SANE 440-312-7890
Akron General PATH Program, SANE 330-344-1148

Mental Health/Advocacy (Assault and/or Harrassment)
Hiram College Counseling Services 330-569-5952
(Students only, Free, Confidential)
Townhall II (Rape Crisis Center and Advocates) 330-678-4357
Portage County Prosecutor’s Victim’s Assistance 800-201-3857

Hiram College Title IX Coordinator
Martha Schettler 330-569-6035

Hiram College Title IX Deputies
Ed Frato-Sweeney 330-569-5239
Karen Holland 330-569-5109
Appendix B: Script for Judicial Board and Sexual Misconduct Hearing Board

CHAIR: We are now ready to begin today’s judicial board hearing. My name is ______________________ and I will serve as the chair of this hearing. Seated with me are ______________________ and _______________________.

CHAIR: I am now going to read the following introductory statement:

THE PURPOSE OF THIS JUDICIAL BOARD HEARING IS TO REVIEW RELEVANT INFORMATION CONCERNING CHARGES OF ALLEGED VIOLATIONS OF THE HIRAM COLLEGE CODE OF STUDENT CONDUCT WHICH HAVE BEEN FILED AGAINST <name>

THE OPPORTUNITY TO HAVE ONE’S CASE REVIEWED BY A JUDICIAL BOARD; TO HAVE A SUPPORT PERSON; AND TO APPEAL THE OUTCOME OF A HEARING ARE PRIVILEGES GRANTED TO STUDENTS OF HIRAM COLLEGE AS A MATTER OF INSTITUTIONAL POLICY.

IT IS EXPECTED THAT ALL PERSONS WHO APPEAR BEFORE THIS BOARD SHALL PRESENT INFORMATION THAT IS TRUE AND ACCURATE TO THE BEST OF THEIR KNOWLEDGE. STUDENTS ARE ADVISED THAT THE INTENTIONAL PROVIDING OF FALSE INFORMATION DURING A HEARING WOULD CONSTITUTE A VIOLATION OF THE CODE OF STUDENT CONDUCT.

THIS IS AN INFORMAL HEARING, IT IS NOT A CRIMINAL TRIAL, NOR IS IT INTENDED TO RESEMBLE ONE. PARTICIPANTS IN THIS HEARING ARE EXPECTED TO TREAT ALL OTHERS WITH COURTESY AND RESPECT. ANY PERSON WHO DISRUPTS THE HEARING OR FAILS TO ADHERE TO THE PROCEDURAL RULINGS OF THE BOARD CHAIR AND/OR ADVISOR MAY BE EXCLUDED FROM THE PROCEEDINGS.

CHAIR: The alleged violations of the Hiram College Code of Conduct against <name> are as follows:

<insert alleged policy violation(s) here>

CHAIR: I now have a series of procedural questions I need to ask each party.

CHAIR: First to the alleged violator:

- ARE YOU BEING ASSISTED BY A SUPPORT PERSON? <If there is a support person present> Please introduce your support person.
• DO YOU HAVE ANY QUESTIONS REGARDING PROCEDURES TO BE USED DURING THIS HEARING?  <If there are questions, chair and/or advisor will respond>

CHAIR: Next to the complainant:

• ARE YOU BEING ASSISTED BY A SUPPORT PERSON?  <If there is a support person present> Please introduce your support person.

• DO YOU HAVE ANY QUESTIONS REGARDING PROCEDURES TO BE USED DURING THIS HEARING?  <If there are questions, chair and/or advisor will respond>

************************************************

CHAIR: We will now ask the complainant to present their case.  If you would like to make an opening statement, you may do so now.

<Judicial Board listens to opening statement if there is one>

CHAIR: The Judicial Board will now ask questions of the complainant.

<Judicial Board questions the complainant>

CHAIR: The respondent will now have an opportunity to question the complainant if they wish. You must ask questions through the Judicial Board. We will listen to your question and then ask the complainant your question as long as it is appropriate.

<Respondent questions the complainant>

************************************************

CHAIR: We will now ask the respondent to present their case.  If you would like to make an opening statement, you may do so now.

<Judicial Board listens to opening statement if there is one>

CHAIR: The Judicial Board will now ask questions of respondent.

<Judicial Board questions the alleged violator>
CHAIR: The complainant will now have an opportunity to question the respondent if they wish. You must ask questions through the Judicial Board. We will listen to your question and then ask the respondent your question as long as it is appropriate.

<Alleged violator questions the complainant>

************************************************

CHAIR: The Judicial Board will now hear from any witnesses. First we will hear from any witnesses that the complainant wishes to call.

<as each witness is called, the chair will say the following:>

CHAIR: Thank you for being here. Please introduce yourself. <witness introduces themselves> You have been called as a witness in this case concerning allegations that the Hiram College Code of Conduct was violated. Please answer any questions that are asked to the best of your ability, present true and accurate information, and treat others in the hearing with courtesy and respect.

<Judicial Board will question witness>

CHAIR: The witness will now be questioned by each party, but questions will need to be asked through the Judicial Board. The complainant will be able to question their witness, followed by the respondent.

************************************************

CHAIR: The Judicial Board will now hear from any witnesses that the respondent wishes to call.

<as each witness is called, the chair will say the following:>

CHAIR: Thank you for being here. Please introduce yourself. <witness introduces themselves> You have been called as a witness in this case concerning allegations that the Hiram College Code of Conduct was violated. Please answer any questions that are asked to the best of your ability, present true and accurate information, and treat others in the hearing with courtesy and respect.

<Judicial Board will question witness>

CHAIR: The witness will now be questioned by each party, but questions will need to be asked through the Judicial Board. The respondent will be able to question their witness, followed by the complainant.
CHAIR: Are there any other questions the Judicial Board would like to ask either party before we proceed with summary statements?

<If affirmative, such questioning will proceed. The Board may request the recall of witnesses for questioning.>

CHAIR: We will now hear summary statements. The complainant may go first, followed by the respondent.

<The Judicial Board will hear summary statements from each party if they wish to make one.>

CHAIR: Thank you for participating in this hearing. The Judicial Board will commence deliberation regarding findings of responsible or not responsible and, where appropriate, determine and recommend sanctions. The Director of Residential Education & Commuter Services will meet with all parties as soon as possible. Notice may be given as soon as two days or as long as two weeks.

<All parties will be dismissed by the Director of Residential Education & Commuter Services>
Appendix C:  
FERPA Protocols

Notification of Students Rights Under the Family Educational Rights and Privacy Act (FERPA)

In accordance with the Family Educational Rights and Privacy Act (FERPA), students enrolled at Hiram College are hereby notified of their rights to their education records:

1. Students have the right to inspect and review their education records within 45 days of the day Hiram College receives a request for access. Students should submit to the Registrar's Office written requests that identify the record(s) they wish to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Registrar's Office, the student shall be advised of the correct official to whom the request should be addressed.
   a. A student is defined as any person for whom an education record is maintained by Hiram College and who has begun attending classes at Hiram College.
   b. In general, an education record is defined as any records in any medium directly related to a student and maintained by the institution or by a party acting for the institution. An education record is any record in handwriting, print, tape, microfilm, electronic file or other medium maintained by Hiram College. The following exemptions are not part of the education record or subject to this Act:
      i. Personal records maintained by the College staff/faculty if kept in the sole possessions of that individual, and the information is not accessible or revealed to any other person, e.g. faculty grade book, advising file.
      ii. Employment records not contingent on the student’s enrollment. (Therefore, student worker records, evaluations, files are part of a student’s education record).
      iii. Law enforcement records that are created by a law enforcement agency for that purpose.
      iv. Medical and psychological records used solely for treatment.
      v. Alumni records containing information relating to a person after that person is no longer a student at Hiram.

2. Students have the right to request the College amend an education record that the student believes to be inaccurate. They should write to the Registrar, clearly identifying the part of the record they want changed and specifying why it is inaccurate. If Hiram College decides not to amend the record as requested by the student, the student shall be notified of the decision and advised as to his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before Hiram College discloses personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests.
a. A school official is a person employed by Hiram College in an administrative, supervisory, academic, research, or support staff position (including law enforcement personnel and health staff); a person or company with whom Hiram College has contracted (such as an attorney, auditor, collection agent, degree conferral agent, document managing agent, and placement sites for internship, clinical, or similar student work/study opportunities); a person serving on the Board of Trustees; a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks; consultants, volunteers or other outside parties to whom Hiram College has outsourced institutional services or functions that it would otherwise use employees to perform. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

b. As allowed within FERPA guidelines, Hiram College may disclose education records without consent to officials of another school, upon request, in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Hiram College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW., Washington, DC, 20202-4605.

5. At its discretion Hiram College may provide Directory Information in accordance with the provisions of the Family Education Rights and Privacy Act. Directory Information is defined as that information which would not generally be considered harmful or invasive of privacy if disclosed. Designated Directory Information at Hiram College includes the following: student name, permanent address, local address, temporary address, electronic mail address, telephone number(s), date of birth, dates of attendance, class level (undergraduate/graduate, first-year, sophomore, etc.), degrees conferred, honors and awards received, major field(s) of study, participation in officially recognized activities and sports, weight and height of athletic team members, final theses/capstones, photograph, most recent previous educational agency or institution attended.

6. As of January 3, 2012, the U.S. Department of Education's FERPA regulations expand the circumstances under which your education records and personally identifiable information (PII) contained in such records — including your Social Security Number, grades, or other private information — may be accessed without your consent. First, the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local education authorities ("Federal and State Authorities") may allow access to your records and PII without your consent to any third party designated by a Federal or State Authority to evaluate a federal- or state-supported education program. The evaluation may relate to any program that is "principally engaged in the provision of education," such as early childhood education and job training, as well as any program that is administered by an education agency or institution. Second, Federal and State Authorities may allow access to your education records and PII without your consent to researchers performing certain types of studies, in certain cases even when we object to or do not request such research. Federal and State Authorities must obtain certain use-restriction and data security promises from the entities that they authorize to receive your PII, but the Authorities need not maintain direct control over such entities. In addition, in
connection with Statewide Longitudinal Data Systems, State Authorities may collect, compile, permanently retain, and share without your consent PII from your education records, and they may track your participation in education and other programs by linking such PII to other personal information about you that they obtain from other Federal or State data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.

Students may withhold Directory Information by notifying the Registrar in writing within the first week of the academic semester the request is to become effective. (A request form to withhold Directory Information is available in the Registrar’s Office). Please note that such withholding requests are binding for all information to all parties other than for those exceptions allowed under the Act. Students should carefully consider the consequences of any decision made to withhold directory information as any future requests for such information from other schools, prospective employers or other persons or organizations will be refused. Hiram College will honor the request to withhold all directory information, but cannot assume responsibility to contact the student every time a request is received. Regardless of the effect upon the student, Hiram College assumes no liability for honoring the student’s instructions that such information be withheld.
Appendix D:
Important Student Account Information

For 2021 - 2022 Traditional College students, accounts must be paid in full or otherwise taken care of by July 20, 2021 for Fall semester and December 2, 2021 for Spring semester.

Students are expected to have their student accounts in a paid status prior to moving into a residence hall or attending the first class meeting for a semester. In order to have a student account in a “paid status”, students must be either paid in full for the semester, or officially signed up for an approved payment plan with the Office of Student Accounts. Students and families are expected to familiarize themselves with the payment due dates.

Hiram College staff will assume that students who are not in a paid status will not be attending Hiram College; therefore it is very important that students work closely with the staff in the Office of Student Accounts to inform them of their plans and make payment arrangements. After an internal review period, students who are registered for classes and have signed up for a residence hall room whose student accounts are not in a paid status by the published semester payment deadlines will have their class schedules cancelled and their residence hall assignments cancelled for the term. A $100 late payment fee will be assessed for students who are registered for classes but whose student accounts are not in a paid status by each published semester payment date.

Hiram College Payment Plan
Hiram College offers students the opportunity to meet the financial obligations to Hiram College through the use of an 8 month payment plan. The dates of the plan are:

1st payment July 20, 2021
2nd payment August 20, 2021
3rd payment September 20, 2021
4th payment October 20, 2021
5th payment December 2, 2021
6th payment February 2, 2022
7th payment March 2, 2022
8th payment April 2, 2022

To enroll in the payment plan go www.hiram.edu/ebill, click on payment plan enrollment. There is a $75.00 annual fee to participate in the payment plan to be included with the first payment.

Students Who Withdraw
Traditional College Students who withdraw from Hiram College, completes their graduation requirements or remains enrolled but move out of campus housing during a term in 2016-2017, are subject to the following refund of tuition, room and board (fees including but not limited to comprehensive fee and field trip fees are not refundable):

<table>
<thead>
<tr>
<th>Term</th>
<th>Dates</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2020</td>
<td>August 30 – September 3</td>
<td>75%</td>
</tr>
<tr>
<td></td>
<td>September 4 – September 10</td>
<td>50%</td>
</tr>
</tbody>
</table>
Fees are not refundable. Students who totally withdraw from the college must move from the residence halls within the timeframe specified by the Office of Residential Education and forfeit their meal plan privileges even if they receive no refund of charges for the plan. Students who withdraw from housing but remain enrolled at Hiram College after the start of the semester are subject to the refund schedule listed above and a recalculation of financial aid eligibility.

A student who remains enrolled and has received no refund for their meal plan may continue to use the plan until which time they are no longer an enrolled student or the end of the semester whichever comes first. Students are encouraged to meet with someone in the Financial Aid/Student Accounts Office prior to starting the withdrawal process or withdrawal from housing to understand the financial implications of doing so. Financial aid eligibility must be recalculated and any funds for which the student becomes ineligible as a result of the withdrawal from the college or housing must be returned to their source(s).

To begin the official withdrawal process, students must contact the Dean of Students Office located in Bates Hall.

**Financing Options**
In addition to payment options, there are also a number of ways to finance your Hiram education. We are here to help you determine what works for your family. Please contact us at 330-569-5107 or review some of these options online at: http://www.hiram.edu/admission/financial-aid/loan-information/
Appendix E:
Alcohol and Drugs – Policy, Philosophy, and Education

As an educational community, Hiram College is committed to the life of the mind. The abuse of substances is contradictory to the purpose and goals of the institution. The College's intention is to provide an environment that fosters personal development and autonomy through individual choice. Freedom of choice exists with the understanding that every member of our community is expected to obey state laws, to comply with the College policies, and to take full responsibility for his/her own conduct whether under the influence of substances or not. Hiram College does not intend to monitor the personal lives or to invade the legitimate privacy of its members, but will intervene if a member's conduct creates disorder or damage. Every effort will be made to enforce College policy consistently and to provide education related to substance abuse.

Enforcement of the policies guiding the use of alcohol and substances is a shared responsibility. Within the residence halls, the Resident Assistants and Professional Staff Members are responsible for providing an environment that promotes development and autonomy. Possession, distribution, and use of illicit substances as well as illegal consumption of alcohol and open container violations will result in disciplinary action.

Alcohol Policy
Use of alcohol can be both legal and illegal. When Hiram students are legally of age, they may consume alcohol in their rooms, except in “dry areas” (currently Whitcomb Hall; Miller Hall; third floor of Henry Hall; first, third, and fourth floors of The Quad). Please also note that rooms occupied by only underage students are considered dry, and as such no one is permitted to consume or possess alcohol therein, regardless of age. Certain breaks or time periods may also restrict the use of alcohol by of-age students. With proper authorization, students’ of-age may also consume alcohol at registered and/or College-sanctioned events. If, however a student is not legally of age and is consuming alcohol, such use is illegal regardless of where it occurs.

The possession, use, and sale of alcohol on campus are regulated by federal law, state law, and College policy. Ohio State law and campus policy prohibit the sale, use, possession, or consumption of alcoholic beverages by any individual under the age of 21. The Student Code of Conduct also prohibits the sale, giving, or servicing of any alcoholic beverage to any individual under the age of 21 or their guests, unless the guest is over the age of 21. All students, invitees, residents, and guests must comply with College policies. Alcohol may be consumed in most residence halls as long as the individual is at least 21 years of age and the residence hall or floor of that residence hall is not considered to be substance-free housing. Additionally, all residence halls are considered substance-free until the first day of classes. Alcohol may be sold to the campus community only if the appropriate F Permit has been completed and approved through the Office of Campus Involvement and approved by the Division of Liquor Control and the Hiram Village Police.

Hiram College has adopted the following sanctions for alcohol violations:
- **First offense**: $100 fine and parental notification
b. **second offense**: $200 fine; parental, coach and co-curricular advisor notification prior to hearing; educational sanction to be determined by the Area Coordinator (in most cases this will involve taking the online alcohol education class in a supervised setting)

c. **third offense**: $300 fine; parental, coach and co-curricular advisor notification prior to hearing; campus work hours to be determined by the Area Coordinator

d. **fourth offense**: $500 fine; parental, coach and co-curricular advisor notification prior to hearing; Judicial Board hearing with the strong possibility of removal from housing or academic suspension for a minimum of one semester.

- The Area Coordinator or the Director of Residential Education & Commuter Services has the discretion to add, or otherwise modify sanctions at any level depending on the severity of the incident, including mandatory alcohol assessments or other educational sanctions.
- If no further violations occur, a first offense may be expunged after 18 months. A student’s record will be expunged if no alcohol violations occur for 24 months regardless of how many violations have occurred.

Prior to holding any event involving alcohol on the Hiram College campus, students should meet with the Director of Campus Involvement for complete information on permits, party registration contracts, logistics, etc. Students should plan well ahead for such events, as the process through the State can be a lengthy one. Kegs are permitted only in designated areas when the proper forms have been completed and administrative approval has been granted. These forms are available through the Office of Campus Involvement (OCI). The frequency of events involving alcohol will be monitored and approved by the OCI.

Standard identification procedures are required at all campus functions where alcoholic beverages are available. Individuals are proofed in accordance with the requirements of the Division of Liquor and are subject to identification confirmation at any time. False IDs are confiscated and disciplinary referrals are made. In addition, bartenders, managers, supervisors, and ID checkers at events where alcohol is served may refuse entry or service to any individual who appears to be impaired.

The Hiram Village Police Department enforces State law regarding alcohol. The Office of Campus Safety, Office of Residential Education, and Office of Citizenship Education each have jurisdiction to investigate and enforce student violations of the College alcohol policies as well.

**Drug Policy**

Illegal drugs or prescription drugs obtained without a doctor's prescription are banned substances. Their possession and use are prohibited. It is also prohibited to use prescription drugs in a way other than what they were intended.

Hiram has adopted the following sanctions for drug violations:

a. **first offense**: $100 fine and parental notification

b. **second offense**: $200 fine; parental, coach and co-curricular advisor notification prior to hearing; educational sanction to be determined by the Area Coordinator (in most cases this will involve a substance abuse evaluation administered by an off-campus agency)
c. **third offense:** $300 fine; parental, coach and co-curricular advisor notification prior to hearing; campus work hours to be determined by the Area Coordinator

d. **fourth offense:** $500 fine; parental, coach and co-curricular advisor notification prior to hearing; Judicial Board hearing with the strong possibility of removal from housing or academic suspension for a minimum of one semester.

- The Area Coordinator or the Director of Residential Education & Commuter Services has the discretion to add, or otherwise modify sanctions at any level depending on the severity of the incident, including mandatory drug assessments or other educational sanctions.
- Students found responsible for trafficking drugs will be expelled in almost all cases. Drug violations on study abroad trips (or other times students are representing Hiram off-campus) will be considered more severe than ones that occur on campus. Drug violations may also impact financial aid eligibility.

**Risks of Alcohol and Drug Use**

Hiram College is concerned about the risks and potential dangers of the use and abuse of drugs and alcohol. There is a risk that the use or abuse of alcohol, drugs, and tobacco will have serious adverse effects on an individual’s physical or psychological health; also, it may interfere with intellectual inquiry, trust, and meaningful interaction that are crucial to the educational community of Hiram College. Serious health and personal risks are associated with the use of illegal drugs, prescription drugs and abuse of alcohol. Most people take prescription medication responsibly. When misused or abused, prescriptions drugs can be as dangerous as illegal drugs. They may include temporary or permanent physical or mental impairment, and injury or death. Use and abuse of such substances may also give rise to conduct which causes injury, death or damage to the user/abuser or to the person or property of others, resulting in criminal or civil prosecution and liability. Use and abuse of such substances may also lead to unsafe and/or nonconsensual sex, unwanted pregnancy, and may cause defects, injury or death in unborn children. Consequences may also include temporary or permanent loss of educational or employment opportunities. Finally, there is the risk of being subject to college judicial procedures as well as the risk of being arrested, fined, or possibly imprisoned as a result of misuse of these substances.

**Drugs and the Body—Narcotics (ex. Heroin, OxyContin, Vicodin, Percocet)**

There are legal and illegal narcotics. Narcotics are effective in pain control and for other medical purposes when prescribed by a physician and used as directed. Use is often diverted however, which can produce multiple problems as narcotics are highly addictive and often associated in drug dependency and overdoses.

*Effects*—The user may experience initial euphoria, followed by drowsiness and nausea. Someone under the influence may have constricted pupils, watery eyes and a “dazed” look.

*Risks*—There is a risk of overdose with narcotics and users may develop slow, shallow breathing, clammy skin, loss of appetite and weight. Overdose can lead to possible death without intervention. Narcotics are highly addictive and may require inpatient treatment to safely detoxify the body.

**Depressants (Barbiturates, Benzodiazepines)**
Depressants can also be legal and illegal. The most popular legal depressant is alcohol (see below). Depressants slow the central nervous system and may be prescribed by a physician to induce sleep, reduce stress, or help control anxiety. There is a danger of overdosing with depressants.

**Effects**—The user may experience some relaxation, calmness, drowsiness and even euphoria. In high levels the user may experience confusion, disorientation and impaired motor coordination, including slurred speech and loss of balance.

**Risks**—Overdose may produce shallow breathing, clammy skin, weak and rapid pulse, coma and possible death. Risk of overdose is increased when the person combines depressant drugs (intentionally or accidentally).

**Stimulants (Cocaine; Methamphetamine e.g., Ritalin; Amphetamines e.g., Adderall)**

Stimulants speed up the mental and physical processes of the body. Historically they have been used both in their legal (nicotine and caffeine and in the treatment of ADD/ADHD) and illegal forms. These substances help keep people awake, provide more energy, and suppress appetite. They have also been prescribed by physicians to increase enhance focus and concentration in individuals with ADD/ADHD. These drugs can be addictive and can produce withdrawal symptoms if stopped.

**Effects**—The user may experience an increased heart rate, increased energy and increased alertness. Users may also find they have an increased blood pressure, excessive talkativeness, and increased anxiety. In large doses, users find loss of coordination, dizziness, anxiety, cardiac and respiratory distress, and seizures, among other concerns.

**Risks**—Increase in body temperature, hallucinations, convulsions and possible death.

**Hallucinogens (Mushrooms, LSD, PCP)**

These are drugs that alter a person’s state of mind and mood. Some types produce hallucinations, causing the person to hear, see, and smell things that are not real. Dissociative drugs do not cause hallucinations, but can cause the person to feel disassociated with their body, or feel detached from his/her surroundings.

**Effects**—Users may experience illusions or hallucinations. They may become confused, experience panic, anxiety, depression, and poor perception of time and distance.

**Risks**—Users may experience respiratory failure or death due to careless or accidental behaviors.

**Dissociative Drugs (Ketemine, PCP)**

Dissociative drugs can cause a person to feel disassociated from their body, or feel detached from their surroundings.

**Effects**—Users may experience feelings of detachment and distortions of space, time and body. They may become confused, experience panic, anxiety, depression, feelings of invulnerability or exaggerated strength.

**Risks**—Users can exhibit violent behavior, loss of coordination, severe muscle contractions, kidney damage, convulsions and possible death.

**Predatory Drugs (Rohypnol, GHB)**

These drugs are considered predatory because of their sedative affects. They can leave an individual with no recollection of what happened. They are colorless and odorless and when
mixed with soda, alcohol and other beverage become virtually undetectable. They metabolize quickly and can become difficult to detect in as little as 12 hours.

*Effects*—Causes distortion in perception, delirium and amnesia.

*Risks*—Incapacitates user and can cause coma and seizures and amnesia. These drugs are linked with sexual assault.

**Club Drugs (Ecstasy and Molly)**

Ecstasy comes in a tablet or capsule form. It is a synthetic drug that has stimulating and psychoactive properties similar to methamphetamine.

*Effects*—Can cause increased euphoria, energy and emotional warmth as well as distortion in time perception and tactile experiences. It can also cause nausea, chills, sweating and muscle cramps.

*Risks*—Users can experience impaired memory and learning, paranoia, psychotic behavior, hyperthermia, cardiac and liver toxicity, along with renal failure and death.

**Cannabis (Marijuana, Hashish)**

These drugs are illegal though conversations for legalization or decriminalization occur throughout the country regularly.

*Effects*—Users may experience euphoria, relaxation and/or drowsiness and an increased appetite. Short-term effects may include impaired short-term memory, impaired concentration, and attention. Long-term effects may include addiction (both psychological and physical), anxiety and memory loss. Users also report lack of motivation or difficulty setting and reaching goals.

*Risks*—There is little risk of overdose however there is a risk of an increasing tolerance which can lead to increased use. There are also medical complications such as: increased risk of respiratory infections, emphysema, certain cancers, and fertility issues.

**Steroids (Anabolic)**

Anabolic steroids are synthetic substances similar to the male sex hormone testosterone. They are generally taken orally or injected. Steroids are often abused to build muscle or enhance performance.

*Effects*—using steroids can cause liver damage, water retention, and high blood pressure for both men and women. Side effects for men include shrinking testicles, baldness, breast development and infertility. For women, side effects include facial hair, male patterned baldness, menstrual changes and deepened voice.

*Risks*—Abuse by adolescents can prematurely end their growth spurt causing them to remain shorter in height than they would have been. There is also the potential for fatal liver cysts, liver cancer, and blood clotting problems, cholesterol changes and hypertension which can lead to heart attack or stroke. It has also been suggested that high dose use can increase aggression.

**Alcohol**

The Food and Drug Administration defines low-risk drinking as:

- No more than 1 drink per day for women (if daily)
- No more than 2 drinks per day for men (if daily)
- No more than 3 drinks for women, 4 drinks for men on any given day
Alcohol is a depressant drug that is legal in the United States for those over the age of 21 years. Small quantities of alcohol (low---risk) have for a legal---aged user has not been linked to any increased health risks, and in some cases, has been credited with some health benefits. However, higher quantities (high---risk use) have been associated with increased risk for breast and colon cancer and in heart disease, as well as with a variety of unintentional consequences.

**Effects**—The users may experience a general relaxation, mild reduction in inhibitions and some impairment in judgment in low---risk amounts. Higher risk quantities may result in the user having greater impairment in judgment, alertness and coordination.

**Risks**—High---risk amounts can increase risk for:
- Risk taking behaviors (example: sexual, driving)
- Alcohol poisoning which can include: passing out (coma or becoming unconscious) nausea/vomiting and memory loss (black outs)
- Hostility or other behavior changes.
- Dependence and/or addiction
- Uncharacteristic family, school, work and/or legal problems
- Health problems such as cancers, health disease and cirrhosis of the liver
- Unintentional injuries and death
- Birth and developmental defects if exposed during pregnancy. Additionally, alcohol taken with other drugs can intensify the effects of the drug, alter the desired effect of the drug and can cause nausea, sweating, severe headaches, convulsions and death by overdose.

Because the College is concerned that abuse of alcohol or illicit substances by individuals can be detrimental to individual development or autonomy, the College provides both confidential counseling and the opportunity for self-referral. Persons who are concerned about themselves or about someone they know should contact the following individuals or organizations:

- Hiram College Counseling Services
  Dr. Kevin Feisthamel, Director- x5952
- Director of Student Health Center
  Asha Goodner—x5419
- Townhall II
  157 North Water Street, Kent
  (330) 677-7037 or (330) 678-HELP for 24 hour HELPLINE
- Compass Recovery Center
  246 S. Chestnut St., Ravenna
  (330) 298-9392
- Summit Psychological Services
  6693 N. Chestnut Street Suite 235, Ravenna
  (330) 296-3700
- Family & Community Services/Think About Your Future Diversion Program
  705 Oakwood Street, Suite 221, Ravenna
  (330) 297-7027
- Alcoholics Anonymous
  1-800-285-5901
- Al-Anon and Ala-Teen
1-888-425-2666
http://www.al-anon.alateen.org/meetings/meeting.html
• National Substance Abuse Hotline
  1-800-662-4357

Online AA Support
Internet Chapter of AA with email or audio meetings
www.aa-intergroup.org
www.aaonline.net

Area Resources for 12 Step Support Groups
Hiram AA Meeting
Monday – 7:30 p.m. – closed meeting
Biology Field Station
11305 Wheeler Rd., Hiram

Hiram Fellowship AA Meeting
Tuesday – 8:30 p.m. – open meeting
Hiram Christian Church

Al-Anon
Mantua Hillside Closed Meeting
Wednesday – 7:30 p.m.
Hilltop Christian Church
4572 Prospect St., Mantua

Substance Abuse: Prevention Services
Hiram College offers a variety of educational and service resources for students to address issues of drug or alcohol misuse. These resources include printed and on-line materials, counseling services, educational classes, referrals, and disciplinary action.

Counseling Services
The focus of the Counseling Center is to help students with the normal, short-term issues that are typical of this age. Some of the typical issues discussed are: adjustment to college, making friends, depression, anxiety, relationships, sexuality, self-esteem, family issues, academic concerns, loneliness, self-confidence, grief and loss, suicidal thoughts, and substance use/abuse. Students who have issues that are long-term in nature, chronic, or those requiring specialized treatment, will be assisted in locating a mental health provider in one of the neighboring communities. On-campus counseling services are free of charge to all traditional students. Fees for all off-campus services will be the financial responsibility of the student. Whenever possible, we will work with you to locate a practitioner within your insurance network.
The Counseling Center is located in the Julia Church Health Center. It is open Monday through Friday, and appointments may be scheduled from 8:30 a.m.-12:30 p.m. and 1:30 p.m.-5:00 p.m. You may either come to the Health Center to schedule an appointment in person or call x5952 or 5418. If you happen to be transferred to voicemail, please leave your name, a number where you may be contacted, and a couple available times/days that suit your schedule.
Appendix F:
Harm to Self or Others/Harmful Ideation

This policy is meant to be invoked in unusual circumstances in which students are unable or unwilling to follow appropriate means to attend to their own health and safety needs. It may be invoked to protect the safety of that student and/or others or the integrity of the College’s living/learning environment. This would include such situations as unresolved, ongoing or serious suicide threats, self-injurious behaviors, refusing treatment for life threatening illnesses or conditions, serious threats of harm to oneself and others, or a medical condition that puts others at risk. The student’s parent/guardian/emergency contact person(s) may also be notified and asked to assist in the resolution of this situation. The student will be required to leave the campus until such time that they can see an appropriate medical/mental health care practitioner who can conduct a thorough evaluation, diagnosis and a treatment plan is in place to assist them in learning to manage their situation.

In order to seek approval to return to campus and residential living the following information will be required:

- evaluation by an appropriate medical/mental health professional
  - if students are initially evaluated in an emergency room and/or admitted for hospitalization, upon clearance/discharge they then will be required to follow-up with an appropriate health care/mental health care professional in the community of their home residence before any consideration will be given to approval for return to campus and/or the residence halls.
- diagnosis
- treatment plan
- statement of the student’s readiness to return to normal stresses of academic work and residential living.

This information should be directed to Dr. Kevin Feisthamel, Director of Counseling Services, P.O. Box 67, Hiram, OH 44234, phone: (330)569-5952; fax: (330)569-5398.

A summary of this information will be shared with the Senior Vice-President and Dean of Students or her designee who will make a determination as to when a student may be permitted to return to campus and will notify the student of that decision. In addition, the student will be required to sign a care plan agreement that sets conditions on their actions as part of their return to ensure the well-being of the individual and tranquility of the campus.
Appendix G:
Disability Accommodations

In providing support services to students with documented special needs, our goal is not only to provide the things that are needed in order to have the opportunity for academic success here at Hiram, but also to help develop both the functional skills and the skills of self-advocacy that will help students in their life after graduation. In order to request accommodations, the following documentation must be provided:

- A self-disclosure form describing the disability
- Diagnosis of the disability
- Current documentation prepared within the past three years
- Functional limitations as a result of the disability
- Educational, developmental and medical history relevant to the disability
- Testing/evaluation procedures used to assess the level of limitation as well as a summary of the evaluation/test results
- Specific information on how the disability interferes with college life and academic performance
- Suggestions for academic and environmental modification
- Reports must be written on official letterhead and must include the name and title of the evaluator as well as the type of testing and dates administered

Once accommodations are granted by the Disability Services Office, the student will be responsible to give the accommodations letter to their professors each semester. Hiram College reserves the right to require that a student update or obtain more extensive documentation before requests for accommodations will be considered. Official documentation materials should be sent to: Dr. Kevin Feisthamel, Director of Counseling, P.O. Box 67, Hiram College, Hiram, OH 44324, (330) 569-5952, fax (330)569-5398.
Appendix H: 
Diversity and Inclusion

At Hiram, we consider the rich diversity of our students, faculty and staff to be both a defining characteristic and an essential source of our institutional strength. Since its’ founding in 1850, Hiram College has proudly admitted women and people of color. This rich legacy of inclusion continues today.

The Office of Diversity and Inclusion has as its mission to help secure Hiram College as a world class model of academic excellence. With the changing face of the world itself, the terms “diversity” and “inclusion” continue to expand to denote persons and ideas reflective of a growing array of backgrounds, cultures, identities and experiences. To that end and because diversity is dynamic, not static, the College will continue to strive to reflect multiculturalism, understanding that a diverse learning environment is beneficial to all.

Research has shown that, when nurtured in a challenging yet welcoming and respectful environment, diversity enhances analytical and critical thinking and encourages intellectual exploration and understanding of harmful stereotypes. A high comfort level with diversity also strengthens the ability to communicate, work, and engage socially across identity and difference. Confidence in these skills is essential for successful participation in a globally-connected world. Hiram College is committed to providing a rich and diverse learning environment that will allow students to grow into leaders and productive citizens whom will benefit our nation and world.
Appendix I:  
Campus Installations

By the authority of the Board of Trustees as delegated to the President of Hiram College, all grounds, fixtures, facilities, equipment and other property of Hiram College, except as determined to be otherwise by written agreement, contract, or by specific action approved by the Board of Trustees, may not be altered, set upon, or installed in any way without the express authorization of the President.

Requests for actions or installations affecting campus property should be directed to the chief financial officer of the college who will consult with the cabinet before making a recommendation to the President.

Installations shall include, but not be limited to such things as the placement of art works, plantings, memorials, receptacles, racks, recreation space, and parking.
Appendix J:
Parking Policies 2021 - 2022

Students are required to register any and all vehicles which may be parked or driven on campus. Parking on campus is available to valid permit holders on a first-come, first-serve basis. Students are required to have a valid permit properly displayed in their vehicle by **September 13, 2021**. Parking passes are non-transferable for residents and commuters. Any student who misuses or shares an authorized permit or who forges a parking permit or temporary parking pass may result in student conduct referral and may result in the loss of parking privileges on campus property. The college reserves the right to limit the availability of the number of parking permits to be issued.

Purchasing a Parking Permit

Hiram college student application for parking permit 2021 - 2022 academic year be accepted beginning August 1, 2021 through [www.thepermitstore.com](http://www.thepermitstore.com). Permits are available 24 hours a day, 7 days a week.

The vehicle make, year, model and license plate number are required to complete the application and you must use your Hiram College e-mail address when placing your permit order and you must provide your cellular number in case of an emergency. Upon purchase a temporary permit can be printed and it can be used as a permit until you receive your permanent permit.

**Permits are not re-assignable, refundable, and may not be resold.**

For more information about parking policies and fees, please see the Campus Safety website at [http://www.hiram.edu/campus-life/resources/parking/student-parking/](http://www.hiram.edu/campus-life/resources/parking/student-parking/)

**Registration Cost**
- Residential Permits - $65.95 per year
- Commuter/PGS/CCP Permits - $15.95 per year
I. INTRODUCTION

Hiram College is committed to fostering a safe learning environment that supports the dignity of all members of the Hiram community. Since acts of sex discrimination, including sexual harassment and sexual misconduct disrupt and harm such an environment, the College offers educational programs aimed at reducing the likelihood that such acts occur. This policy and the procedures within are intended to ensure that all parties involved in a Title IX case receive appropriate support and fair treatment, and that allegations of sex discrimination, including sexual harassment and sexual misconduct are handled in a prompt, thorough, and equitable manner.

These procedures will be implemented by officials who receive annual training on the issues related to sexual misconduct, domestic violence, dating violence, and stalking, the scope of the College’s education program or activity, and how to conduct an investigation and hearing process that promotes safety, fairness, and accountability.

II. SCOPE OF POLICY

A. SCOPE

This policy applies to all Hiram community members including students, faculty, administrators, staff, and any individuals regularly or temporarily employed, studying, living, visiting, conducting business, or having any official capacity with the College or on College property (“Hiram Community”) related to any incident of alleged sex discrimination, including sexual harassment or sexual misconduct, hereinafter collectively referred to as “sex discrimination,” that could impact any student’s education opportunities at Hiram, any employee’s work environment, or anyone else’s opportunity to access the College’s programs.
This policy is intended to protect and guide individuals who have been affected by sex discrimination, whether as a Complainant, a Respondent, or as a witness, and to provide fair and equitable procedures for investigation and resolution of reports. Hiram College will provide all students, employees, and applicants for admission and employment of the name, title, office address, email address, and telephone number of our Title IX Coordinator. The College’s website will contain this information as well as after-hours contact and emergency information.

B. APPLICATION OF POLICY
This policy shall apply to all Reports received on or after August 14, 2020. It shall not apply to Reports received prior to August 14, 2020 as the prior policy shall apply to those cases.

C. OVERVIEW OF POLICY & KEY DEFINITIONS

Overview
Hiram College will investigate all Formal Complaints of sex discrimination received. Hiram is authorized to take certain actions to address or remedy sex discrimination even if the matter does not proceed to a Formal Complaint. Hiram College will not tolerate sex discrimination, which is prohibited, and which includes, but is not limited to, sexual misconduct, domestic violence, dating violence, sexual assault, sexual exploitation, sexual harassment, and stalking. Hiram strongly encourages students to report instances of sexual misconduct immediately. Employees are required to report such instances. The Title IX Coordinator will initiate an investigation anytime a Formal Complaint is made, or where failure to investigate would be clearly unreasonable given the seriousness of the conduct and/or ongoing safety risks to students or staff.

In addition to addressing the health and well-being needs of those involved in an incident, the campus takes seriously its responsibility to initiate the appropriate investigation(s) and Campus Judicial System processes. Complainants who file a Formal Complaint with the College are not precluded from pursuing a criminal complaint simultaneously. It should also be noted that the College is required to notify local law enforcement of any reported incidents of considerable physical harm.

Hiram College will review, evaluate, and make revisions and amendments to this policy on an ongoing and as-needed basis.

General inquiries about the application of this policy should be directed to the College’s Title IX Coordinator:

Martha Schettler, Title IX Coordinator
Director of Events and Conferences
Hiram College
Kennedy Center
PO Box 67
Hiram, OH 44234
330-569-6116
SchettlerMA@hiram.edu

Key Definitions

A “Complainant” refers to an individual who is alleged to be the victim of conduct that could constitute sex discrimination. A Complainant has certain rights under this policy, as discussed below.

A “Report” becomes a “Formal Complaint” when the Complainant or Title IX Coordinator files a written document describing an incident of sex discrimination.

A “Respondent” refers to an individual who has been accused of prohibited conduct under this policy. A Respondent has certain rights under this policy, as discussed below.

A “third party” refers to any other participant in the process, including a witness to the incident or an individual who makes a Report on behalf of someone else.

III. JURISDICTION

All Hiram College community members are required to follow College policies and federal, state, and local law. This policy applies to all members of the Hiram Community and applies to conduct occurring on Hiram College property; at College-sanctioned events or programs that take place off campus, including, for example, internship programs; or at events or programs hosted by College-recognized organizations that take place off campus. This policy may apply regardless of the location of the incident if it occurs as part of the College’s “operations,” the College exercised control over the situation and the Respondent, or the incident occurs in an off-campus building owned and/or operated by a recognized student group. The College’s “operations” include online systems, including but not limited to College email accounts, message boards, and course webpages. This policy applies only to Complainants who experience sex discrimination while physically present in the United States.

Hiram, through the Title IX Coordinator, has jurisdiction over and the authority to receive, investigate, hear, and resolve Reports brought by or against any member of the Hiram Community that invoke Title IX. The Title IX Coordinator is ultimately authorized to enact procedures that include specific instructions for reporting, investigating, and resolving Title IX Reports, including those that are received during the non-academic year or that extend into the non-academic year.
IV. TITLE IX COORDINATOR

The Title IX coordinator for Hiram College is Martha Schettler, Director of Events and Conferences.

Ms. Schettler has designated Ed Frato-Sweeney, Director of Residential Education & Commuter Services, to coordinate the investigation of any Title IX complaints in which the Respondent is a student.

Ms. Schettler has also designated Karen Holland, Director of Human Resources, to coordinate the investigation of any Title IX complaints in which the Respondent is a College faculty member or staff member.

V. TITLE IX & NON-DISCRIMINATION

Title IX is a comprehensive federal law that prohibits discrimination on the basis of sex in any federally funded education program or activity. Title IX prohibits use of federal money to support sex discrimination in education programs and provides individuals effective protection against such practices. Title IX applies, with a few specific exceptions, to all aspects of federally funded education programs and activities. In addition to the traditional education institutions such as colleges, universities, and elementary and secondary schools, Title IX also applies to any education or training program operated by a recipient of federal financial assistance.

Title IX reads as follows: “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied benefits of, or be subjected to discrimination under any education program or activity receiving federal assistance.”

Consistent with Title IX, Hiram College prohibits all unlawful discrimination, harassment and retaliation on the basis of sex or gender in any employment decision, education program, or educational activity. This policy applies to all members of the Hiram Community.

As part of its commitment to maintaining a community free of discrimination, and in compliance with Title IX’s mandate, Hiram College will address allegations of sex discrimination in a timely and effective way, provide resources as needed for affected
persons (Reporters, Complainants, Respondents, and third parties within the Hiram Community), and will not tolerate retaliation against any person who reports sex discrimination or sexual misconduct.

Any individual designated by Hiram to have the authority to address or duty to report sexual misconduct and/or retaliation (known as a “Mandatory Reporter”) and who fails to report such conduct may be subjected to sanctions by the College.

General inquiries about the application of Title IX should be directed to the College’s Title IX Coordinator, Martha Schettler, at SchettlerMA@hiram.edu.

VI. RETALIATION, MISUSE OF CONFIDENTIAL INFORMATION, AND FALSE ACCUSATIONS

Hiram College expressly prohibits retaliation against anyone who: 1) in good faith, reports sex discrimination, 2) participates in any investigation or proceeding under this policy, or 3) opposes conduct that they believe to violate this policy. Retaliation includes intimidation, harassment, threats, or other adverse action or speech against the person who reported the misconduct, the parties, and their witnesses. Hiram will not only take steps to prevent retaliation; it will take strong corrective action if it occurs.

Consistent with FERPA’s prohibition on re-disclosure of confidential information, parties, witnesses, advisors, and supporters are prohibited from using or disclosing other people’s confidential information, learned as a result of participation in any investigation or proceeding under this policy, outside of such forums, without express consent or for any improper purpose. Hiram College will never use or attempt to use questions or evidence that is protected by a legally recognized privilege, unless the person holding the privilege waives the privilege. Additional privacy protections include records made or maintained by a physician, psychiatrist, or other recognized professional and made for the purpose of providing treatment. These records will only be accessed with a party’s voluntary, written consent.

Anyone who believes they have been the victim of retaliation should immediately report it to the Title IX Coordinator, who shall treat it as a Report. Any individual found to have retaliated against another individual will be in violation of this policy and will be subject to disciplinary action, up to and potentially including termination of employment for employees and expulsion for students.
Anyone who knowingly makes a false accusation of unlawful sexual harassment or retaliation of any form will be subject to an investigation for a potential violation of this policy and may be subject to disciplinary action, up to and potentially including termination of employment for employees and expulsion for students.

VII. TIME CONSIDERATIONS FOR REPORTING SEX DISCRIMINATION

There is no time limit for reporting incidents of sex discrimination under this policy, although Hiram encourages reports to be made as soon as possible. Any individual who has been subjected to, or who knows of or has witnessed, an incident of sex discrimination is encouraged to report the incident or file a Report immediately in order to maximize the College’s ability to obtain information and conduct an adequate, thorough, prompt, and impartial investigation into the incident. A delayed Report of alleged sex discrimination may result in the loss of relevant information, evidence, and reliable witness testimony, and may impair the College’s ability to fully investigate the incident.

If an individual wishes to file a claim with the U.S. Department of Education’s Office for Civil Rights, they must do so within 180 days of the incident based on the time limits for adjudication set by that agency.

VIII. AVAILABLE RESOURCES AND RECOMMENDED IMMEDIATE STEPS FOLLOWING AN INCIDENT OF SEXUAL DISCRIMINATION

A. RESOURCES FOR STUDENTS, FACULTY AND STAFF

<table>
<thead>
<tr>
<th>Emergency (Assault)</th>
<th>Health (Assault)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hiram College Campus Safety, Cell</td>
<td>Hiram College Health Center</td>
</tr>
<tr>
<td>330-469-4119</td>
<td>330-569-5418</td>
</tr>
<tr>
<td>Hiram Village Police</td>
<td>(Students only, Mandated Reporters)</td>
</tr>
<tr>
<td>9-1-1</td>
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</tbody>
</table>
B. RECOMMENDED IMMEDIATE STEPS FOLLOWING AN INCIDENT OF SEXUAL MISCONDUCT

The College is acutely aware that an individual who has been subject to, or who knows of or who has witnessed a sex offense may experience physical, mental, and emotional trauma as a result of the incident. A victim of sexual violence (e.g., sexual assault, dating violence, domestic violence, stalking) is encouraged to follow these procedures immediately following the occurrence, when possible:

- Get to a safe place immediately and call someone you trust.
- **Call Asha Goodner, Director of Student Health Services at 330-569-5418.**
- If sexual contact and/or penetration occurred, do not wash, shower, bathe, use the toilet or change clothing. Preserve any evidence as would be necessary to prove the offense, or in obtaining a judicial protective order, restraining order, and/or no-contact order. Examples of such evidence include:
  - Clothing worn during the incident, including but not limited to undergarments.
  - Sheets, bedding, and condoms, if used.

- You are encouraged to call the appropriate law enforcement agency. To contact Hiram Village Police, call 911 or 330-569-3236. Hiram College Campus Safety, 330-469-4119, can assist any student with reporting a crime to the Hiram Village Police.
- Get medical attention. Campus Safety will assist you in calling Emergency Medical Services (911) if you ask them to. The College also encourages you to go, or have someone else take you, directly to a medical facility or medical provider of your choice.
- The College will assist an individual who has been subjected to, who knows of, or who has witnessed an incident of sexual discrimination in obtaining the services of
counseling professionals, if requested. The College encourages you to seek support services. For on-campus counseling services, contact Counseling Services at 330-569-5952. The College will provide you with off-campus counseling and advocacy service contacts, but the College cannot assume financial responsibility for such services.

- All members of the campus community are encouraged to seek resources and support related to sexual discrimination proceedings, including Respondents, witnesses, and bystanders.
- Make a list of witnesses with contact information.
- Retain text messages, emails, call history, and digital media posts.
- Take pictures of any injuries.

IX. OPTIONS AND PROCEDURES FOR REPORTING SEX DISCRIMINATION

A. OPTIONS FOR REPORTING TO HIRAM UNDER THIS POLICY

Anyone can report an incident of sex discrimination to Hiram. A Report can be made by any individual who is a victim of sex discrimination or who has knowledge of sex discrimination happening to or affecting someone else. A Report may be made anonymously (see Section XI). The College strongly encourages all individuals to report incidents of potential sex discrimination even if the individual does not intend to pursue a Formal Complaint. No person should assume that an incident has already been reported by someone else or that the College already knows about a particular situation.

Hiram will investigate all Reports and may implement remedial steps as needed, but that does not mean every Report will become a Formal Complaint or that the College will pursue a formal resolution.

In order to make a Report to Hiram, a reporting individual may do one or more of the following:

1. When sexual assault occurs, report the incident as soon as possible to the Director of Student Health Services.

   The director is able to assist in securing any medical attention that may be needed and, as a mandatory reporter, will notify the Village of Hiram Police Department and the Title IX Coordinator that an incident has occurred.

   Asha Goodner, Director of Student Health Services
   Julia Church Health Center
   330-569-5418
2. If the victim, witness, friend, or family member is reporting an incident after normal business hours, please notify any Residential Education staff member (off-hours duty phone: 4330-569-4025) or a Campus Safety Officer (330-469-4119 or x6107 on campus). This staff member will put you in direct contact with the Director of Health Services as soon as possible.

3. Report the incident to the Title IX Coordinator via email at SchettlerMA@hiram.edu, or by calling 330-569-6116.

4. Report the incident to any Resident Assistant, faculty, or staff member.

5. The Hiram’s Counseling Center and Health Center are considered “confidential resources” staff.

It is important to know that, with the exception of the “confidential resources” staff listed below, the College considers all Hiram faculty and staff to be Mandatory Reporters and they are therefore required by the College to report any knowledge they receive of possible violations of this policy to the Title IX Coordinator. Mandatory Reporters must relay all known information about any reported policy violation, including but not limited to, the names of involved individuals, the nature of the incident, and the time and location of the incident. (See Section XI for information about confidential and anonymous reporting.)

All Resident Assistants are also Mandatory Reporters and are required to report any knowledge of possible violations of the policy to the Title IX Coordinator. No other students are obligated to report knowledge they may have of sex discrimination, including student employees of Hiram who are considered students and not staff for the purposes of this policy and are not Mandatory Reporters.

Once the Title IX Coordinator learns of any incident of sexual discrimination from a Mandatory Reporter, they will initiate an investigation into the alleged incident. After making a Report, an individual may choose to end involvement in the process, may choose to be involved or not be involved in the College’s investigation and any related proceedings, or may choose to file or request a Formal Complaint.

B. OPTIONS FOR UTILIZING CONFIDENTIAL RESOURCES

Rather than making a Report, individuals can confidentially discuss incidents of sex discrimination with one of the following College “confidential resources” staff:

- Hiram College Counseling Services: 330-569-5952
- Hiram Chaplain, Christopher McCreight: 330-569-6094

Disclosures made to these confidential resources will be held in strict confidence and will not constitute a Report to Hiram under this policy. These confidential resources may assist individuals with reporting incidents or filing reports if, and only if, they are requested to do so by the individual who has reported the sexual discrimination.
Specific and personally identifiable information given to one of these confidential resources will not be disclosed to the Title IX Coordinator without consent. However, in order to assist the College in collecting data and identifying patterns or systemic problems related to sexual violence on and off campus, the confidential resources staff will convey general information about crimes reported to them (i.e., nature, time, and location of incident) to the Title IX Coordinator. In such cases, the College will protect confidentiality and avoid disclosing personally identifiable information about individuals involved in the incident.

C. OPTIONS FOR NOTIFYING OFF-CAMPUS LAW ENFORCEMENT AUTHORITIES

Individuals can notify off-campus law enforcement authorities about any incident of alleged sexual misconduct by dialing 911 or by calling the Hiram Village Police at 330-569-3236. Individuals can also contact other law enforcement agencies, depending on the location of the incident. Notifying off-campus law enforcement authorities will not constitute a Report to Hiram under this policy, but it may or may not result in such authorities reporting relevant information back to Hiram which the College may investigate.

Individuals can request assistance from Hiram faculty and staff in notifying appropriate law enforcement authorities, which the College will provide. Requesting such assistance from a Mandatory Reporter will constitute a Report as described above.

D. OPTION TO NOT REPORT

Individuals who are not mandatory reporters can choose not to notify Hiram or any law enforcement authorities about an alleged incident of sex discrimination.

X. PROCEDURE FOR FILING A SEX DISCRIMINATION COMPLAINT

Under Title IX, Hiram College must respond promptly in a manner that is not deliberately indifferent to any incident where Hiram College has actual knowledge of sex discrimination. Hiram College will treat both the Complainant and Respondent equitably by offering supportive measures to the Complainant and by following a grievance policy before the imposition of disciplinary sanctions or other actions that are not supportive measures against the Respondent. Supportive measures are available to the Complainant regardless of whether a Formal Complaint is filed.

If an individual wishes to pursue an investigation of Title IX sex discrimination beyond simply reporting it, they may file a Formal Complaint. The filing of a Formal Complaint means that the individual is asking the College to take further steps beyond instituting supportive measures, including conducting an investigation and holding a Formal Live Hearing to resolve the alleged issue. A Formal Complaint also triggers options for informal resolution that are not available before a written complaint is filed. Any Complainant may file a Formal
Complaint, and Hiram will treat it as such. Any Third-Party Reporter may request that Hiram treat their Report as a Claim, but that would not make the Third-Party Reporter into a Complainant.

In order to meet its Title IX obligations to provide a safe and nondiscriminatory environment for the broader Hiram Community, the College may also convert any Report into a Formal Complaint if the College determines that it must take further steps to protect the Hiram Community.

To the extent possible, information reported to the Title IX Coordinator will be shared only with a limited circle of other College employees who “need to know” in order to assist in the assessment, investigation, and resolution of the reported incident.

A. FORMAL TITLE IX COMPLAINTS

A Formal Complaint is a document filed by a Complainant or signed by the Title IX Coordinator alleging sex discrimination against a Respondent. A Formal Complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail. A form to assist in filing a Formal Complaint will be provided, if needed. At the time of filing a Formal Complaint, a Complainant must be participating in or attempting to participate in an education program activity of Hiram College. Upon receiving a Formal Complaint, the Title IX Coordinator or their designee will do the following:

- Treat Complainants and Respondents equitably by providing remedies to a Complainant where a determination of responsibility for sexual discrimination has been made against the Respondent and by following a grievance policy before the imposition of any disciplinary sanctions that are not supportive measures. The Respondent is presumed not responsible for the alleged conduct until a determination is made at the conclusion of the grievance process.
- Require an objective evaluation of all relevant evidence.
- Provide a reasonably prompt time frame for conclusion of the grievance process.
- Describe the range of possible disciplinary sanctions and remedies.
- Describe the range of supportive measures available to Complainants and Respondents.
- Advise parties that a preponderance of evidence will be the evidentiary standard used.

Both the Complainant and Respondent will receive written notice of how the investigation process will unfold, and they will also receive relevant updates throughout the review process. All individuals reporting sex discrimination will be protected from retaliation. Any allegations of retaliation will be addressed by the College.
At the party’s request, the college will provide interim measures to either or both the reporting and responding parties involved in an alleged incident of sexual discrimination. This may include changing academic, transportation, work, or living situation if options to do so are reasonably available (and only to the extent that the College has control over these environments). Such changes may be available regardless of whether the individual chooses to report the crime to campus safety or local law enforcement, or a Formal Complaint under this policy. Requests to change an academic, living, transportation, or work situation, or for any other protective measure, should be made to the Title IX Coordinator. In the event such a measure is implemented, the College will maintain it as confidential to the extent that maintaining confidentiality would not impair the College’s ability to provide it. The Title IX Coordinator will communicate with each party throughout the investigation to ensure interim measures remain necessary and effective. Failure to comply with the terms of any interim measures or protections that have been implemented may constitute a separate violation of this policy.

If a Complainant has obtained an order of protection, temporary restraining order or other no contact order against the Respondent from a criminal, civil, or tribal court, the Complainant should provide such information to the Title IX Coordinator. The College will take all reasonable and legal action to implement the order.

If the Title IX Coordinator determines the allegations fall within Title IX’s reach, the College will initiate a formal investigation. The Title IX Coordinator, or their designee, in conjunction with a designated investigator, will work through various steps.

XI. CONFIDENTIALITY AND ANONYMOUS REPORTING

Individuals can confidentially discuss incidents of sexual misconduct with the College confidential resources staff.

Beyond that, a Reporter can make a Report disclosing their name but requesting confidentiality. An affected person who is the subject of a Third-Party Report can also request confidentiality. The College recognizes that, in some instances, an individual who has been subjected to, or who knows of or has witnessed, an incidence of sex discrimination may request that their name not be disclosed or that no investigation or disciplinary action be pursued to address the alleged discrimination. In such instances, the Title IX Coordinator will respect the request for confidentiality; however, that request must be weighed against the College’s obligation to provide a safe, non-discriminatory environment for all students, considering many factors, including:

- The seriousness of the alleged misconduct;
• Whether there have been other reports of sexual misconduct against the Respondent known by the College;

• Whether the Respondent has allegedly threatened further misconduct or violence;

• Whether the alleged misconduct was committed by multiple perpetrators;

• Whether the alleged misconduct involved use of a weapon;

• Whether the College possesses other means to obtain relevant evidence of the alleged misconduct;

• Whether the Report reveals a pattern of misconduct at a particular location or by a particular individual or group of individuals; and

• The accused individual’s right to receive information about the allegations if the information is maintained by the College as an “education record” under the Family Educational Rights and Privacy Act (FERPA), if applicable.

In all cases of alleged sex discrimination, Title IX allows Hiram to investigate and take reasonable corrective action. Further, Title IX permits Hiram to deny requests for confidentiality if the Title IX Coordinator determines, subject to the factors listed above, that the College must do so in order to meet the College’s Title IX obligations to provide a safe and nondiscriminatory environment for the broader Hiram Community. These instances will be evaluated on a case-by-case basis. Please note that the College’s ability to investigate and respond fully to an incident may be limited because of requests for confidentiality or to not proceed with disciplinary action.

Pursuant to Title IX and the Clery Act, as amended by the Violence Against Women Act, Hiram is required to provide equal access to the Complainant and Respondent to any information related to allegations of sexual assault, dating violence, domestic violence or stalking that will be used during formal or informal disciplinary meetings or hearings.

In an instance where Hiram determines it must deny a request for confidentiality, the Title IX Coordinator will inform the requesting individual prior to making the disclosure to anyone beyond necessary school officials. Any such disclosure will be limited to only individuals with a need to know such information. Consistent with FERPA’s prohibition on re-disclosure of confidential information, any recipient is prohibited from using or disclosing other people’s confidential information, learned as a result of participation in any investigation or proceeding under this policy, outside of such forums without express consent or for any improper purpose. In all instances, members of the Hiram Community should understand that Title IX prohibits retaliation against anyone reporting a potential Title IX incident, and that College officials will not only take steps to prevent retaliation but also take strong responsive action if it occurs.
XII. INVESTIGATION AND RESOLUTION PROCESS

This section describes Hiram’s investigation and resolution processes. There is to be a presumption that the Respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the process. The burden of gathering evidence and burden of proof remains on the College, not on the parties. The College will not restrict the ability of the parties to discuss the allegations or gather evidence (e.g., no “gag orders”).

A. INVESTIGATION

The Complainant and Respondent will receive written notice that an investigation has been initiated. The notice of investigation will include the name of the investigator, a list of participants (Complainant, Respondent, potential witnesses), a summary of the alleged conduct, and examples of potential policy violations.

The written notice will include the following statements:

- All parties may have an advisor of their choice, which may or may not be an attorney.
- All Respondents are presumed not responsible for the alleged conduct and that a determination regarding responsibility will be made at the conclusion of the grievance process.
- All parties are prohibited from knowingly making false statements or knowingly submitting false information during a grievance process.

The Investigator shall conduct an objective evaluation of all relevant evidence, inculpatory and exculpatory, and avoid credibility determinations based on a person’s status as a Complainant, Respondent, or witness. The potential or initial charges may be amended as the investigative process unfolds and more information becomes available. If additional allegations are added, all parties must be notified. Investigators used by the College must have specific training in regard to investigations.

- The Investigator will be impartial and free of any demonstrable conflict of interest.
- The Investigator will interview the Complainant and the Respondent to understand the details of the reported incident. Questioning about the Complainant’s sexual history with anyone other than the alleged perpetrator will not be permitted. Further, the College recognizes that the mere fact of a current or previous consensual dating or sexual relationship does not itself imply consent or preclude a finding of sex discrimination.
- The Investigator, at his/her discretion, will initiate other fact finding and/or discussions with individuals who may have information relevant to the determination.
• The Investigator will also gather any available physical evidence, including documents, communications between the parties, and other electronic records as appropriate.

• The Complainant and Respondent will have an equal opportunity to be heard; submit information and evidence; and identify witnesses who may have relevant information. Witnesses must have observed the acts in question or have informed evidence obtained as part of the investigation that is directly related to the allegations relevant to the incident and cannot be participating solely to speak about an individual’s character. All parties will have the opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint.

• Both Complainants and Respondents may utilize Advisors and Supporters throughout the investigation process, including to accompany them to any hearing, conference, or related disciplinary proceeding.

• Both Complainants and Respondents have the opportunity to be heard; submit information and evidence; and identify witnesses who may have relevant information. Witnesses must have observed the acts in question or have informed evidence obtained as part of the investigation that is directly related to the allegations relevant to the incident and cannot be participating solely to speak about an individual’s character. All parties will have the opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint.

• The Complainant and Respondent will receive written notice in advance of all interviews, meetings, or hearings regarding the investigation. The Complainant and Respondent will also receive all evidence directly related to the investigation and will be given at least 10 days to respond to it before the investigator finalizes their report.

Note: A person’s medical and counseling records are confidential documents that a Complainant or Respondent will not be required to disclose to investigators. However, if a party chooses to provide medical and counseling records as part of the investigation, the records will be shared with the other party.

The Investigator and the Deputy Title IX Coordinator have the discretion to consolidate multiple reports against a Respondent into one investigation and report if the evidence related to each incident would be relevant and probative in reaching a determination on the other incident(s).

B. INFORMAL RESOLUTION CONFERENCE

The College may facilitate the use of informal means of resolution, such as mediation, in lieu of the formal investigation and determination procedure, when a Formal Complaint is filed. However, the following standards apply to any information resolution method that is utilized:

• Informal means may only be used with both parties’ voluntary, informed, written consent to participate after receiving a full disclosure of the allegations and their options for formal resolution, and with the involvement of the Title IX Coordinator. No party will be made to waive use of the formal investigation and hearing process.

• The Complainant will not be required to work out the problem directly with the Respondent.
Either party may terminate any such informal means at any time and continue with the formal resolution process.

With the agreement of the parties involved and the College, a complaint may be informally resolved at any stage of these procedures.

If informal resolution is reached, it will be documented in writing and signed by both parties. The Title IX Coordinator and/or Deputy Title IX Coordinator will be responsible for making sure the agreement is followed. An informal resolution cannot be appealed.

The informal resolution process may not be used in situations involving allegations that an employee sexually harassed a student.

C. THE TITLE IX COORDINATOR SHALL HAVE DISCRETION TO RESOLVE OR DISMISS A FORMAL COMPLAINT WITHOUT A FORMAL LIVE HEARING IN THE FOLLOWING CIRCUMSTANCES:

1. If Hiram lacks jurisdiction;
2. if the allegations could not constitute a policy violation under any alleged circumstances;
3. if the Formal Complaint was requested by a Third-Party Reporter who reported witnessing sexual misconduct happening to or affecting someone else, the Title IX Coordinator shall have discretion to resolve the Formal Complaint to account for the alleged victim’s wishes (e.g., if they do not wish to pursue the Formal Complaint as a first-party Complainant);
4. if the Complainant and Respondent both consent to an alternative resolution, with such consent obtained independently from each person by the Title IX Coordinator to avoid a risk of coercion;
5. for matters that do not involve Hiram employees (faculty, staff member or contract services employee), if either Complainant or Respondent, or both, are not Hiram students, or cease to be Hiram students prior to final resolution of the Formal Complaint (i.e., student withdrawal), the Title IX Coordinator shall have discretion to resolve the Formal Complaint.

In the above circumstances, the Title IX Coordinator shall have authority to impose interim and remedial measures and take other measures consistent the Hiram College Student Handbook. For employee matters, the Director of Human Resources or the Vice President of Academic Affairs/Dean of the Faculty shall have authority to take action consistent with the Hiram College Employee Handbook.
D. TIMEFRAME

The College will seek to complete the investigation within sixty (60) calendar days from the notice of investigation. This time frame may be extended for good cause with written notice to the parties of the delay, citing the reason for the delay. Good cause may include the complexity of the allegations, the number of witnesses involved, the availability of the parties or witnesses, the effect of a concurrent criminal investigation, any intervening school break or vacation, or other unforeseen circumstances. Best efforts will be made to complete the process in a timely manner by balancing principles of thoroughness and fundamental fairness with promptness.

Formal complaints will be dismissed during the investigative process if either of the following statements are true:

- The investigation determines the allegations, even if true, do not constitute sex discrimination.
- The allegations did not occur in Hiram College’s education program or activity, otherwise as part of the College’s “operations,” or the Complainant was not physically in the United States when the incident occurred.

E. WITHDRAWAL OF COMPLAINT

Formal complaints may be dismissed if:

1. The Complainant files a request in writing to the Title IX Coordinator to withdraw the Formal Complaint;
2. The Respondent is no longer enrolled or employed by Hiram College; or
3. Specific circumstances prevent the Investigator from gathering sufficient evidence to reach a determination.

F. INITIAL INVESTIGATIVE REPORT

At the conclusion of the investigation, the Investigator will prepare a preliminary written investigation report. This report will summarize the relevant information gathered, synthesize the areas of agreement and disagreement between the parties, and describe any supporting information or accounts such as police reports or witness statements. In preparing the report, the Investigator will review all facts gathered to determine whether the information is relevant given the allegation.

Hiram College will provide to each party and each party’s advisor, a hard or electronic copy of all evidence and a copy of the preliminary report. Parties will have ten (10) days to submit a written response which the Investigator will consider prior to completion of the investigative report.
The final report will be shared with a Sexual Misconduct Hearing Board (Hearing Board). Sexual Misconduct Hearing Boards consist of three members, chosen from trained faculty and staff. The Hearing Board will review all of the materials presented in the Investigator’s final report.

G. LIVE HEARING

All formal investigations under Title IX will include a live hearing before a Hearing Board. The Hearing Board may not include the Title IX Coordinator, nor the Investigating Officer. For cases in which the Respondent is a student, the Director of Residential Education & Commuter Services shall be the presiding member of the Hearing Board; for cases in which the Respondent is an employee, the Director of Human Resources shall be the presiding member.

1. Participation in Hearing
Participants in the hearing (including parties, witnesses, and the decision-maker), may appear in-person or virtually. If either party requests, the College will configure the hearing so the parties may be in separate rooms, but able to see and hear each other via videoconference technology.

2. Verbatim Record
The College shall arrange for a verbatim recording to be made of the hearing. Said recording may be in the form of a stenographic record, an audio recording, or an audio/video recording.

3. Representation
If a party participating in a live hearing does not have an advisor, the College will provide one to the party for the hearing. The College will bear the cost of the advisor. The advisor may be an attorney, but is not required to be.

4. Standard of Review and Presumption of Non-Responsibility
Hearings shall be conducted using a preponderance of the evidence standard and shall presume the Respondent is not responsible unless the preponderance of evidence demonstrates otherwise.

5. Cross-Examination and Relevancy
Each party’s representative shall be permitted to cross-examine the other party and all witnesses via direct, oral cross-examination. Cross-examination shall be limited to relevant questioning. If the Presiding Member disallows a question as irrelevant, the Presiding Member will explain why the disallowed question was not relevant. No questions or evidence will be permitted regarding the Complainant’s sexual history unless such questions/evidence are offered to prove someone other than the Respondent committed the alleged act, or to prove consent. If an individual does not testify but previously made statements regarding the issues at hand, the Hearing Board may rely on those statements
to the extent permitted by federal law and U.S. Department of Education regulations. If the Hearing Board is permitted by law and regulations to draw inferences based on statements made outside the hearing, it may do so.

H. DETERMINATION OF RESPONSIBILITY

The Hearing Board will make a determination, by a preponderance of the evidence, whether there is sufficient information to support a finding of responsibility. The preponderance of the evidence is the standard whereby the relevant and admissible information is found to support, more likely than not, the allegations. When using the preponderance standard, the nature of the evidence (e.g., whether it is convincing and seemingly true or accurate) matters more than the amount of evidence. This determination must be in writing and include the following:

- Identification of the allegations potentially constituting sex discrimination;
- Description of all procedural steps taken;
- Findings of fact supporting the determination;
- A statement of, and rationale for, determination of responsibility;
- Disciplinary sanctions imposed on Respondent (if any); and
- Remedies offered to the Complainant (if any).

This written determination will be provided to all parties simultaneously along with information regarding how to appeal the Hearing Board’s determination.

If the Hearing Board determines, by a preponderance of evidence, that there is insufficient information to find the Respondent responsible for violating this policy, the case will be dismissed.

If the Hearing Board determines, by a preponderance of evidence, that there is sufficient information to find the Respondent responsible for violating this policy, the Board will determine appropriate sanctions for the Respondent.

When a Respondent is found responsible, remedies will be provided to the Complainant. These remedies will be designed to maintain the Complainant’s equal access to the College’s programs. Remedies may include, but are not limited to, the following:

- Change Complainant’s class/classes
- Provide Academic Support
- Retake a class without penalty
- Change Complainant’s dorm
• Provide counseling
• Issue a “No Contact” order to Respondent
• Require training for the Respondent or the broader student or staff population

I. DISCIPLINARY SANCTIONS

In determining the appropriate sanctions, the Board will:

• Consider a disciplinary sanction(s) designed to eliminate the prohibited conduct, prevent its recurrence, and remedy its effects while supporting the College’s educational mission and Title IX obligations.
• Impose any disciplinary sanction deemed appropriate after a consideration of all of the relevant information.
  ◦ Disciplinary sanctions vary from a verbal or written warning up to termination of employment or expulsion from the College.

The Hearing Board will impose a disciplinary sanction based upon the consideration of the following factors: (1) the Respondent’s prior conduct history (2) the type of sanctions imposed in similar incidents; (3) the nature and violence of the conduct at hand; (4) the impact of the conduct on the Complainant; (5) the impact of the conduct on the community, its members, or its property; (6) the extent to which the respondent has accepted responsibility for his/her actions; (7) the perceived likelihood of the Respondent to engage in similar conduct in the future; (8) the need to deter similar conduct by others; and (9) any other mitigating or aggravating circumstances, including the College’s values.

The imposition of disciplinary sanctions will typically take effect immediately but may be stayed at the discretion of the Director of Residential and Citizenship Education or the Director of Human Resources in consultation with the Title IX Coordinator. A Respondent who separates from the College under any circumstance after a determination of responsibility under this policy is not eligible for re-admittance or re-employment until he/she has successfully completed the terms of any sanctions imposed.

J. APPEALS

There are three conditions under which parties may appeal findings/sanctions imposed:
1. To present substantive new information or evidence likely to affect the outcome of the hearing which was not presented at the time of the original hearing.
2. To provide substantive evidence that shows there was a failure to follow published procedures likely to have affected the outcome of the hearing.
3. If the Title IX Coordinator, investigator(s), or decision-maker had a conflict of interest or bias against any party.

Each party will have one opportunity to appeal.

Appeals must be submitted:
   a. In writing by the party making the appeal.
   b. In a way that clearly specifies the grounds for the appeal (see 1, 2 and 3 above).
   c. Within ten (10) business days of written receipt of the decision of the hearing.
   d. To the Title IX Coordinator who will convey the appeal to the appropriate appellate review official (the Senior Vice-President and Dean of Students or her designee, or the Vice President of Business and Finance).

**XIII. IMPORTANT DEFINITIONS**

**Actual Knowledge** means notice of sexual harassment or allegations of sexual harassment to a recipient’s Title IX Coordinator or any official of the recipient who has authority to institute corrective measures on behalf of the recipient. Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge. This standard is not met when the only College official with actual knowledge is the Respondent. The mere ability or obligation to report sexual harassment or to inform a student about how to report sexual harassment, or having been trained to do so, does not qualify an individual as one who has authority to institute corrective measures on behalf of the recipient.

**Advisor** refers to an attorney or a non-attorney advisor who can provide assistance to the Complainant or Respondent at any stage of the process covered by this policy. The College will provide a list of faculty and staff who have received training to serve as Advisors.

**Clery Act**: Refers to the Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act, 20 U.S.C. Section 1092(f); 34 C.F.R., Part 668.46. It requires colleges and universities, both public and private, participating in federal student aid programs to disclose campus safety information, and imposes certain basic requirements for handling incidents of sexual violence and emergency situations.

**Consent** is the affirmative, unambiguous, and voluntary agreement to engage in a specific sexual activity during a sexual encounter. To meet the standard of consent in
the policy, each participant is expected to give and obtain consent for each separate sexual activity. Hence, even within a single encounter, consent for one form of sexual activity does not mean consent for other forms of sexual activity. This also means that past consent does not imply present or future consent.

Under this definition:

- An individual who is asleep; mentally or physically incapacitated, either through the effect of drugs or alcohol or for any other reason; or who is under duress, threat, coercion, or force is not able to consent.
- One is not able to infer consent under circumstances in which consent is not clear, including but not limited to the absence of a verbal “no” or “stop.” Silence cannot be assumed to indicate consent. While consent can be given by words or actions, non-verbal consent is more ambiguous than explicitly stating one’s wants and limitations. Since non-verbal communication can lead to misunderstandings, students should not rely on that form of communication as a signal of consent. According to this policy, a person who does not physically resist or verbally refuse sexual activity is not giving consent to that activity. If there is confusion during the act, all parties should stop and clarify.
- A verbal “no” constitutes lack of consent, even if it sounds insincere or indecisive. A verbal “yes” constitutes consent only when it is voluntarily and knowingly given by an individual who has the capacity to give consent.
- The existence of a prior or current relationship or sexual activity does not guarantee consent. Even in the context of a relationship, there must be clear communication from both parties that indicates a willingness to engage in sexual activity each time.
- Consent can be granted or withdrawn at any time. Any party may withdraw consent prior to the completion of the act. Withdrawal of consent should be outwardly demonstrated by words or actions. Once consent is withdrawn, sexual activity must cease.

Dating Violence means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the alleged victim. The existence of such a relationship shall be determined based on a consideration of the following factors: the length of the relationship; the type of relationship; and the frequency of interaction between the persons involved in the relationship. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.

Domestic Violence includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult
or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.

Education Program or Activity includes locations, events or circumstances over which the College exercised substantial control over both the Respondent and the context in which the sex discrimination occurs, and also includes any building owned or controlled by a student organization that is officially recognized by the institution.

FERPA stands for the Family Educational Rights and Privacy Act of 1974 which is a federal law that governs the access to educational information and records by public entities such as potential employers, publicly funded educational institutions, and foreign governments.

Formal Complaint means a document filed by a Complainant or signed by the Title IX Coordinator alleging sex discrimination against a respondent and requesting that the recipient investigate the allegation of sex discrimination. At the time of filing a Formal Complaint, a Complainant must be participating in or attempting to participate in the education program or activity of the College. A Formal Complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information required to be listed for the Title IX Coordinator. As used in this paragraph, the phrase “document filed by a Complainant” means a document or electronic submission (such as by electronic mail or through an online portal provided for this purpose by the recipient) that contains the Complainant’s physical or digital signature, or otherwise indicates that the Complainant is the person filing the formal complaint. Where the Title IX Coordinator signs a Formal Complaint, the Title IX Coordinator is not a Complainant or otherwise a party.

Incapacitation: Means the lack of the ability to make rational, reasonable judgments as a result of alcohol consumption, other drug use, sleep, the taking of any so-called “date-rape” drug, unconsciousness, or blackout. An individual unable to make informed judgments is physically helpless. An incapacitated person cannot make rational, reasonable decisions because that person lacks the ability to fully understand the who, what, where, or how of their sexual interaction. Incapacitation is a state beyond drunkenness or intoxication, in which alcohol, drugs, or other factors render one unable to make fully informed judgments or have an awareness of consequences. Evaluating incapacitation also requires an assessment of whether a Respondent knew or should have known of the other individual’s incapacitated state. While incapacitation may be caused by drugs or alcohol, it also includes the state of being asleep, during which time a person is unable to provide affirmative consent.

Informal Resolution Conference: Is intended to allow the Claimant and the Respondent to provide information about the alleged incident(s) of harassment or non-violent sexual misconduct, and to reach a mutually agreeable resolution. This process aims to assure fairness, to facilitate communication, and to maintain an equitable balance of power between the parties.

Investigator: Refers to an official(s) designated by the Title IX Coordinator to conduct an investigation of alleged Sexual Misconduct, and who acts as a witness in the event
of a Formal Hearing. The Investigator will be a trained individual who objectively collects and examines the facts and circumstances of potential violations of this policy and documents them for review. The Investigator will be neutral, free from conflicts of interest or bias for or against Complainants or Respondents.

Mandatory Reporter refers to an individual who is obligated to report any knowledge they may have of Sexual Misconduct. Hiram College defines all faculty and staff as Mandatory Reports except certain “confidential resources” staff. The only students who are designated as Mandatory Reporters are Resident Assistants.

**Non-Consensual Sexual Penetration:** “Sexual penetration” is defined as sexual intercourse, cunnilingus, fellatio, anal intercourse, or any other intrusion, however slight, of any part of a person's body or of any object into the genital or anal openings of any other person's body. Such contact is deemed non-consensual if done without the other person's affirmative consent.

**Preponderance of Evidence:** Refers to the standard by which it is determined at a hearing whether or not a violation of this policy has occurred and means that an act of sexual misconduct is “more likely than not” to have occurred.

**Report:** Refers to any communication that puts a Hiram Mandatory Reporter on notice of an allegation that sexual misconduct occurred or may have occurred. Hiram will investigate all Reports it receives of sexual misconduct. After making a Report, an individual may choose to end their involvement in the process, may choose to be involved or not be involved in the College’s investigation and related proceedings, or may choose to file a Formal Complaint and pursue Formal Resolution or an Informal Resolution Conference. The College strongly encourages all individuals to report incidents of sexual misconduct even if the individual does not intend to pursue a Formal Complaint.

**Reporter:** Refers to an individual who notifies a Hiram Mandatory Reporter of an alleged violation of Sexual Misconduct policy. A Reporter can be any individual who reports to Hiram that they are a victim or survivor of sexual misconduct; that they have knowledge of sexual misconduct happening to or affecting someone else.

Respondent refers to an individual who has been reported to be the perpetrator of alleged conduct that could constitute sexual harassment.

Sexual Assault is an offense that meets the definition of rape, fondling, incest or statutory rape. A sex offense is any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

Rape: The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

Fondling: The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

Incest: Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
Statutory Rape: Sexual intercourse with a person who is under the statutory age of consent.

Sexual Misconduct Hearing Board is convened by the Title IX Coordinator. Sexual Misconduct Hearing Boards consist of three members, two chosen from trained faculty and staff, and with either the Director of Residential Education & Commuter Services or the Director of Human Resources presiding. The Board reviews all of the materials presented in the final investigative report and hears live testimony from the parties and witnesses.

**Sexual Exploitation:** Occurs when a person takes non-consensual or abusive sexual advantage of another for their own advantage or benefit, or the benefit of anyone other than the one being exploited. Examples of sexual exploitation include, but are not limited to:

- Non-consensual video or audio-taping of sexual activity or other private activity, even if that activity occurs in a public or semi-public place;
- Non-consensual dissemination of video, photographs, or audio of sexual activity or other private activity, including dissemination by a third party or a person not involved in the original conduct;
- Exceeding the boundaries of consent (such as, permitting others to hide in a closet and observe consensual sexual activity, videotaping of a person using a bathroom or engaging in other private activities);
- Engaging in voyeurism, exposing one’s breasts, buttocks, or genitals in a non-consensual circumstance or inducing another to expose their breasts, buttocks, or genitals without affirmative consent;
- Prostituting another person;
- Engaging in consensual sexual activity with another person while knowingly infected with human immunodeficiency virus (HIV) or other sexually transmitted disease or infection (STD or STI,) and without informing the other person of such disease or infection; and
- Sexually-based stalking and/or bullying.

Sexual Harassment means conduct on the basis of sex that satisfies one or more of the following:

a) An employee of the recipient conditioning the provision of an aid, benefit, or service of the recipient on an individual’s participation in unwelcome sexual conduct quid pro quo;

b) Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the recipient’s education program or activity;


d) “Stalking” as defined in 34 U.S.C. 12291(a)(30).

Sexual Misconduct is a broad term that encompasses sexually-motivated misconduct as described in this policy, including conduct of an unwelcome and/or criminal nature,
whether such conduct occurs between strangers, acquaintances, or intimate partners. For the purposes of this policy, the following terms are collectively referred to as “Sexual Misconduct” and as defined within: Dating Violence, Domestic Violence, Nonconsensual Sexual Contact, Nonconsensual Sexual Penetration, Sexual Assault, Sexual Exploitation, Sexual Harassment, Sexual Violence, and Stalking.

**Sexual Violence:** Consists of physical sexual acts perpetrated against a person’s will or where a person is incapable of giving consent (e.g., due to the student’s age or use of drugs or alcohol, or because an intellectual or other disability prevents the student from having the capacity to give consent). A number of different acts fall into the category of sexual violence, including, but not limited to, rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

Stalking means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others or any conduct that would cause a reasonable person to suffer substantial emotional distress. This includes stalking that occurs online or through messaging platforms, commonly known as cyberstalking when it occurs in an education program or education activity.

Types of stalking could include, but are not limited to:
- Following the targeted person;
- Approaching or confronting that person in a public place or on private property;
- Persistent and unwelcome attempts to contact the person by phone, electronic communication (including via the internet and cellphones), or regular mail, either anonymously or non-anonymously;
- Vandalizing the person’s property or leaving unwanted items for the person;
- Persistently appearing at the person’s classroom, residence, or workplace without that person’s permission or other lawful purpose;
- Cyber-stalking, in which a person follows, observes, monitors, or surveils another person through the use of electronic media such as the Internet, digital media networks, blogs, cell phones, texts or other similar devices; and
- Using visual or audio recording devices or hidden or remote cameras used without the subject’s consent.

Supportive Measures mean non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the Complainant or the Respondent before or after the filing of a Formal Complaint or where no Formal Complaint has been filed. Such measures are designed to restore or preserve equal access to the recipient’s education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the recipient’s educational environment, or deter sexual misconduct. Supportive measures may include counseling, extensions of deadlines or
other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. The recipient must maintain as confidential any supportive measures provided to the Complainant or Respondent, to the extent that maintaining such confidentiality would not impair the ability of the recipient to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.
Appendix L:  
COVID-19 Policies at Hiram College 2021 - 2022

Hiram College students will continue to adhere to COVID-19 guidelines and policies as indicated in this section of the Hiram College Student Handbook. All students are expected to read this section carefully, monitor their symptoms regularly, and comply with all policies and procedures here within or as modified by further written communication(s). Violation of these guidelines and policies may result in documentation, which may lead to conduct hearing(s), monetary fine(s) and/or adjustments to your housing assignments and student status at Hiram College.

Hiram College has constructed these guidelines, policies and safety practices to protect the Hiram community. Unless you have received a written exemption from the Health Center or your primary care provider, you are required to comply with all guidelines, policies and safety practices. Failure to do so places you and the entire college community at risk. These policies are subject to change at any time, for any reason, including changes in guidance set forth by the CDC and other state and local public health authorities. Please refer to our COVID Updates and Dashboard on the Hiram College website.

COVID-19 Alert System

Campus administrators will be monitoring the following factors to assess campus health throughout the academic year. Should the campus or region meet any of the following indicators, the campus’s alert level may increase. These alert levels, additional migration strategies, and policies may change at any time to ensure the health and safety of the campus community. The current alert level can be found at www.hiram.edu. The color levels are unique to the Hiram College Campus and do not correspond to other alert level colors.

Campus Indicators

- Surrounding Community Caseload: 7-day average of daily cases in 10 surrounding counties; triggered when >50/100,000 per day
- Campus Isolation Capacity: Triggered when >50% occupied (11 rooms)
- Cases on Campus: 7-day average of new daily cases; triggered when increasing for 5 days in a row
- Campus Community Spread: Triggered when there are more than 3 cases in one week that are unrelated through contact tracing

Alert Levels

Level 0 Green: No Pandemic
Level 1 Yellow: Active Pandemic – Minimal Exposure and Spread
Level 2 Orange: Active Pandemic – Limited Exposure and Spread
Level 3 Red: Active Pandemic – Heightened Exposure and Spread
Level 4 Purple: Active Pandemic – Severe Level of Exposure and Spread
Level 0 Green: No Pandemic
- Physical distancing is no longer required.
- Face coverings are no longer required.
- Continue to practice good hand and respiratory hygiene.

Level 1 Yellow: Active Pandemic – Minimal Exposure and Spread
The following is in effect:
- **Face coverings**: Masks are welcome for all and encouraged for those not vaccinated or those not feeling well.
- **Testing**: Testing will occur on campus for any symptomatic individuals on campus.
- **In-Person Gatherings**: Classes will be held in person, activities will be held on campus.
- **Transportation**: The College will continue transportation as scheduled. All passengers in college transportation must wear a face covering.
- **Dining**: The Dining Hall and Bistro will operate under normal dining hours.
- **Athletics**: Student athletes will follow the NCAA Division III and NCAC health and safety plan.

Level 2 Orange: Active Pandemic – Limited Exposure and Spread
The following is in effect:
- **Face Coverings**: Masks are welcome for all and should be worn by those not feeling well and by those not vaccinated inside buildings and outside when physical distancing cannot be easily maintained.
- **Testing**: Students will be tested upon arrival to campus prior to the start of a semester or following a semester break. Testing will occur on campus for any symptomatic individuals on campus. The Health Center will conduct randomized testing of unvaccinated campus community members.
- **In-Person Gatherings**: Classes will be held in person. Due to the difficulty in maintaining physical distancing, all indoor lab classes will require masks. Activities will be held on campus with guidelines for face coverings, physical distancing and handwashing in place.
- **Transportation**: The College will continue transportation as scheduled. All passengers in college transportation must wear a face covering.
- **Dining**: The Dining Hall and Bistro will operate under normal dining hours. Face coverings must be worn in serving areas.
- **Athletics**: Student athletes will follow the NCAA Division III and NCAC health and safety plan.
Level 3 Red: Active Pandemic – Heightened Exposure and Spread
The following is in effect:

- **Face Coverings**: Masks are recommended for all. Unvaccinated campus community members must wear face coverings while on campus.
- **Testing**: Students will be tested upon arrival to campus prior to the start of a semester or following a semester break. Testing will occur on campus for any symptomatic individuals on campus. The Health Center will conduct randomized testing of unvaccinated campus community members.
- **In-Person Gatherings**: Classes will be in person, remote or flex schedule. Masks may be required for in-person classes. Activities will be held on campus or remotely with mandates for face coverings and social distancing required.
- **Transportation**: The College will continue transportation as scheduled. All passengers in college transportation must wear a face covering.
- **Dining**: The Dining Hall will be open at 50% capacity. Face coverings must be worn when in serving areas or when not eating.
- **Athletics**: Student athletes will follow the NCAA Division III and NCAC health and safety plan.

Level 4 Purple: Active Pandemic – Severe Level of Exposure and Spread
The following is in effect:

- **Face Coverings**: Face coverings are required for everyone on campus.
- **Remote Gatherings**: Classes will be remote on a flex schedule. All activities and other in-person events are suspended until further notice.
- **Campus Housing**: The majority of students will move home for the rest of the semester. Students must contact the Office of Residential Education to discuss on-campus housing options on a case-by-case basis.
- **Transportation**: All college transportation will be suspended.
- **Dining**: The Dining Hall will offer meals as takeout only.
- **Athletics**: Student athletes will follow the NCAA Division III and NCAC health and safety plan.

**Face Coverings and Masks**
Hiram College reserves the right to implement a mask requirement at any alert level for any amount of time based on transmission rates at Hiram College and the local community per guidance from CDC. Any requests for medical exemptions to a mask requirement should be submitted to the Julia Church Health Center in a private letter from the student’s health care provider.
**Arrival Testing, Surveillance Testing and Symptom Testing**

Vaccinated individuals may not be required to participate in arrival or surveillance testing per CDC guidelines. If a vaccinated individual develops symptoms of COVID-19, they should immediately wear a mask and contact the Health Center to be tested for COVID-19 as soon as possible.

Individuals who are not vaccinated will be required to participate in arrival and surveillance testing for COVID-19, per CDC guidelines. All unvaccinated individuals will be tested upon returning to Hiram College for the fall 2021 semester. Should a student test positive upon their arrival to Hiram, students whose permanent residence is less than five hours from campus by car will be asked to return home to isolate. Students who live more than five hours away will be placed in an isolation location on campus.

If any student, regardless of vaccination status, begins experiencing COVID-19 symptoms, they should immediately wear a mask and separate themselves from other people. Residential students can do this by going to their residence hall room, their car or an isolated location if they are a commuter. If a student begins experiencing symptoms during normal business hours (M-F, 8:30 a.m. to 5 p.m.), the student should then contact the Health Center at 330.569.5418. If it is outside of business hours, residential students should contact the Residential Education Pro Staff On Call number at 330.569.4025. Commuter Students should contact the Health Center or Residential Education Pro Staff On Call prior to leaving campus. All students should save these numbers in their phones prior to the start of the fall 2021 semester. Additionally, students may want to contact their primary healthcare provider to inform them of the symptoms and seek immediate medical attention by calling 911, if necessary.

Hiram College and the Health Center will continue to follow the CDC’s recommendations and guidelines regarding quarantine, isolation and testing. A student will be cleared to leave isolation once the CDC requirements for ending isolation have been met:

- At least 10 days have passed since symptoms appeared, AND
- They have been fever-free for 24 hours without the use of fever-reducing medication, AND
- Other symptoms are improving.

**Symptom and Self-Monitoring**

All students must monitor for symptoms of COVID-19 before interacting with the campus community. Commuter students must monitor themselves on a daily basis before commuting to campus. Residential students must monitor themselves on a daily basis before leaving their residence hall rooms. Students must be free of any symptoms potentially related to COVID-19 before heading elsewhere on campus or traveling to Hiram College. These symptoms are presently understood to include one or more of the following:

- Cough
- Shortness of breath or difficulty breathing
- Fever (temperature 100.4 F or higher)
- Chills/repeated shakes with chills
- Runny nose or congestion
- Muscle pain/joint pain
- Headache
- Sore throat
- Fatigue
- Nausea, vomiting and diarrhea
- New loss of taste or smell

**Isolation and Contact Tracing/Quarantine**

The CDC defines isolation and quarantine as follows:
- Isolation separates sick people with a contagious disease from people who are not sick.
- Quarantine separates and restricts the movement of people who were exposed to a contagious disease to see if they become sick.

**Isolation**

Hiram College has identified a number of spaces on campus to be used for isolation of residential students who test positive for COVID-19. Commuter students will be asked to isolate at home. The Office of Residential Education and Commuter Services will work with students to ensure that they have adequate and comfortable isolation spaces. College staff will bring meals to isolated residential students. Students who are well enough to complete coursework will be able to do so remotely while they are in isolation. The Health Center will be checking in on students while they are in isolation.
- Any student will be cleared to leave isolation once the CDC requirements for ending isolation have been met: At least 10 days have passed since symptoms appeared, AND
- They have been fever-free for 24 hours without the use of fever-reducing medication, AND

**Contact Tracing/Quarantine**

Should a member of the Hiram College community contract COVID-19, the College will notify the Portage County Health District. Other local, state or federal agencies may also be involved as required by applicable law. The Portage County Health District is charged with conducting contact tracing of confirmed cases of COVID-19 at Hiram College and will work in cooperation with the Health Center and the Office of Residential Education and Commuter Services to promptly identify all individuals who came in close contact of the affected individual for a prolonged period of time starting from two days before the onset of illness, or for an asymptomatic individual, two days prior to a positive specimen collection. The contact tracers will likely not identify the affected individual by name but will notify those contacts that they may have been exposed to COVID-19. Exposed students will quarantine for 14 days in their residence hall rooms, or at home if they are a commuter student, and will self-monitor for symptoms.

The Portage County Health District and the Health Center will conduct calls and follow-up queries with those in isolation and/or quarantine as necessary. For any commuter student who lives outside of Portage County, the respective county health department(s) will work together to achieve a coordinated and thorough response to each case.
If you are not vaccinated and are notified that you were exposed, on or off campus, to someone with known COVID-19, please quarantine yourself and notify the Health Center, even if you do not have symptoms. Health Center staff will guide you through the necessary 14-day quarantine. If you are vaccinated and are notified that you were exposed, you are not required to quarantine unless you have symptoms, however, you should get tested 3-5 days after exposure, even if you don’t have symptoms and wear a mask indoors in public for 14 days following exposure or until your test result is negative.
GUIDANCE FOR RETURNING TO THE CLASSROOM

This document, prepared for faculty, serves as an addendum to the Student COVID polices found in the student handbook and information available on the hiram.edu website. This guidance is subject to change at any time, for any reason, including changes in guidance set forth by the CDC and other state and local public health authorities.

Introduction

The guiding principles for fall 2021 are the same as last year — to ensure the health and safety of everyone in our learning community and to enable students to progress in their academic and career goals. Instruction, however, will be delivered in a face-to-face modality. Only courses that have traditionally occurred online will continue to retain that modality.

In order to make face-to-face learning possible and keep everyone safe in the classroom, please follow the guidelines and rules in this document. We need everyone’s help to maintain our face-to-face setup.

Please note that the fall calendar for 2021-22 has not been adjusted.

Campus-Based Instruction and Course Delivery

- Hiram College will return to teaching in a face-to-face modality in order to build the important learning relationship that is so important for students to be successful. Faculty may, of course, switch modalities from time to time for variety. Only classes that have traditionally been online will continue solely in that modality.

- Classrooms will be configured so that the chair locations are three feet apart. It is critical that students and faculty maintain three feet of distance during the entire instructional period. Chairs and desks must remain three feet apart even when you form circles or small groups during class time. Please move the chairs back to the original setup at the end of each class.

- Laboratory and simulation spaces will be managed to the extent possible so that students are able to maintain at least three feet or more of distance. Faculty and instructors will define the Personal Protective Equipment (PPE) required for each student in the laboratory, which may include face shields, gloves and goggles. PPE must be worn at all times during the laboratory period unless the faculty member specifies differently. Students will be required to maintain a sanitary workspace in the laboratory, which includes sanitizing equipment after use and washing hands before leaving the laboratory.

- Faculty may choose to extend the distance between chairs but will need to work within the number of students in the class. Faculty should contact Jennifer Stewart in the Office of Academic Affairs to discuss alternative classroom spaces if needed, although Academic Affairs may not be able to meet all requests.
To the extent possible, classes will be paperless and contact free. Faculty will use Moodle, email or another electronic platform to deliver information to students as much as possible. Students are asked to read their Hiram emails and check Moodle regularly for any messages from faculty.

Cleaning in Classrooms

- Hiram will sanitize classroom areas once a day. In addition, each classroom will be equipped with disinfecting products and equipment.
- Students and faculty may choose to wipe down their desks and chairs at the beginning or end of class.
- Classes will end according to the schedule in the class schedule.

Moving Between Classes

- There will be no directions for ingress and egress of classrooms and classroom buildings. All members of the campus community must wear masks indoors and in public places following the mandate on campus.

Face Coverings in Classrooms and Public Indoor Spaces on Campus

- Properly fitting face coverings must be worn in classrooms, as well as in all public indoor spaces on campus from August 10 until further notice, depending on public health guidance. This requirement applies to all faculty and students, regardless of vaccination status.
- Any faculty or student may choose to wear their masks at any and all times. This is a welcome practice as face coverings combined with other preventive measures such as getting vaccinated, frequent handwashing and physical distancing can slow the spread of the virus.
- Faculty should invite students to let them know if they are having difficulty understanding or hearing them through face coverings.
- If a student has temporarily misplaced their face covering, a face covering can be obtained from the Welcome Center, Campus Safety, the Dean of Students Office, and residence hall entryways. Additional face coverings may be purchased from the Bookstore.
- While disciplinary action may be a possibility for the refusal to wear a face covering, the primary focus in academics is on promoting awareness of the reasons for face coverings to encourage personal responsibility and voluntary compliance with face covering policies.
- Hiram students and faculty may also report concerns about community members not wearing face coverings to:
Attendance Policy

- Attendance policies (and other policies regarding late work, missed exams, etc.) will be clearly identified in the course syllabus. Faculty are encouraged to highlight this policy during the first class session.

- Hiram’s standard approach for the year is face-to-face learning. Students should expect to attend class in person rather than virtually. Hiram will not hold classes with students attending both in the classroom and via Zoom except in rare situations where advanced accommodations are made by individual faculty. While some students may be permitted to attend class via Zoom, that does not mean others will be allowed to do so. The College hopes that all faculty will follow this guideline so that students understand the importance of class attendance in person.

Office Hours and Open Door Policy

- Faculty will establish regular face-to-face (masked) or Zoom office hours and communicate the hours readily to students. Advising appointments may be conducted face to face or on Zoom.

- Faculty and staff will return to the normal routine of being on campus and in offices with open doors. Students should be proactive in asking for help and communicating with faculty members. Faculty are here to support students, so please encourage students to reach out.

Examinations

- Final examinations will be given in person, maintaining three feet of distance in the classroom.

- Faculty members will inform students on the syllabus of the nature of all examinations.

Faculty Illness

- Faculty members who become ill should stop teaching immediately. Each faculty member will find a substitute or give instructions to students on how to continue the course. Faculty should follow the employee COVID-19 Quick Reference Procedure Guide found on the Human resources website.

Student Illness

- If a student begins experiencing COVID-19 symptoms, they should immediately separate themselves from other people. All students should contact the Julia Church Health Center at 330.569.5418. If a student tests positive on campus, the Health Center
will have them sign a release so faculty can be notified. If a student tests positive off campus, they are advised to call the Health Center and a staff member may notify faculty. Students are strongly encouraged to contact the Health Center at the onset of symptoms or a positive test result to ensure the health and safety of the campus community.

- Students should contact their faculty members at the onset of illness to inform them of the situation. Faculty should provide students guidance on how to keep up in the course.

**Using the Library**

- The library staff is willing to work with students in person or via Zoom. Students can visit the library first floor or contact the library at 330.569.5489 or library@hiram.edu. Students are welcome to visit the library to enjoy the comfortable chairs and café.

- If students use a study room or group study room in the library, they must follow the posted instructions.

- The library’s eBooks and online journals are available 24/7 from the library’s website, library.hiram.edu.

**Communication Regarding Academics**

- Students with academic complaints and concerns should contact the Office of the Dean of Academic Affairs at 330.569.5125.

- Students may also contact the College’s associate deans directly:
  - Dr. Ella Kirk (kirkew@hiram.edu, 330.569.5150, third floor Hinsdale)
  - Dr. Jeff Swenson (swensonjc@hiram.edu, 330.569.4324, Hinsdale 205)