Student Handbook

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 with and comply with its contents. The College reserves the right to make any necessary changes to the Student Handbook as needed and will notify students accordingly as changes occur.

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.

Last Revised: August 2025

EMERGENCY PROCEDURES

AND SAFETY INFORMATION

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

Campus Safety:	**330.469.4119 (Duty cell phone)**
College Automated Switchboard:	**330.569.3211 (Dail 0 from campus)**
College Announcements Phone:	**330.569.5959**
Emergency (Police, Fire, or Ambulance Services):	**911**
Hiram Fire Department:	**330.569.9826 (non-emergency)**
Hiram Police Department:	**330.569.3236**
Portage County Sheriff:	**330.296.5100 (or 911 emergency)**
Hiram College Health Center:	**330.569.5418**
University Hospitals Geauga Medical Center:	**440.285.6000 or 800.548.9738**
University Hospitals Portage Medical Center:	**330.297.0811 (330.297.2850 emergency)**

SHOULD THERE BE A 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 voicemail
   - 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 include, but are not limited to, 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.

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Student Conduct at Hiram

Our Expectations

Welcome to Hiram College. Our institution, founded in 1850, is a residential liberal arts college with a proud history of educational innovation and excellence. Enrollment at Hiram is a privilege. With that privilege comes the responsibility of our students to accept a commitment to uphold the Student Code of Conduct and the Standards of Community Living as established by the College. The College will not condone violations of local, state or federal laws, nor will it support conduct the College considers to be detrimental to our mission. As members of the community, we expect our students to uphold the College's standards of academic and social conduct. Students are responsible for being knowledgeable of these published policies.

The policies in this handbook 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 the rights and responsibilities described below.

Our Student Conduct System

The College's student conduct 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 unbecoming behavior. Sanctions may include educational opportunities, fines, restitution, prohibitions, loss of housing, as well as suspension or dismissal/expulsion 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 student conduct system is an internal, private process that gives alleged student offenders:

- Notice of alleged violations of college standards
- The opportunity to be heard before a decision is made regarding the consequences for alleged violations of college standards.
- An opportunity for learning, growth, and development.

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 or disruption to the academic program is perceived, the College may act without regard to student conduct procedures. Student conduct procedures will be implemented within a reasonable timeframe after the perceived threat of imminent danger has passed.

Enrollment at Hiram College requires a commitment to abide by the standards of conduct described in this document. At the beginning of each academic year, students will receive an email containing the

updated Student Handbook and as well as an acknowledgement form that the handbook was received and reviewed.

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 away trips within and outside the United States, field trips, internships, practicums, 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 deny the continuation of enrollment of any person accused of, 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 Dean of Students to determine whether continued enrollment at Hiram College will be permitted. Mitigating factors include evidence of rehabilitation for a designated 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.

The student conduct administrator reserves the right to hold student conduct hearings during final exams, recess/break periods, and during the summer. Cases that occur directly before or during final exams may be heard at the start of the next term. Students are held accountable to the Code of Conduct through graduation, or for up to one semester following enrollment. During the summer, recess/break periods and final exams, the Assistant Dean of Students may choose to act unilaterally as the hearing officer, or they may employ an alternative means to adjudicate student conduct 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 notification of the alleged violations, or complaints.
3) Students have the right to review written 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 student conduct board hearing.
5) Students have the right to know the outcome following a scheduled meeting.
6) Students have the right to present witnesses who have direct (not hearsay) evidence pertaining to a conduct board hearing.
7) Students have the right to submit written statements/documentation (including witness statements) up to 24 hours after a scheduled hearing.
8) Students may present allegations of policy violations.
9) Students may initiate action within the student conduct system by filing an incident report.
10) Students have the right to present information ***at the time of a meeting/hearing board*** 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 a conduct meeting/hearing board timeline.

Statement of Student Responsibilities

1) Students are required to attend conduct meetings/boards hearings at the date and time stipulated.
2) Students are required to submit written allegations before a conduct meeting/board hearing will be scheduled.
3) Students are expected to report alleged violations promptly.
4) Students are expected to conduct themselves with civility and integrity.
5) Students are required to make/keep appointments at the request of student conduct personnel.

Statement of College Rights

1) The College reserves the right to pursue student conduct action at any time, including instances when an allegedly aggrieved student has declined to do so.
2) The College reserves the right to pursue violations of the Code of Conduct 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, student conduct action.
4) The College reserves the right to refrain from holding a student conduct meeting/board hearing for 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 student conduct 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 student conduct 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 the perceived threat.

Statement of College Responsibilities

1) The College will enforce standards of student conduct and community living 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 student conduct meeting/board hearing.
5) The College's student conduct policies and procedures are not a substitute for civil and/or criminal procedures.

Diversity, Inclusion, and Belonging

All are welcome on this hill. 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 mission of our diversity and inclusion efforts is to help secure Hiram College as a world class model of academic excellence. In keeping with the evolving 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 who will benefit our nation and world.

Student Conduct Procedures

Disclosure Notice

Student conduct meetings and board hearings are closed and confidential; however, the College reserves the right and at times holds responsibility 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 meetings and board hearings, the student conduct system uses a standard of proof called **"the preponderance of the evidence."** This means that, in order to find a student responsible for a violation, the evidence must show that it is **more likely than not** that the violation occurred—in other words, there is a greater than 50% chance it happened.

This is a lower standard of proof than what is used in criminal courts, such as **"beyond a reasonable doubt"** or requiring a **unanimous decision**. The student conduct process does **not** use those stricter standards.

Student Organizations

All student clubs and organizations are expected to abide by the Code of Conduct in this Handbook as well as all rules and regulations in the Student Organization Handbook published 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 resolve the matter or make a referral to the Dean of Students' Office. Individual members of an organization that violates 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 Director of Campus Involvement.

Incident Reports

All student conduct system activity commences with the filing of a written incident report. Informal conversation regarding potential violations of student conduct is welcome; however, no action will be taken until an incident report is filed with the Dean of Students Office.

Anyone (student, faculty, staff member, or visitor) may file an incident report, though some incident reports are required by one's position, such as a Resident Assistant or a Campus Safety Officer.

An incident report provides documentation of any situation, especially a situation where a violation of the Student Code of Conduct may have occurred. Incident reports should describe what happened and any supporting details. Incident reports should be objective and not include judgmental statements, allegations, or assumptions.

Incident reports should be submitted to the Assistant Dean of Students via the public incident report form while Residence Life staff should utilize the report form found within eRezLife. The parties involved may be asked to attend a student conduct hearing based on the incident report.

Notification to all parties involved in student conduct matters will be made by the Assistant Dean of Students (or their designee) through Hiram College email. Notification of alleged violations will usually occur within ten business days of filing an incident report.

Amnesty

At Hiram College, the safety and well-being of our students are our highest priorities. We encourage students to support one another and embrace the philosophy: *"If you see something, say something, and/or do something."* However, we understand that some students may hesitate to take action out of

concern that they might face disciplinary consequences—for instance, an underage student may be reluctant to seek help for a peer experiencing alcohol-related distress.

To foster a caring and responsible community, Hiram College supports students who, in good faith, seek help for themselves or others by contacting a Resident Assistant, Campus Safety, or emergency services. While policy violations are taken seriously, the College may consider informal resolutions rather than formal disciplinary action in these situations, recognizing the importance of acting as a good Samaritan.

Conflict of Interest

All student conduct hearing staff, including Area Coordinators and Student Conduct Board members, must step down from a case if they have a conflict of interest that could affect their fairness. Anyone involved in the case can report concerns about a conflict of interest to the Assistant Dean of Students. The Assistant Dean will review the situation and decide if a conflict exists. If needed, they will assign someone else to take the place of the person with the conflict.

Interim Sanctions

An interim sanction is an administrative action that may include hospitalization, removal from campus, a housing assignment change within the residence halls, no contact order, 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 resolved.

During interim suspension, accused student(s) will be denied access to the campus (including classes) and all other college activities or privileges. 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. Special requests to return to campus for any reason may be directed to the Dean of Students' Office and must be approved prior to returning to campus.

Misconduct Levels

The Assistant Dean of Students coordinates the conduct process and makes a preliminary determination regarding which portion of the Code of Conduct may have been violated and which arm of the student conduct system should hear the student conduct meeting. The College's student conduct system is structured so that student conduct personnel hear evidence based on the level of the alleged violation and a student's prior conduct history.

Failure to make/keep an appointment with the requesting student conduct personnel will result in a hearing on behalf of the alleged violator in absentia. A determination will be made based on the information and/or documentation available at the time of the meeting/hearing. The absentee

alleged violator will also be fined a $50 non-attendance fee that will be placed on the alleged violator's student account.

Level I include minor individual infractions of the Code of Conduct and first-time, low-level breaches of residential community living standards.

These violations are typically addressed by the Assistant Director of Residence Life, the Assistant Dean of Students, or their designee, within a reasonable timeframe—generally within ten business days of the incident report being filed. Students alleged to have committed a violation will receive written notification outlining the allegation(s), along with instructions for scheduling a meeting with the designated hearing officer.

- Sanctions for Level I violations may include a standing sanction, verbal or written warning, restitution, community service, 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.**

Level II violations include individual infractions of the Code of Conduct and mid-level violations of the residential standards of community living for second time offenders.
Level II violations are heard by the **Director of Residence Life, or the Assistant Dean of Students (**or their designee) within a reasonable amount of time (usually ten business days) of filing an incident report. Alleged violators will be notified of the allegation(s) with instructions to set up a meeting with the designated hearing officer.

- Sanctions for Level II violations may include a standing sanction, written warning, restitution, community service, 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.**

Level III violations include significant individual and student organization infractions of the Code of Conduct or residential standards of community living, as well as repeat violations of the same policy.

Level III violations are heard by **the Assistant Dean of Students** (or their designee). Alleged violators will be notified of the allegation(s) within a reasonable amount of time (usually ten business days) of filing an incident report. Alleged violators will be notified of the allegation(s) with instructions to set up a meeting with the designated hearing officer.

- Sanctions for Level III violations may include a standing sanction, restitution, community service, reflection/research paper, required counseling, controlled substance education seminar, written letter of apology, loss of campus privileges, loss of sports participation, 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 immediate residence hall removal or suspension. **Sanctions escalate with repeat offenses.**

Student Conduct Meeting Procedures (for Level I and II Incidents)

- ***A scheduled hearing with a student conduct officer takes priority over all other non-academic College activities.***
- The student conduct meeting officer will meet individually with all parties involved and determine responsibility or non-responsibility of each individual.
- At the discretion of the Assistant Dean of Students, additional members of the College community may be called to serve as hearing officers.
- A student named as an alleged violator will not be permitted to bring a support person. (parents and attorneys are expressly excluded). All items discussed during a student conduct meeting are FERPA protected, and thus without knowledge of a waiver, information cannot be discussed with other members of the Hiram Community or Beyond. (amdt. Unless behavior is persistent or pervasive in such a way that conversations with families, supporters, or faculty/staff is deemed the best intervention strategy)
- If the alleged violator is found responsible, the hearing officer will determine an appropriate sanction.
- Students will be notified in writing of the outcome of the meeting.
- Students have the right to present witnesses who have direct (not hearsay) evidence pertaining to an alleged violation.
- Students may have the option to forego a student conduct meeting and accept responsibility (in writing) and have sanctions assigned in absentia.

If the alleged violator is not found responsible, the incident report will be closed and discarded upon separation from the College. All other records are kept for a period of 10 years from the date of creation, except for students removed from housing and those who have been suspended or expelled.

Level III violations are severe involving individuals or student organizations that may result in removal from housing, disciplinary suspension, and/or expulsion from the College.

Level III violations may also be heard by a Student Conduct 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 Assistant Dean of Students for alleged conduct which may result in disciplinary probation, suspension, or expulsion.

Alleged violators will be notified of the allegation(s) and receive a copy of the incident report with instructions to schedule a Student Conduct Board meeting within three business days of receipt of the notice.

Student Conduct Board Hearing Procedures (for Level 3 incidents)

- A Student Conduct Board will be convened as soon as possible.
- ***A Student Conduct Board hearing takes priority over all other non-academic College activities.***
- The 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 Student Conduct Board will determine responsibility or non-responsibility. If the alleged violator is found responsible, the Student Conduct Board will recommend an appropriate sanction to the Dean of Students (or their designee).
- 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.**
- When possible, results of a Student Conduct Board hearing (Level III) and a Sexual Misconduct Hearing Board hearing (Level IV) will be delivered in person during a meeting with the Assistant Dean of Students. In some cases, students will receive a letter delivered to their residence hall room or by certified mail to the permanent address on record with Hiram College.

The Student Conduct Board is comprised of three trained members from the faculty and staff of the College. Student Conduct Board members participate in an initial training period and are called to serve on the Board on a rotating basis.

- All three Student Conduct Board members must be present for a case to be heard.
- The Assistant Dean of Students (or their designee) will act as the liaison between the students involved in the case and the Student Conduct Board. This will include the 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 Student Conduct Board will meet as needed.
- For a script of the Student Conduct Board Hearing procedures, please refer to Appendix B of the Student Handbook.

Level IV violations involve sexual misconduct and alleged violations of Title IX.

Level IV violations are heard by the **Sexual Misconduct Hearing Board**. 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 Assistant Dean of Students. The Assistant Dean has final say over what (if any) sanctions are issued.
- 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.**

- 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 to the Dean of Students.

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 C in this Handbook.

Board Hearing Participants

Board Hearings may be attended by:
1) hearing personnel as determined by the College,
2) the complainant, or representative of the College who wrote the incident report
3) the alleged violator,
4) one support person from within the Hiram College campus community for consultation with the complainant,
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 student conduct 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. To be clear, a support persons role is to support, supporter testimony will not be heard unless specifically asked for by the hearing board.

Witnesses for Board Hearings

Witnesses may be asked to provide evidence during a student conduct meeting or board hearing. To participate in a board hearing, potential witnesses must submit a written statement outlining the nature and relevance of their testimony to the Assistant Dean of Students at least 24 hours before the hearing. The hearing body will review each statement to determine whether the witness will be permitted to testify and how many witnesses will be allowed.

Generally, hearsay testimony is not accepted, as it is typically not considered useful. The Assistant Dean of Students will decide whether character witnesses are appropriate and, if so, how many may participate.

Appeals of Student Conduct System

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 student conduct system for one of two reasons:

1. to present substantive *new information or evidence* likely to affect the outcome of the meeting/hearing which was not presented at the time of the original meeting/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), and/or
2. to provide substantive evidence that there was a *failure to follow published procedures* likely to have affected the outcome of the meeting/hearing.

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

Appeals must be submitted:
a) in writing via an Appeal Form on eRezLife by the student making the appeal (persons other than the student appellant may not submit appeals on behalf of the student. 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 officer/body
d) to the Assistant Dean of Students who will present the appeal to the Dean of Students who acts as the appellate hearing officer.

The Dean of Students may:
a) dismiss the incident altogether with, or without commentary
b) uphold the original finding/sanction with or without commentary
c) alter the finding/sanction with or without commentary
d) return the incident to be reheard with or without commentary. If a case is returned for re-hearing, the Assistant Dean of Students will appoint new student conduct hearing officers and follow procedures as if an incident report was newly received.
e) Deny the appeal due to lack of new evidence.

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

Disciplinary Sanctioning

If a student is found responsible for violating a policy, a series of progressive sanctions will be recommended by the appropriate conduct officer or hearing body. Sanctioning strives to encourage students to learn from their mistakes, be responsible for their choices, and make restitution with the necessary parties. A student's conduct record does not reset from year to year. The various sanctioning types are defined below:

1. Standing Sanctions: While the facts of each incident are viewed independent of prior acts, sanctioning takes into account prior misconduct and consequences escalate according to the following statuses:
    a. Informal Resolution – Written apology, ability to right the wrong
    b. Verbal Warning - On notice regarding inappropriate behavior
    c. Written Warning – Written notice regarding inappropriate behavior
    d. Disciplinary Probation (and extended disciplinary probation) – Final warning for a period of one to three semesters, including possible loss of housing privileges. This includes extended and final disciplinary probation.
    e. Housing Probation – Loss of housing privileges due to continued display of inappropriate behavior. Housing probation may remain in effect for a period of 1-3 semesters.

f. Suspension – Temporary removal from campus (and student housing) for a period of one or more semesters
g. Expulsion – Permanent removal from campus with the inability to return as a student in the future.

2. Educational Sanctions: Possible sanctions include a written research or reflection paper, educational assessment, online course, community service, coach/student organization advisor contact, and others.

3. Punitive Sanctions: Monetary fines, personal restitution, reimbursements, or fees.

Failure to satisfy the requirements of a sanction will result in a fine of at least $50 until the sanction is completed, in addition to additional sanctioning for failure to comply. A financial hold may prevent a student from doing business with the College, receiving final grades or transcripts, as well as prohibiting graduation. There is no student right to a hearing for failure to comply with sanctioning.

Hearing officers may skip any of the above progressive sanctioning options in an egregious situation. 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.

Confidentiality and Disclosure to Parents and Others

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

Specifically, parents or guardians and/or police can 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 removal, 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 conduct hearing officer or the Dean of Students office to make sure a student's supporters are aware of the situation, notify them of possible consequences, and respond to questions.

Missing Student Notification Policy & Procedures

Any institution participating in a Title IV federal student financial aid program that maintains on campus housing facilities must establish a missing student notification policy and related procedures for those students who live in on campus housing and who have been missing and/or not responding to outreach for 24 hours. If, after investigation, Campus Safety and the Dean of Students Office determine that a student has been missing for more than 24 hours, appropriate action will be taken. The definition of a "reasonable amount of time" may vary depending on the time of day and the information available about the student's daily routine, habits, punctuality, and reliability. In certain

cases, a student may be considered missing immediately if their absence occurs under suspicious circumstances or raises concerns for their safety. If a missing person report is initially made to a Hiram College department or office other than Campus Safety, the employee receiving the report must notify the Hiram College Campus Safety Department without delay.

For purposes of this policy, a student shall be considered missing if a roommate, classmate, faculty member, family member or other campus person has not seen the student in a reasonable amount of time, reports the pertinent facts to the Hiram College Campus Safety Office and Dean of Students Office. **Procedures for Designation of Emergency Contact Information**
(1) Students age 18 and above and emancipated minors. Students living on campus shall be given notice of this policy and an opportunity to designate an individual or individuals to be contacted by the college "in case of emergency." Contact information shall be registered confidentially, shall be accessible only to authorized campus officials, and may only be disclosed to law enforcement personnel in furtherance of a missing person's investigation. In the event a student is reported missing, the Hiram College Campus Safety Department or Dean of Students staff shall attempt to contact his/her emergency designee no more than 24 hours after the time that the student is determined to be missing in accordance with the procedures set forth below. An emergency contact designee shall remain in effect until changed or revoked by the student.

(2) Students under the age of 18. In the event a student living on campus who is not emancipated is determined to be missing pursuant to the procedures set forth below, the college shall and is required to notify a custodial parent or guardian no more than 24 hours after the student is determined to be missing in accordance with the procedures set forth below.

Official Notification Procedures for Missing Persons

A. Any faculty, staff or student who has information that a residential student may be a missing person must notify the Campus Safety Department as soon as possible and no later than 24 hours after they determine a student may be missing. HCCSD and Dean of Students Office staff shall also follow up on notification by other individuals such as friends or family members.

B. The Hiram College Campus Safety Department and the Dean of Students staff shall gather information about the residential student from the reporting person and from the student's acquaintances (including, by way of example, description, clothes last worn, where student might be, who student might be with, vehicle description, information about the physical and mental well-being of the student, an up-to-date photograph, class schedule, etc.). Appropriate campus faculty and/or staff shall be notified to aid in the search for the student.

C. No later than 24 hours after determining that a residential student is missing, the Hiram College Campus Safety Department or Dean of Students staff shall notify the emergency contact (*for students 18 and over) or the parent/guardian (for students under the age of 18) that the student is believed to be missing. *Contact is contingent upon the correct emergency contact information being made available by the student.

Notification to Local Law Enforcement
Regardless of whether the student has identified a contact person, is above the age of 18, or is an emancipated minor, within 24 hours the law enforcement agency with local jurisdiction, the Hiram Police Department, will be informed of a missing student, unless the local law enforcement agency was the entity that made the determination that the student is missing.

Campus Communication about Missing Students

In all cases when the student is declared missing by the Hiram College Campus Safety Office after an initial investigation and in consultation with Hiram Police and other law enforcement agencies as appropriate, the HCCSD and Dean of Students Office will coordinate with the Hiram College Marketing and Media Relations Office to provide information to the media and other outlets that is designed to obtain public assistance in the search for any missing student. This coordination will ensure that investigations are not impeded by the release of information.

Record Retention

If the alleged violator is found not responsible, the incident report will be closed and discarded upon separation from the College. Records of students found in violation are kept for a period of 7 years from the date of creation. Records of students who were removed from housing, suspended, or expelled are kept indefinitely.

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-affiliated programs or activities when the behavior of such persons is perceived by the College to endanger themselves or others either in, or outside of, the Hiram College community. Endangerment 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 Dean of Students. These behaviors and situations may necessitate immediate removal from the College and residence halls by the Dean of Students (or their designee) until an appropriate intervention can be determined. In addition, parents and/or law enforcement authorities may be notified of the situation. Reinstatement to the 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.

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 and 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 or mental health care practitioner who can conduct a thorough evaluation, as well as provide a diagnosis and a treatment plan to assist students in learning to manage their situation. If a student's permanent residence is outside Ohio, an evaluation from the counseling center will be completed soon after the student is discharged from the hospital/medical facility. Thus, this process can expedite the return to campus for out-of-state students.

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, Executive Director of Health and 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 Dean of Students (or their designee) who will decide 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 behavioral 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.

Dissent and Disruption: Peaceful Protests and Demonstrations

The College respects the right of individuals to engage in peaceful and organized demonstrations. While such demonstrations are not prohibited, the College reserves the right to establish reasonable guidelines regarding the time, place, and manner in which they occur. These guidelines are intended to ensure the safety of the campus community and the continuity of normal College operations.

Any member of the College community has the right to bring a complaint against other member(s) regarding the disruption of normal College operations. Such complaints will be presented to or initiated by the Dean of Students (or their designee). If, after personal observation, the Dean of Students (or their 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 student conduct action and/or civil disciplinary action in accordance with the elements of fair procedure.

The College does not seek to censor the expression of ideas, but rather to maintain a safe campus and order. All forms of protest, including but not limited to sit-ins, student strikes, parades, picketing, and protest meetings must be organized through the appropriate procedures. The scheduling of an event known or considered to provoke public controversy requires adequate advance notice—in this case, advance notice is ten business days.

Those who wish to sponsor a demonstration or peaceful protest on college property are required to submit the Peaceful Protest/Demonstration Form. Afterward, the individual or group will be contacted to set up a meeting with the Office of Campus Involvement and Campus Safety. During this meeting, they will go over:

- College policies
- Specific guidelines for demonstrations
- Safety and risk management concerns

The group must also reserve a space for the demonstration through the Conferencing & Events Office using Mazévo. Additionally, Campus Safety Officers may assign specific areas on campus where the demonstration is allowed to take place.

The College reserves the right to control the time, place, and manner of events that occur on campus.

Demonstration Guidelines:

- Demonstrations must occur in the defined location approved by The Dean of Students Office and Campus Safety.
- Demonstrations may not block access to the venue in which another event is being held.
- Demonstrations utilizing pickets, large items, bullhorns, or other loud or amplified sound-making devices are usually confined to the exterior of buildings so as not to disrupt regular and essential operation of the College or create health and safety issues. Demonstrations with a noise level that disrupts other authorized activities on the College campus violate College policies. Connection to the College's utilities (power, etc.) must be approved in advance (during the weekday) by the Physical Plant.
- Distribution of materials, such as leaflets, may not be confrontational in nature. Those involved in handing out said materials must allow people to decline to receive the materials.
- Organizers must remove all items and materials at the end of the demonstration. Groups must clean up after their events. If the group neglects to clean up after their event, then they could be fined and student conduct action could occur for the group or individuals involved.
- Demonstrators are not allowed to use intimidating tactics or unwelcome physical contact between demonstrators, counter-demonstrators, the audience, the speaker or performers, or College officials.
- Chalking, with water-soluble chalk only, is allowed on campus sidewalks in locations where chalk can naturally dissolve by rain and weather elements. Spray chalk is not allowed. Chalking on buildings, within 10 feet of any door, signs, or non-sidewalk surfaces is strictly prohibited to prevent damage to the structure and injury to anyone stopping at entrances or exits. Contact information must be included in all chalked advertising. Advertising or messaging on classroom or meeting room chalkboards is not permitted. Demonstrators may not mark or use trees or College structures to support or display signs, messages, materials, or equipment without prior approval of the Office of Strategic Marketing and Media Relations.
- Participating in an approved protest does not exempt participants from academic, work, or personal responsibilities and commitments.
- Unless approved, encampments are not permitted.

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

Student Code of Conduct

Alcohol (**Level I or II**) Any act that violates the College or a residential living policy on the consumption, possession, sale, and advertising of alcoholic beverages:

a. Underage possession, consumption, and/or use of an age-restricted alcoholic beverage, empty container, or packaging (including "decorative" containers where labels have been removed).
b. Mass consumption devices including, but not limited to, kegs, beer bongs, and other common-source containers.
c. Abuse and/or public intoxication, which includes having a blood alcohol content of .08 or higher, 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. This includes water pong and other games that mimic a drinking game.
e. Supplying underage individuals with alcohol.
f. Consumption and/or possession of an open alcohol container in a public area including hallways, lounges, lobbies, club rooms, porches, lawns, and courtyards.
g. Consumption, possession, or transportation in an underage area (including "decorative" containers). These areas include Miller Hall, Whitcomb Hall, and the third floor of Henry Hall. An underage residential space such as a double room, suite in East Hall, or Townhouse is defined as a living environment where fewer than half the assigned residents are 21 years old or older.
h. Alcohol brands and alcohol products are not to sponsor student events, nor be reflected on College-sponsored apparel.
i. Consumption/possession during a campus dry period or dry area.

Hiram College has adopted the following <u>minimum</u> sanctions for alcohol violations:
First offense: $100 fine; standing sanction, educational sanction to be determined by the conduct officer, notification to coach, parental notification via phone call following outcome.
Second offense: $200 fine; standing sanction, educational sanction to be determined by the conduct officer, notification to coach, parental notification via phone call and follow up letter.
Third offense: $300 fine; standing sanction, educational sanction to be determined by the conduct officer, community service, notification to coach, parental notification via phone call and follow up letter.
Fourth offense: $500 fine; standing sanction, educational sanction to be determined by the conduct officer, community service, notification to coach, parental notification via phone call and follow up letter. A student conduct board hearing will be called with the strong possibility of removal from housing or academic suspension for a minimum of one semester.

Student conduct hearing officers have 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.

Animals
Animals, including domesticated pets, can pose various health and safety concerns to the campus community such as allergic reactions to animal dander, excessive noise, animal bites, and disease transmission (i.e., fleas, ticks, parasites, viruses, or bacteria). It is prohibited to bring animals inside a college-controlled building or venue (including the stadium), except in the following exempted cases:

- Service animals aiding people with disabilities.
- Working animals for emergency personnel, such as a police K-9 unit.
- Registered student pets and approved Emotional Support Animals (ESAs) living in residence in accordance with the Standards of Community Living.
- Faculty and staff pets vetted through a supervisor and building manager (such as an Area Coordinator's dog).
- Animals directly related to an academic purpose such as research or a classroom assignment with prior permission from an instructor or lab manager.

a. While on College grounds, animals must be maintained on a leash of six feet or shorter, on a restraining harness, or in a caged enclosure.
b. Animal owners are responsible for the behavior of their animal and cleaning up any messes made by their animal.
c. Anyone who brings an animal on college grounds assumes all financial responsibility for any damages to property or injury to individuals caused by the animal.
d. Pets may not be tethered to college buildings, structures, motor vehicles, trees, railings, light poles, benches, posts, or other structures.
e. Unapproved animals are not permitted to visit residence halls.
f. Abandoned and neglected animals will be reported to local law enforcement.

Campus Dining (Level I-III)

a. To enter the dining hall, students or guests must produce a proper form of payment or active meal plan via one's Hiram student ID card. Failure to produce the aforementioned will result in denial of entry.
b. Failure to swipe one's student ID card upon entry to the dining hall (with or without the intention to consume food or beverage) is considered theft.
c. All students must be in possession of their own Hiram student ID card. Using another student's ID card and/or meal plan (with, our without the other student's permission), is prohibited. Meal plans may not be transferred or loaned.
d. Removal of dishware, cups, utensils, food, and beverages is prohibited with the exception of one dessert per visit.
e. Throwing food, food fights, and intentional food waste is prohibited.
f. All dining patrons are to clean up after themselves and return used dishware and utensils to the dish room upon exiting the dining hall.
g. With the exception of service animals, pets or emotional support animals are not permitted in spaces where food is being served or consumed.
h. Per health code, shirts and shoes are required while eating in campus dining locations.
i. Students are expected to maintain respectful conduct and refrain from using profanity, offensive language, or engaging in obscene behavior in campus dining areas.
j. Dining Services staff are authorized to establish additional behavioral standards beyond those outlined in this document.

Courtesy Hours (Level I)

Denotes a volume level that is expected 24 hours a day and specifically applies to all times outside of designated residential quiet hours. Residents, their guests, and registered animals are to be sensitive to the noise they are producing both inside and outside. Audio equipment should not be heard clearly through a closed door. Students who are confronted by a neighbor or staff member with a reasonable request to lower their volume are expected to comply.

Damage to Property (Level I or II)

a. Actions that produce repairable or permanent destruction of property, regardless of intention

(including graffiti) belonging to the College, a community member, or visitor.

b. Pulling open locked exterior doors without an ID can damage the opening mechanism and will automatically result 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 Residence Life 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)

a. Unlawful use, manufacture, sale, distribution, possession, or consumption, or being impaired under the influence of any narcotic, controlled drug or substance, or drug paraphernalia.
b. The Ohio Medical Marijuana Control program allows Ohioans who are registered patients to use cannabis as medical marijuana to treat certain conditions. However, the possession and use of marijuana remains illegal under the federal law to which the college is subject, including the Drug-Free Schools and Communities Act, the Controlled Substances Act, and the Campus Security Act. Therefore, medical marijuana cards are not honored on campus. The use, manufacture, sale, distribution, possession, or consumption of marijuana (in all forms) - medical or recreational - continues to be prohibited while a student is on college-owned or controlled property, while using college transportation, or at any function authorized or controlled by the College. Hemp products containing more that 0.3% THC are also banned. Questions concerning medical marijuana should be directed to the Hiram College Health Center.
c. It is also prohibited to use prescription drugs in a way other than how the substance is intended and prescribed. Prescribed drugs should be stored safely in their original containers and be clearly labeled with the prescribed student's name.

Hiram has adopted the following minimum sanctions for drug violations:
First offense: $100 fine; standing sanction, educational sanction to be determined by the conduct officer, notification to coach, parental notification via phone call following outcome.
Second offense: $200 fine; standing sanction, educational sanction to be determined by the conduct officer, notification to coach, parental notification via phone call and follow up letter.
Third offense: $300 fine; standing sanction, educational sanction to be determined by the conduct officer, community service, notification to coach, parental notification via phone call and follow up

letter. (In most cases this will involve a substance abuse evaluation administered by an off-campus agency).
Fourth offense: $500 fine; standing sanction, educational sanction to be determined by the conduct officer, community service, notification to coach, parental notification via phone call and follow up letter. A student conduct board hearing will be called with the strong possibility of removal from housing or academic suspension for a minimum of one semester.

The student conduct hearing officer 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. Drug violations may also impact financial aid eligibility.

Endangering Behavior (Level II - IV)
Taking or threatening action that endangers the safety, physical or mental health, or life of any person, or creates a reasonable fear of such action; intimidation.

Failure to Comply (Level I)
a. Unwillingness to cooperate with a College employee or a civil authority's reasonable request upon the first ask.
b. Withholding information in a student conduct hearing.

Failure to Complete Required Sanctions (Level II)
Failure to complete any/all sanctions will result in an automatic fine and/or additional conditions or requirements. Fines for failure to complete a sanction will start at $50 and could be greater depending on the number of extend of the sanctions assigned.

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 cards, timecards, parking permit, drop/add slip, etc.
b. Possession of a false state ID or Driver's License,
c. Violation of contractual agreements between a student and the College, including student behavioral agreements/sanctions under this code.

Fire Safety (Level I or II)
a. Tampering with fire safety equipment, including extinguishers and fire exit signs, smoke/heat detectors, or automatic door closures or pull stations.
b. Causing a false alarm.
c. Setting an unauthorized fire in or on college property.
d. Possession or use of lighters, candles, 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, the sponsoring office/entity, and Campus Safety.
- For further information on storing prohibited items for religious or spiritual use at the Fisher All-Faith Chapel, please contact Reverend Chris McCreight (mccreightcj@hiram.edu)

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, propane tanks, or any other materials determined to be hazardous by the Residence Life staff.
h. Smoking indoors in any College building, including residence hall rooms and public areas.

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. Students are responsible for the behavior of their non-student guests and should be escorted while on campus at all times.

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, action, or situation, on or off the College's premises, that is expected of someone to join or continue membership in a team/club/student organization that humiliates, degrades, abuses or endangers them, or that violates the dignity of another person, regardless of intention or willingness to participate. The Ohio Revised Code states that "hazing means doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization or to act to continue or reinstate membership in or affiliation with any student or organization that causes or creates a substantial risk of causing mental or physical harm to any person, including coercing another to consume alcohol or a drug of abuse."

Hazing activities may include but are not limited to forced consumption of any food, alcohol, drugs or any other substance, forced physical activity or calisthenics, deprivation of food or sleep, kidnapping and abandonment, 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. Student clubs or organizations under investigation for hazing may go through the student conduct process for student organizations through the Office of Campus Involvement.

All of us at the College have a responsibility for the safety of one another and should encourage a *"see something, say something, do something"* mentality. Students who have knowledge of anticipated or executed hazing are required to report the behavior immediately to college authorities. Members of the campus community may report instances of hazing anonymously via the public Incident Report Form found on the Campus Safety website.

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

Misuse of Resources (Level I -II)
Knowingly using campus resources in a way that is wasteful, or limits the availability of resources to others. Examples include intentionally letting water run without use, hoarding condoms or using them in ways not intended for use, or disrupting services to the College such as turning off electrical breakers.

Physical Violence (Level III – IV)
Unwanted physical contact, or any physical confrontation or altercation in which a student, animal, or

guest harms another by touching them in a way in which incurs bodily injury on the College premises or at a college-sponsored event, unless one's own safety is in jeopardy (self-defense). Hiram has a zero-tolerance policy for physical violence. Alleged actions will result in, at minimum, immediate interim suspension, including the residence halls, until the student conduct case may be heard.

Quiet Hours

a. Excessive and disruptive noise produced by voices, activities, media, or animals which interferes with a student's right to read, sleep, study, or participate in campus life. This includes all forms of noisy behavior that disrupts the normal functioning of the College. During quiet hours, noise should not be clearly audible from areas such as hallways, lounges, or through open windows.

Residential and outdoor quiet hours are observed during the following times:

- Weekdays (Sunday – Thursday): 9:00 p.m. – 9:00 a.m.
- Weekends (Friday & Saturday): 1:00 a.m. – 9:00 a.m.

b. Henry, Miller, and Whitcomb residence hall floor lounges close to all activities except quiet study at 11:00 p.m. daily. Residents are encouraged to utilize their building's main lounges for gatherings after hours.

c. All residence halls observe a period of 24-hour quiet throughout final exams. Exact dates will be announced in advance. During 24 hour quiet periods, no warnings are given and there is a fine of $50 issued to students found in violation.

d. The Village of Hiram requires compliance with the village noise ordinance. Anticipated excessive outdoor sound amplification should be directed to the Chief of Police.

Recording or Distribution without Knowledge (Level II - IV)

Using electronic or other means to make or distribute a video, audio clip, or photographic record of a person in a location where there is reasonable expectation of privacy without prior knowledge or consent when such a recording is likely to cause injury, distress, or damage to one's reputation. Recording is prohibited in locations such as restrooms, showers, locker rooms, or at the request of a roommate or guest in a residence hall room. The storing, sharing, and/or distribution of recordings without permission of those recorded is prohibited. Permission needs to be granted before the recording or distribution commences. The recording process should cease as soon as one party requests that the recording or distribution to stop.

Residence Hall Policies (Level II)

Any violation of the Standards of Community Living listed later in the Handbook. Policies may be instituted temporarily at the discretion of the residence hall staff.

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)
a. Riding indoors, riding in unauthorized areas or on non-designated riding surfaces, excessive speed, stunt riding, or any other inappropriate use of bicycles, skateboards, hoverboards, and rollerblades is prohibited.
b. Ridable modes of transportation may only be parked or stored in designated areas around campus, such as bike racks, bike rooms, or in student rooms. For the safety of your property, all items are to be secured with a lock when not in use.

Smoking/Tobacco Use (Level I)
a. Hiram is a smoke-free, tobacco-free college. Smoking and the use of tobacco products is prohibited in or on all College-owned, operated, or leased property, including vehicles and in the residence halls. Students or their guests may not use nor consume tobacco products that are tobacco-derived or mimic tobacco products. Such examples of these products include cigarettes (e.g. clove, bidis, kreteks), cigars and cigarillos, loose-leaf tobacco, electronic cigarettes, vape pens, oral tobacco products (e.g. spit and spitless, smokeless, chew, snuff), nasal tobacco (e.g. snus), hookah-smoked products, pipes, or other smoking instruments). The policy also includes products that contain tobacco flavoring or deliver nicotine other than for the purpose of cessation.
b. State law prohibits anyone under the age of 21 from buying or using nicotine/ tobacco-containing products.
c. The full policy may be found in Appendix J of this handbook.

Indoor use violations involving a smokeable product are also considered a fire safety violation 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 purchased by student activity fee money) 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 cardholder (including lending or selling).
c. Failure to possess a student ID at any time.
d. Impersonation of other students or staff members.

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, storing, or duplication of college keys without consent of those responsible for their control.

Violation of other College Policies, Local, State, or Federal Laws (Level I - IV)
Infraction of College policy, and/or violation of local, state and federal laws while on college grounds or college-sponsored activities. All laws are always in effect on campus and at college-sponsored functions.

Weapons (Level I to III)
Possession, use, storage, or sale of firearms, dangerous weapons, or explosives of any kind on college property or at events sponsored or supervised by the College 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, airsoft guns, Orbeez guns (or the like), stun guns, non-kitchen 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 to campus operations, create an endangering environment, or violate the campus noise policy.

Hiram College Residence Life 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 Residence Life and Commuter Services to live off campus.

Exceptions to this policy may be granted for:

- students who live within a 30-mile radius with a parent and/or legal guardian
- students 23 years of age or older
- students with physical conditions that our residence halls cannot accommodate
- students who are married
- student teachers (during the period of student teaching).
- students who will have achieved a senior status by the end of the prior 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 Residence Life and Commuter Services 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 2025-2026 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. Housing is reserved for students who are actively enrolled and pay room and board to Hiram College. Residents of the Townhouses 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 on eRezLife, unless they have permission to commute. If a student should withdraw during the semester, a refund for the semester charges will be made according to the college refund schedule. A schedule of these refund amounts is available in the Student Financial Services Office located in Teachout-Price Hall. Students typically have 48 hours following the withdrawal from classes to properly checkout from the student's residence hall. Failure to do so will result in a $100 improper checkout fee and $300 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. Hiram College reserves the right to re-assign a student at any time due to an emergency, act of God, force of majeure, or other exigency.

Residence Life 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.

Fall 2025 Housing Refund Policy

January 31, 2025 – August 24, 2025	100%
August 25, 2025 – August 31, 2025	75%
September 1, 2025 – September 7, 2025	50%
September 8, 2025 – December 19, 2025	0%

Spring 2026 Housing Refund Policy

September 29, 2025 – January 11, 2026	100%
January 12, 2026 – January 18, 2026	75%
January 19, 2026 – January 25, 2026	50%
January 26, 2026 – May 15, 2026	0%

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. Students are responsible for any damages caused by their guests and animals. In the event that 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 to both occupants. 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 $25/bag or large item fine assessed for Hiram staff who have to package the belongings. This is in addition to any shipping costs through the Service Center that are the full responsibility of the student.

Opening & Closing

Residence Life 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 Residence Life central office staff. A **$50.00** 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. Residence Life may provide interim break housing for students who desire to stay on campus during those times. Residence Life 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 standing with the student conduct system. The residence halls will remain locked during all breaks and students must request special access in advance. Students should make appropriate arrangements by following directions supplied by the Office of Residence Life.

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 Area Coordination (or their designee) and complete a mediation session with them. A trial period will again be given following this session. After the trial period has passed, the Area Coordinator (or their designee) will determine if sufficient effort has been made to resolve the issues and determine if a room change is necessary. Students who change rooms without permission 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 or change rooms. 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 gives the Residence Life staff the opportunity to confirm occupancy in rooms and residence halls required for census. In emergency situations, exceptions to this freeze period may be granted through the Residence Life and Commuter Services Office.

Room Consolidation

We strongly believe that having a roommate is a part of the college experience. As such, most 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, when possible.

Residents without roommates may be sent a consolidation letter. Residents have the option to find a roommate on their own or remain in their room understanding they may be assigned/relocated at any time.

Housing Selection

All rooms on campus will be available except those set aside as needed for medical accommodations, specialty housing, and incoming students. All students will be required to complete a residential housing application in eRezLife in order to obtain a selection time during housing sign-ups. Students will be grouped according to cumulative semester hours earned. Housing selection times will be based on the student groups. For example, students with a higher number of cumulative hours will be in the first group and be able to select housing earlier than other groups. Groupings will be announced via my.hiram.edu in February. Students are encouraged to double check their grouping and ask questions before housing selection times are assigned in March. All questions must be received in writing to Residence Life. Students can form roommate groups and the roommate with the better housing sign-up time will "pull in" roommate(s) designated in their roommate group. Upper class students who are interested in specialty housing on campus (East Hall Suites, Townhouses, or the all-gender community) will have to complete an additional application and be approved in order to choose specialty housing options during housing selection. Information regarding this application process will be released when groups are announced.

Current seniors anticipating a need for housing the following year (i.e. a fifth year senior) must get prior approval from the Office of Residence Life and Commuter Services. Any student responsible for excessive damages to their room/apartment/suite will lose eligibility to live in East Hall, the Townhouses, and Bowler for the next academic year.

Incoming student housing assignments are made based on compatibility, deposit date, and preference. Incoming students will also complete a contract in eRezLife and will have a separate selection process at each orientation or virtually in late July.

Non-Traditional aged students, such as graduate students, students over the age of 25, or adult learners in need of housing accommodations, will need to speak with the Director of Residence Life to make arrangements to live on campus. Hiram College does not discriminate on the basis of age, any and all students making a plea to arrange housing will be considered, and an appeal will be granted if denied. Appeals will be heard by the Dean of Students office.

Roommate Bill of Rights
The key to enjoying 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, music, 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 Residence Life 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 work order 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 fall 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 thrice 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. 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 Dean of Students (or the Dean's designee) with consultation of Vice President of Academic and Student Affairs and Dean of the College, though verbal approval will be sufficient in emergency situations.

Standards of Community Living

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 living are met for all students. All College polices and/or local, state and federal laws are in effect in the residence halls at all times. Students who choose not to act responsibly and violate these policies or the law 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. Abandoned property will be bagged (if possible), tagged, and held for a period of 30 days upon departure. Former occupants will be notified of items of value with perceived values of $50 or more with the option to store, discard, or ship the property at the expense of the owner, if reasonable to do so. An excessive cleaning fee of $25/bag or large item will be applied to a student's account for the removal of abandoned property left in their former/vacated space. Such costs shall be applied to the student's account in the same manner as room damage charges. Individual items that have a perceived value of less than $50 will be discarded and not stored for the 30-day holding period. If no response is received within 30 days, property that has been stored may be discarded or donated at the discretion of Hiram College.

Air Conditioners
Students who require air conditioners as a result of health conditions must make appropriate arrangements and be approved through the Disability Services office. Students must provide documentation from their physician to the Disability Services office with an appropriate explanation of their need, including medical diagnosis. Students may learn more about how to request accommodations on the Disability Services website. Once the student is approved for an air conditioner, the Residence Life staff will contact the student via e-mail or phone.

All air conditioner units must be purchased by the student and must meet the following criteria:

- All air conditioning units must be either freestanding/portable units or small window units no larger than 9000 BTUs.
- Unless approved through the proper medical channels, air conditioning units are not permitted in Bowler Hall, East Hall, and the Townhouses since those facilities are already air-conditioned.

- The unit must be a self-evaporating unit with no drainage hoses, tubes, or buckets required.
- The unit must be plugged directly into the wall outlet as extension cords are prohibited.
- 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 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 Residence Life and Commuter Services at 330-569-5232.

Alcohol
Alcoholic beverages, empty containers, and packaging are only permitted in the residence halls and suites of those 21 years and older. Alcohol may only be consumed within residential rooms by of-age students and guests. Alcohol is prohibited in any public area at any time, including hallways, lounges, study spaces, laundry rooms, club meeting rooms, and outdoor spaces such as lawns and courtyards. Alcohol cannot be consumed, possessed, or transported through Whitcomb Hall, Miller Hall, or the third floor of Henry Hall.

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

Appliances
Only those appliances that are UL-approved are allowed in our residential facilities. Refrigerators may have a maximum capacity of 3.2 cubic feet.

- Prohibited appliances in traditional residence halls: Appliances with open heating elements, including, but not limited to electric heaters, toasters, toaster ovens, outdoor grills, and hot plates.
- East Hall Suites and Townhouses: Residents are permitted to have coffee makers, toasters (townhouses only), air fryers, and electric grills with lids (if used in the kitchen or 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.

Bicycles

Bicycles may be stored in the provided outdoor racks or in student rooms. Bikes are not allowed to be ridden nor stored in hallways, stairwells, public areas, or residence hall storage. Abandoned bikes 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 Residence Life 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 Residence Life staff who reserve the right to remove a posting at any time.

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 Life staff. Every person is expected to leave any buildign when a fire alarm is sounded. Failure to do so may result in student conduct action or legal action determined by law enforcement officers.
In instances where an alarm has been sounded for no reason, Residence Life reserves the right to check the hands of residents with a black light to determine if there is evidence of tampering with the alarms.

Fire Pits
There are 3 centrally located fire pits that are open for student use during the academic year and summer term. These fire pits are located outside of East Hall, Booth and Centennial Halls, and Henry Hall. To request use of a fire pit, students must speak to a Residence Life & Commuter Services professional staff member during business hours (8:30 am to 5:00 pm, Monday through Friday), or speak with the RA on duty. To reserve firewood, you will need to request it when making your reservation. Firewood is provided on a first come, first served basis. The Residence Life & Commuter Services Office also has other amenities, such as roasting sticks. When borrowing any additional items from your hall office, please return them clean and in good working order. Fires must be completely extinguished before the last person leaves the area. Residence Life and Commuter Services reserves the right to deny requests for a fire if the fire may negatively impact the community.

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, propane tanks, gasoline engines, or any other materials determined to be hazardous by the Residence Life staff. Students may not possess or use lighters, 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 as well as their guest's behavior at all times. Guests must follow the student code of conduct and standards of community living. Failure to do so will result in disciplinary action for the host.

Guests must be accompanied by a current Hiram student when on campus. Overnight guests are permitted in the residence halls, although the guest may only stay for three days within any two-week window. Guests may not claim permanent residence in a residence hall room or Townhouse. As a courtesy, any roommates/suitemates must be notified in advance of guest's anticipated overnight stay and negotiated per the roommate agreement.

Babysitting is not permitted in the residence halls. Guests are expected to be no less than 16 years of age unless accompanied by a parent/guardian, on a College-sponsored visit, or approved through a special program such as Kids and Sibs Weekend. The College has the right to close campus to visitors and/or require prior authorization or registration prior to special events. Guests in violation of campus policy may be asked to leave immediately and could be banned from visiting in the future. Minors who are in violation of policy (or the law) will have their parents contacted for removal.

Hall Sports
Hallway activities, including the use of sports equipment 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 $50.00 cost for replacing the card. Students are given 24/7 access to the building in which they reside.

Keys
The Residence Life staff will issue students a room key for their assigned 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 $300.00 charge for any keys that are 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 room, 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 and will result in referral to Student Conduct.

Occupancy
The number of students permitted in any one traditional residence hall room or Townhouse is four times the maximum standard occupancy of the dwelling. For example, a single room may host four people total at a time, a double and super double may host eight people.

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).

Noise
See the *Courtesy* and *Quiet Hours* policies listed in the Student Code of Conduct.

Painting
Students are **not permitted to paint anything in their rooms, in the hallways, or on their doors**. If a room needs to be painted, please contact a Residence Life staff member for a work order.

Propping Doors
For the purposes of safety and security, exterior doors should not be propped open at any time without permission from Residence Life staff members. 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.

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 Residence Life office may give approval for temporary exceptions (such as Move-in Day).

Registered Animals
Select, small animals that are confined to cages or enclosures are acceptable as pets in-residence hall rooms, suites, and townhouses with proper advanced registration via the Pet Registration Form on eRezLife. Residents are limited to two habitats per person. A habitat is defined as a small and furry caged animal, aquarium with multiple aquatic fish, a dry terrarium, or a combination of the aforementioned totaling no more than two habitats per student.

- Permitted: guinea pigs, gerbils, turtles, rodents (not caught in wild), hamsters, geckos, fish in aquariums no larger than 20 gallons.
- Not permitted: Cats or dogs, ferrets, snakes, spiders, birds, rabbits of any size, animals caught in the wild, or any other disruptive animal that makes excessive noise or creates an unpleasant and unsanitary condition. Dog training pads (also known as pee or potty pads) are prohibited indoors. (Some of the above animals may be permitted through the accommodation process outlined below).

Pets are not permitted to roam freely inside or outside residence hall rooms. Residence Life reserves the right to require the removal of any animal. Unregistered animals must be removed from campus within 48 hours of notification to the owner, or the College may take action to remove the animal. Pet owners are subject to additional health and safety inspections at the request of roommates or Residence Life staff. Pets are an extension of their student owner and therefore, pet owners are responsible for their pet's behavior. Any pet that is disruptive to the community in any way (noise, smell, or otherwise), or that is not responsibly cared for, will need to be immediately removed from a student's residence. There is a $100 fine for any violation of the pet policy.

Students wishing to apply for permission for an Assistance Animal (emotional support animal (ESA) or service animal) should contact the Disability Services office at disabilityservices@hiram.edu or 330-569-6114. Assistance animals are not permitted on campus until proper approval has been granted through Disability Services. ESAs are not permitted to attend classes, the dining hall, or visit other indoor campus locations outside of one's residence. Similar care and disruption clauses apply to both pets as well as assistance animals.

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 Residence Life staff and residence hall-related information (move-in day, break and safety information, etc.) only.

Any Hiram affiliate or outside group may post information on the general bulletin boards or clearly designated areas. These postings must comply 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 Residence Life. Postings must be turned into the Office of Campus Involvement for review. If approved, posting will be stamped and hung by staff where space permits.

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 labeled "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, Residence Life 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 which creates a hostile environment in a public area or on a room door.

Sales/Solicitation
Solicitation of any kind in the residence halls 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 Office of Events and Conferencing. 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.

Senior Week

Non-graduates must leave campus when the spring semester ends except for those approved for Extended Stay or Summer Housing. Students without permission from the Office of Residence Life who are found on campus or at Senior Week functions may be fined $50 per day. Senior Week functions are for students who are graduating only. No non-graduates, including those on campus with permission, may participate in Senior Week activities.

Smoke Detectors
Students may not tamper with, cover, 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
Hiram is smoke-free and tobacco-free campus and all residence halls are designated non-smoking. Smoking or vaping in a residence hall is considered a fire hazard as well as a health hazard. A fine of $100 is imposed for all fire safety violations. Review the college's smoke-free and tobacco-free policy in its entirety in Appendix J of the handbook.

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 a particular Townhouse, the following procedure will be followed:

First offense:
- 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:
- 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 a representative of Residence Life.

Third 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 and referred to Student Conduct.
- Residents will meet with Assistant Director of Residential and Commuter Services to discuss possible eviction.

For instances of excessive trash following the third offense, residents will be referred to Student Conduct and recommended for eviction.

Windows & Screens
For reasons of safety and design, locks, stops, or seals on windows or screens may not be loosed nor removed. Windows must remain clear from full obstruction of furniture or personal items. Postings,

signage, or displays hung on windows or from windowsills, is prohibited with the exception of college-provided window coverings.

The removal of screens is strictly prohibited. In the unlikely event of a missing/fallen screen, notify residence hall staff immediately to place a work order.

Maintenance and Cleaning

The Residence Life staff works with maintenance and housekeeping staff to provide a clean, safe, and secure environment. If something in your room is in need of repair, the RA can submit a work order to ABM. 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 residence hall 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 Residence Life and Commuter Services Office, extension 5232, during normal working hours (8:30 am – 5:00 pm) to report maintenance issues. To ensure a timely response, Townhouse residents may also fill out a work order at the Townhouse Maintenance Request Form. To report emergency repair issues after 5:00 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 Residence Life 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 emergencies to reach police, fire, and EMS. You may dial 911 or 5414. These calls go directly to a central dispatcher who will notify the 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:

- 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 Common near the Hurd Gardens
- In front of the Fisher All-Faith Chapel and Meeting House

- Eastside of the track between the 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. Students should gather in an interior hallway, away from windows, doors, or other glass. Staff will clear and release 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 severe weather locations in the residence halls include the following: 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 the Townhouses; and the Forum or lower stairwells in East Hall.

Shelter-In-Place

In certain scenarios, evacuating may be harmful to your safety. In such instances, 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 the College's website and emergency text alerts for updated information

For more situation specific guidelines, please review below information:

Severe Weather

- Seek shelter in the interior of the building away from windows and glass
- Close all doors/windows and lower blinds
- Report to your designated tornado shelter if applicable
- Remain calm

Hazardous Material

- Seek shelter in the nearest classroom or office
- If possible, cover all doors, vents, and windows
- If available, tape coverings at the corners and edges
- If able, without compromising yourself, call 911 to report your location

Armed Individual

- Secure yourself in a room that you can maintain control of and close all blinds/turn off lights
- Silence all electronic devices (i.e., Phone, laptop, music)
- If able, without compromising yourself, call 911 to report your location

- Remain in this location unless otherwise instructed by emergency personnel
- 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.

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. 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 a clear, affirmative, and voluntary agreement to engage in a specific sexual activity. To meet the standards outlined in this policy, all participants must actively give and receive consent for each distinct sexual act within any encounter. Consent for one activity does not imply consent for another, even within the same interaction. Additionally, prior consent does not imply consent in the present or future.

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.
- Consent must be clear and cannot be assumed. Just because someone doesn't say "no" or "stop" doesn't mean they are giving consent. Silence does not equal consent. While consent can be expressed through words or actions, non-verbal signals are often unclear and can easily lead to misunderstandings. Because of this, students should not rely on body language or silence to assume consent. Under this policy, if someone doesn't resist or say no, that still does not mean they are consenting. If there is ever confusion, everyone involved should stop and talk to make sure there is clear agreement.
- 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 an allegation of sexual misconduct is reported, the College prioritizes the health, safety, and well-being of the victim(s)/survivor(s) above all else. Because timely support is critical, students are strongly encouraged to report incidents as soon as possible. Reports should be directed to the Director of Student Health Services, who can provide immediate assistance and help coordinate any necessary medical care and support services.

Lisa Bettinger, 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 Residence Life 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)/survivors(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. Lisa Bettinger, 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 victim/survivor is of primary concern, which is why the Director of the Health Center is notified first. Ms. Bettinger 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 an education in an environment free of sexual violence or harassment.

The Title IX coordinator for Hiram College is Deborah Pineau, Executive Director of Human Resources.

Assistant Dean of Students, James Workman, serves as the Deputy Title IX Coordinator for the College. If the allegations are about a student's behavior, the investigation will be coordinated by Assistant Dean Workman.

Ms. Pineau will 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. Pineau.

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

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 Harassment)	
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	
Deborah Pineau	330-569-5109
Hiram College Title IX Deputies	
Detra West	330-569-6008
James Workman	330-569-5321

Appendix B:
Script for Student Conduct Board and Sexual Misconduct Hearing Board

CHAIR: We are now ready to begin today's student conduct 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 STUDENT CONDUCT BOARD HEARING IS TO REVIEW RELEVANT INFORMATION CONCERNING CHARGES OF ALLEGED VIOLATIONS OF THE HIRAM COLLEGE CODE OF STUDENT CONDUCT WHICH HAVE BEEN BROUGHT AGAINST

<name>

AS THE ALLEGED, YOU ARE GRANTED THE FOLLOWING PRIVILEGES AS A MATTER OF INSTITUTIONAL POLICY: THE OPPORTUNITY TO HAVE ONE'S CASE REVIEWED BY A STUDENT CONDUCT BOARD; TO HAVE A SUPPORT PERSON; AND TO APPEAL THE OUTCOME OF THIS HEARING.

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, 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.

<Board listens to opening statement if there is one>

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

<Conduct 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 Conduct 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.

<Board listens to opening statement if there is one>

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

<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 Student Conduct 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 Conduct 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 of violations of the Hiram College Code of Conduct. 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.

<Board will question witness>

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

****

CHAIR: The Conduct 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 of violations of the Hiram College Code of Conduct. 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.

<Board will question witness>

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

****

CHAIR: Are there any other questions the Student Conduct 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 Board will hear summary statements from each party if they wish to make one.>

****

CHAIR: Thank you for participating in this hearing. The Student Conduct Board will commence deliberation regarding findings of responsible or not responsible and, where appropriate, determine and recommend sanctions. The Assistant Dean of Students will meet with all parties as soon as possible. Notice may be given as soon as two days or two weeks from now.

<All parties will be dismissed by the Chair>

Appendix C:

Title IX
Sexual Discrimination, Sexual Harassment & Sexual Misconduct Policy

Effective August 1, 2023

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 1, 2023. It shall not apply to Reports received prior to August 1, 2023 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:

Deborah Pineau, Title IX Coordinator,
Executive Director of Human Resources

Hiram College
Bates Hall
11715 Garfield Rd.

Hiram, OH 44234

330-569-6008

Pineaud@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 Deborah Pineau, Executive Director of Human Resources.

Deborah Pineau, Assistant Director of Human Resources, will coordinate the investigation of any Title IX complaint in which the Respondent is a College staff and or faculty member.

James Workman, Assistant Dean of Students, will coordinate the investigation of any Title IX complaint in which the Respondent is a student.

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 sexual discrimination 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.

Any individual designated by Hiram to have the authority to address or duty to report sexual discrimination 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, Deborah Pineau, at pineaud@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 discrimination, 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 the 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 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

Emergency (Assault)	
Hiram College Campus Safety, Cell	330-469-4119
Hiram Village Police	9-1-1
Health (Assault)	
Hiram College Health Center (Students only, Mandated Reporters)	330-569-5418
Hillcrest Emergency Department, SANE	440-312-7890
Akron General PATH Program, SANE	330-344-1148
Mental Health/Advocacy (Assault and/or Harassment)	
Hiram College Counseling Services (Students only, Free, Confidential)	330-569-5952
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	
Deborah Pineau	330-569-5109
Hiram College Title IX Deputy Coordinators	
Detra West	330-569-6008
James Workman	330-569-5321

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 Lisa Bettinger, 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.

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 can 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.

   Lisa Bettinger, 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 Residence Life 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 Pineaud@hiram.edu, or by calling 330-569-6008.
4. Report the incident to any Resident Assistant, faculty, or staff member.
5. The Hiram's Counseling Center and College Chaplain are considered "confidential resources" staff.

It is important to know that, except for 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, 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 ENFORECEMENT AUTHORITIES

Individuals can notify off-campus law enforcement authorities about any incident of alleged sexual discrimination 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.

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 sex discrimination 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 sex 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 discrimination;
- Whether there have been other reports of sexual discrimination against the Respondent known by the College;
- Whether the Respondent has allegedly threatened further discrimination or violence;
- Whether the alleged discrimination was committed by multiple perpetrators;
- Whether the alleged discrimination involved use of a weapon;
- Whether the College possesses other means to obtain relevant evidence of the alleged discrimination;
- Whether the Report reveals a pattern of discrimination 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 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 sexual 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 accompanying them to any hearing, conference, or related disciplinary proceeding.
- 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 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 an informal resolution is reached, it will be documented in writing and signed by both parties. An informal resolution cannot be appealed.

The informal resolution process may not be used in situations involving allegations that an employee sexually discriminated against 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 discrimination 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 with the Hiram College Student Handbook. For employee matters, the Executive Director of Human Resources or the Vice President for Academic Affairs and Dean of the College shall have authority to take action consistent with the Hiram College Employee Handbook.

D. TIMEFRAME

The College will seek to complete the investigation within ninety (90) 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 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 Discrimination Hearing Board (Hearing Board). Sex Discrimination Hearing Boards consist of three members, chosen from

trained faculty and staff. The Hearing Board will review all 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 Assistant Dean of Students shall be the presiding member of the Hearing Board; for cases in which the Respondent is an employee, the Vice President for Academic Affairs and Dean of the College 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 will not rely on the previous statements to determine responsibility and will draw no inferences about responsibility based on the individual's failure to testify.

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 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 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 Dean of Students or the Vice President for Academic Affairs and Dean of the College 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.

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 their 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 Sex Discrimination, 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 Sex Discrimination. 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 Discrimination Hearing Board is convened by the Title IX Coordinator. Sex Discrimination Hearing Boards consist of three members, two chosen from trained faculty and staff, and with either the Dean of Students or the Vice President for Academic Affairs and Dean of the College 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;
c) "Sexual assault" as defined in 20 U.S.C. 1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8), or
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 D:
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. More FERPA information and forms can be found on the Registrar's webpage.

Appendix E:
Important Financial Aid & Billing Information

The Student Financial Services staff is available to assist students with any process or answer any questions regarding their financial aid or semester charges, as well as take payments. Students can also pick up refund checks and employment paychecks. We can be reached at 330-569-5107 or via email at sfs@hiram.edu. In addition to the information below, additional resources, policies, and procedures are available online at www.hiram.edu/sfs.

Students must be in a paid status and have all their financial aid requirements met by the stated deadlines each semester. Payment deadlines can be found online at www.hiram.edu/billing-payments. Students can view their eBill online anytime at www.hiram.edu/ebill.

Students are expected to check their account status periodically to ensure that all charges are paid. Changes to residential halls, enrollment, etc. can impact the balance due and financial aid. Students are encouraged to speak with someone in the Student Financial Services Office ***prior*** to making any enrollment or residential changes.

For financial aid, students should have completed all of the following:

1. Reviewed and submitted their decision on their financial aid offer;
2. Submitted any outstanding verification paperwork;
3. If accepting loans, complete the Master Promissory Note (MPN) and Entrance Loan Counseling, if not previously completed.

Students can check the status of their financial aid online via Web for Students by logging into the Student Portal at https://my.hiram.edu.

For the semester charges to be considered to be in a paid status, students should meet one of the following:

1. Pay the semester charges in full;
2. Have enough financial aid in place to cover all semester charges;
3. Enroll in and be current on the Hiram College Payment Plan.

Students who are registered for classes and/or have signed up for a residence hall room, whose student accounts are not in a paid status by the published semester payment deadlines, are subject to having their class schedules and their residence hall assignments cancelled for the term. In addition, a $100 late payment fee may be assessed for students whose student accounts are not in a paid status by each published semester payment date. It is important to work with the Student Financial Services staff if you need additional time or assistance in paying your bill.

Other Loan Options

In addition to payment options, there are also other loan options beyond those that are included as part of a student's financial aid offer. Both students and/or their parents can apply. However, these loans are not guaranteed and are based upon credit/creditworthiness. Information about these loan options is available online at http://www.hiram.edu/billing-payments.

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 (4 monthly payments each semester). 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

Students are encouraged to speak with someone in the Student Financial Services 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 based upon the number of days the student attended of the semester. Any funds for which the student becomes ineligible as a result of the withdrawal from the college must be returned to their source(s). This calculation is separate from the refund schedule listed below and can cause a student to owe the college if unearned financial aid must be returned. An example of this calculation can be found in the Financial Aid Handbook on our website www.hiram.edu/sfs.

Traditional College Students who withdraw from Hiram College or remains enrolled but move out of campus housing are subject to the following refund of tuition, room and board (fees are not refundable):

Fall 2025 Housing Refund Policy

January 31, 2025 – August 24, 2025	100%
August 25, 2025 – August 31, 2025	75%
September 1, 2025 – September 7, 2025	50%
September 8, 2025 – December 19, 2025	0%

Spring 2026 Housing Refund Policy

September 29, 2025 – January 11, 2026	100%
January 12, 2026 – January 18, 2026	75%
January 19, 2026 – January 25, 2026	50%
January 26, 2026 – May 15, 2026	0%

Appendix F:
Alcohol and Drugs – 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, however the College will intervene if a member's conduct creates disorder, damage, or a health and safety risk to oneself or others. Every effort will be made to enforce College policy consistently and to provide education related to substance use and abuse.

Enforcement of the policies guiding the use of alcohol and substances is a shared responsibility. Within the residence halls, the Resident Assistants and Residence Life 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. The full alcohol and drug policy may be found previously in this handbook.

Events with Alcohol
Prior to holding any event involving alcohol on the Hiram College campus, students should meet with the Director of Campus Involvement & Diversity Programming 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 Residence Life and Commuter Services, and the Dean of Students Office each have jurisdiction to investigate and enforce student violations of the College alcohol policies as well.

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 student conduct 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 bold 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, Executive Director of Health and Counseling - x5952

- **Director of Student Health Services**
  Lisa Bettinger—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 online 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 x5418. 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 G:
Disability Accommodations

Hiram College follows the best practices set by the Association on Higher Education and Disability (AHEAD). In providing support services to students who may require them, our goal is not only to provide the individualized support that is necessary 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 lives after Hiram. To request accommodations for the first time, please complete the following steps:

1. Submit a self-disclosure form identifying the specific diagnosis of the disability, barriers, and effective and ineffective accommodations. **(Required)**
2. Submit additional documentation from external sources which may include educational or medical records, reports and assessments created by health care providers, school psychologists, teachers, or the educational system directly to disabilityservices@hiram.edu. This information is inclusive of documents that reflect education and accommodation history, such as Individual Education Program (IEP), Summary Of Performance (SOP), and teacher observations. **(Required)**
3. Meet with Disability Services Office to discuss appropriate accommodations and identify the student's next steps. **(Required)**

The College reserves the right to require more detailed or more current documentation when necessary to consider accommodation requests. Students are encouraged to contact the Disability Services office (disabilityservices@hiram.edu or 330-569-6114) early in their college career or immediately following diagnosis to discuss any anticipated needs.

Once accommodations are granted by the Disability Services Office, the student is responsible to provide the Verification of Individualized Supports and Accommodations (VISA) letter to their professors each semester. Official documentation materials should be sent to: Dr. Brittany L. Jackson, Disability Services Coordinator, P.O. Box 67, Hiram College, Hiram, OH 44324, (330) 569-6114, email: disabilityservices@hiram.edu.

A person who believes that he/she has been discriminated against or harassed by Hiram College, Hiram employees, Hiram students, or third parties may avail themselves to the disability discrimination grievance procedure, which is accessible on Hiram College's Disability Services website.

Appendix H:
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 I:
Parking Policies 2023 - 2024

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 **August 28, 2023**.

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

Students may purchase their parking permit for the 2025 - 2026 academic year beginning **August 1, 2025** through www.thepermitstore.com. Permits are available 24 hours a day, 7 days a week.

The vehicle make, model, year, 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. Additionally, 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/

Registration Cost
Residential Permits - $150.00 per year
Commuter/PGS/CCP Permits - $75.00 per year

Appendix J:
Smoke-Free and Tobacco-Free Policy

I. Scope

This policy applies to all faculty, staff, students, clients, contractors, and visitors. This policy is in effect during and after campus hours.

II. Purpose

Hiram College acknowledges and supports the findings of the Surgeon General that tobacco use in any form, active and passive, is a significant health hazard. Hiram College further recognizes that environmental tobacco smoke has been classified as a Class-A carcinogen. Therefore, in consideration of these health risks, and in support of a safe and healthy learning and working environment, on January 1, 2022, Hiram College implemented a 100 percent smoke-free and tobacco-free campus policy.

III. Definitions

For the sake of clarity in this policy, the following definitions are provided:

A. "Electronic Smoking Device" means any product containing or delivering nicotine or any other substance intended for human consumption that a person can use in any manner for the purpose of inhaling vapor or aerosol from the product. The term includes any such device, whether manufactured, distributed, marketed, or sold as an e-cigarette, e-cigar, e-pipe, e-hookah, vape pen, or under any other product name or descriptor.

B. "Hookah" means a water pipe and any associated products and devices used to produce fumes, smoke, and/or vapor from burning material including, but not limited to, tobacco, shisha, or other plant matter.

C. "Smoking" means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, or pipe, or any other lighted or heated tobacco or plant product intended for inhalation, including hookahs and marijuana, whether natural or synthetic, in any manner or any form. "Smoking" also includes the use of an electronic smoking device that creates an aerosol or vapor, in any manner or in any form, or the use of any oral smoking device to circumvent prohibited smoking in this policy.

D. "Tobacco Product" means any substance containing tobacco leaf, including but not limited to, cigarettes, cigars, pipe tobacco, hookah tobacco, snuff, chewing tobacco, dipping tobacco, bidis, blunts, clove cigarettes, or any other preparation of tobacco; and any product or formulation of matter containing biologically active amounts of nicotine that is manufactured, sold, offered for sale, or otherwise distributed with the expectation that the product or matter will be introduced into the human body by inhalation; but does not include any cessation product specifically approved by the U.S. Food and Drug Administration for use in treating nicotine or tobacco dependence.

IV. Policy

In light of the research-based evidence of the harm created by tobacco use, the Hiram College campus shall be entirely smoke and tobacco-free.

The Smoke-Free and Tobacco-Free Policy applies to all Hiram College facilities, property, and vehicles, owned or leased, regardless of location. Smoking and the use of tobacco products shall not be permitted in any enclosed place, including, but not limited to, all offices, classrooms, hallways, waiting rooms, restrooms, community areas, performance venues, and private residential spaces within Hiram College housing. This includes, but is not limited to, lectures, conferences, meetings, and social and cultural events held on Hiram College property or grounds. Smoking and the use of tobacco products shall also be prohibited outdoors on all Hiram College campus property, including, but not limited to, parking lots, sidewalks, paths, fields, sports/recreational areas, and the stadium, as well as in all personal vehicles while on campus.

The sale of tobacco products or tobacco-related merchandise (including items that display tobacco company logos) is prohibited in and on all College property and at all College-sponsored events, regardless of the vendor.

The free distribution or sampling of tobacco products and associated products is prohibited on all college-owned or leased property and at Hiram College-sponsored events, regardless of the venue. Tobacco industry and related company sponsorship of campus events, including athletic events and athletes, is prohibited.

Campus officials, staff, or other persons representing the campus, including campus organizations, shall not accept money or gifts or enter into any arrangement, association, or partnership with representatives of tobacco companies, including:

a. Sponsorship of campus events by organizations that promote tobacco use and/or allowing them
   to distribute free, reduced price, or fully priced tobacco products (shirts, hats, etc.) on campus.
b. All tobacco advertising, such as billboards and signs in the sports stadium owned and operated by Hiram College.

All tobacco promotion, advertising, marketing, and distribution are prohibited in and on Hiram College property, including college-run publications and athletic facilities owned or operated by the college.

Tobacco waste management products such as ashtrays, snus trays, and spittoons are not to be placed inside or outside of any college-owned building or property.

Hiram College will provide cessation resources information, including the following:

a. Tobacco treatment programs should be publicized regularly in staff and employee publications, posted in residence halls and academic buildings, throughout Student Services, the Health Center, and other appropriate means.
b. EAP (Employee Assistance Program) for all employees
    a. LifeWorks through MetLife
    b. 888-319-7819 available 24/7/365
    c. EAP website at MetLife/Lifeworks EAP

i. Username: metlifeeap
ii. Password: eap

c. Ohio Quitline number 800-QUIT-NOW (800-784-8669).
d. Ohio Tobacco Quit information at Ohio Cessation Home Page
e. Portage County information at Portage County Tobacco Cessation or 330-296-9919, ext. 129
f. For those who want to quit, recently quit, want to say quit, or want to help others quit:
    a. Resources and chat feature at SmokeFree.gov
g. American Lung Association Call Center at 800-548-8252
h. Centers for Disease Control and Prevention's Quit Smoking Resources Page
    a. Strategies to Quit Smoking at Build Your Quit Plan

V. Implementation and Compliance

All students, faculty, and staff are responsible for adhering to and enforcing this policy.

The Office of the Dean of Students is responsible for overall student compliance. Residence Life and Commuter Services are responsible for enforcement in campus student residences, per the Hiram College Student Handbook. Human Resources will address faculty and staff violations.

This policy will be included in the student and employee handbooks, new employee and student onboarding documentation, and other campus documents where appropriate. In addition, Hiram College will provide a comprehensive marketing and signage effort to ensure that all college visitors, vendors, guests, and other people arriving on property owned or leased by the institution, are aware of this policy.

Policy violations will be treated in a manner congruent with offenses to the Student Code of Conduct (students) and the Employee Handbook (faculty/staff). Campus Security Officers may enforce this policy.

Violations may be reported by emailing a complaint to TobaccoFree@hiram.edu. Complaints should be filed within five (5) days of observing a potential violation to be facilitated promptly. Complaints may also be filed with Campus Safety.

The success of this policy will depend upon the thoughtfulness, consideration, and cooperation of all students, faculty, and staff.