WITTENBERG UNIVERSITY
2013-2014 RA MANUAL

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## A. Academic Calendar

<table>
<thead>
<tr>
<th>Event</th>
<th>Fall 2013</th>
<th>Spring 2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Student Days</td>
<td>Aug 22-25</td>
<td>-</td>
</tr>
<tr>
<td><strong>Classes Begin</strong></td>
<td>Aug 26</td>
<td>Jan 13</td>
</tr>
<tr>
<td>&quot;Senior Packets&quot; in class of 2013 campus mail boxes</td>
<td>Aug 26</td>
<td>Jan 13</td>
</tr>
<tr>
<td>SOCHE Registration</td>
<td>Aug 26-30</td>
<td>Jan 13-17</td>
</tr>
<tr>
<td>Last day to ADD a full-semester course &amp; a 1st half-semester course</td>
<td>Aug 30</td>
<td>Jan 17</td>
</tr>
<tr>
<td><strong>Martin Luther King Jr.'s birthday observed (classes are held)</strong></td>
<td>-</td>
<td>Jan 20</td>
</tr>
<tr>
<td>File PASS/FAIL option for full-semester and 1st half-semester course</td>
<td>Sept 9-13</td>
<td>Jan 27-31</td>
</tr>
<tr>
<td>Last day to DROP a 1st half-semester course <strong>without a 'W'</strong></td>
<td>Sept 13</td>
<td>Jan 31</td>
</tr>
<tr>
<td>Last day to DROP a 1st half-semester course <strong>with a 'W'</strong></td>
<td>Sept 27</td>
<td>Feb 14</td>
</tr>
<tr>
<td>Last day to DROP a full-semester course <strong>without a 'W'</strong></td>
<td>Sept 27</td>
<td>Feb 14</td>
</tr>
<tr>
<td>1st half-semester courses end</td>
<td>Oct 16</td>
<td>Mar 7</td>
</tr>
<tr>
<td>2nd-half semester courses begin</td>
<td>Oct 17</td>
<td>Mar 17</td>
</tr>
<tr>
<td>Last day to remove an 'I' grade</td>
<td>Oct 18</td>
<td>Mar 7</td>
</tr>
<tr>
<td><strong>Fall Holiday</strong></td>
<td>Oct 21-22</td>
<td>-</td>
</tr>
<tr>
<td><strong>Spring Break</strong></td>
<td>-</td>
<td>Mar 10-14</td>
</tr>
<tr>
<td>Midterm grades due to Registrar by NOON</td>
<td>Oct 21</td>
<td>Mar 10</td>
</tr>
<tr>
<td>Last day to ADD a 2nd-half semester course</td>
<td>Oct 25</td>
<td>Mar 21</td>
</tr>
<tr>
<td>Academic Advising Week</td>
<td>Oct 28-Nov 1</td>
<td>Mar 24-28</td>
</tr>
<tr>
<td>Last day to DROP a full-semester course <strong>with a 'W'</strong></td>
<td>Nov 1</td>
<td>Mar 28</td>
</tr>
<tr>
<td>File PASS/FAIL option for 2nd half-semester courses</td>
<td>Nov 4-8</td>
<td>Mar 31–Apr 1</td>
</tr>
<tr>
<td>Last day to DROP a 2nd half-semester course <strong>without a 'W'</strong></td>
<td>Nov 8</td>
<td>Apr 4</td>
</tr>
<tr>
<td><strong>Good Friday (no classes)</strong></td>
<td>-</td>
<td><strong>Apr 18</strong></td>
</tr>
<tr>
<td>Online Registration</td>
<td>Nov 4-15</td>
<td>Mar 31–Apr 1</td>
</tr>
<tr>
<td>Last day to DROP a 2nd half semester course <strong>with a 'W'</strong></td>
<td>Nov 22</td>
<td>Apr 17</td>
</tr>
<tr>
<td><strong>Thanksgiving Holiday</strong></td>
<td>Nov 27-29</td>
<td>-</td>
</tr>
<tr>
<td>Last day for first year, first semester students to DROP one full-semester Course with a 'W'</td>
<td>Dec 13</td>
<td>-</td>
</tr>
<tr>
<td><strong>Classes End</strong></td>
<td>Dec 13</td>
<td>May 7</td>
</tr>
<tr>
<td>Reading Day</td>
<td>Dec 14</td>
<td>May 8</td>
</tr>
<tr>
<td><strong>Final Exams</strong></td>
<td>Dec 16-20</td>
<td>May 9-10 &amp; 12-14</td>
</tr>
<tr>
<td>Senior Grades due to Registrar by NOON</td>
<td>-</td>
<td>May 15</td>
</tr>
<tr>
<td><strong>Commencement</strong></td>
<td>-</td>
<td><strong>May 17</strong></td>
</tr>
<tr>
<td>Final Grades due to Registrar by NOON</td>
<td>Dec 23</td>
<td>May 19</td>
</tr>
</tbody>
</table>
B: Wittenberg University Mission Statement and Values

Wittenberg University Mission Statement
Wittenberg University provides a liberal arts education dedicated to intellectual inquiry and wholeness of person within a diverse residential community. Reflecting its Lutheran heritage, Wittenberg challenges students to become responsible global citizens, to discover their callings, and to lead personal, professional, and civic lives of creativity, service, compassion, and integrity.

Wittenberg University Values
Liberal Arts
Since its founding in 1845, Wittenberg’s curriculum has centered on the liberal arts as an education that develops the individual’s capacity to think, read, and communicate with precision, understanding, and imagination. We are dedicated to education in the core disciplines of the arts and sciences and in pre-professional education grounded in the liberal arts.

Intellectual Inquiry
Wittenberg embraces the life of the mind. We promote high standards of artistic, scholarly, and scientific inquiry among our students and faculty. Teaching and research at Wittenberg emphasize the discovery of new knowledge as well as the learning of received wisdom. Intellectual inquiry is enhanced by the thoughtful participation of diverse peoples with diverse perspectives. We are committed to bringing to the lives of our students an enduring passion for learning, which requires risk-taking, persistence, reflection, and high ethical standards.

Wholeness of Person
Members of the Wittenberg community support each other in the personal search for balance that characterizes wholeness of person. To promote leadership, confidence, and community engagement, we help every student develop in harmony intellectual capabilities, aesthetic sense, physical well-being, spiritual identity, and social relationships.

Community of Learners
A purposeful and intentionally diverse community, centered on a residential campus, sustains education in the liberal arts and the exploration of complex and competing ideas within an ethos of accountability and support. From this community, we serve and engage our urban home of Springfield and the broader communities around the globe. By affirming the dignity of every person and fostering a spirit of respect, we create and expand opportunities to pursue knowledge in and out of the classroom.

Lutheran Heritage
Wittenberg expresses its Lutheran heritage through its continuing relationship with the Evangelical Lutheran Church in America, its welcome to people of all beliefs and backgrounds, its commitment to academic freedom and excellence, its exploration of the relationship between faith and learning, its promotion of campus worship life, its encouragement of reflection upon religious views and values, and its commitment to service to the community and the world.

Global Citizenship
A Wittenberg education prepares students for the challenge and responsibility of global citizenship. Through our curriculum, study-abroad opportunities, and the enriching presence of international students, we engage the complexity of the human experience, learning about and from cultures around the world. We are committed to providing opportunities for students to interact with others of widely different backgrounds, seeking common solutions to problems facing our world.

Calling
Wittenberg values the unique contributions each individual can make in responding to the needs of neighbors both near and far. We encourage all students to discern their vocations and to understand the meaningful connection between self-fulfillment and service to the world.

Creativity
Creativity is central to the study of the arts and sciences and to problem solving in all areas of inquiry. Creativity requires the free and open exchange of ideas, the ability to value and imagine different perspectives, and the intellectual tools necessary to make personal contributions in any area of study. We are committed to providing
opportunities for students to explore new areas of knowledge and to form the intellectual associations supportive of the creative life.

**Service**
Service provides an intentional opportunity to give back to the world and to promote social justice. Service requires us to learn about community needs, about who we are, and about what we can contribute. We are dedicated as faculty, staff, and students to advancing the common good as local citizens and as members of the global community.

**Compassion**
Compassion requires a broad knowledge of ourselves and of others, and of all our joys and ills. It combines an awareness of suffering with a desire to respond. At Wittenberg, we educate the mind to understand and we educate the heart to care.

**Integrity**
Integrity means honesty and fidelity to the highest ethical standards, which are fundamental to teaching, learning, and personal growth. We encourage our students to pursue knowledge and truth with moral courage and reflection, and so to live their lives.

**C: Student Development Mission Statement**
Our mission is to create leaders who think critically, act morally and serve others.

**D: Residence Life Mission Statement**
The mission of Residence Life is to provide a supportive and engaging living/learning community that empowers students to achieve academic success; personal growth; and responsible citizenship.

**E: Associate Dean of Students/Director of Residence Life Position Description**

*Occupational Summary*
Administer, coordinate, and supervise residential options available to students. Select, supervise, and train staff. Provide overall supervision of student housing.

*Description of Duties*
Participate in and make recommendations for developing and implementing University approved student housing policies and programs. Monitor students’ compliance with University regulations in all University housing.

Assess, develop, encourage, and implement programs to enhance the quality of Residence Life. Administer the selection, training, and supervision of the student housing staff. Supervise residence hall staff personnel action including but not limited to: merit salary recommendations, transfers, disciplinary matters, and vacation schedules. Ensure the Residence Life staff understands and supports University policies.

Plan, prepare, and implement student housing selection program. Review and approve independent living housing applications. Consider and evaluate requests from students regarding release from student living options.

Serve as Student Development liaison with Admissions, Business Office, Computing Center, Custodial Services, Physical Plant, Police and Security, and Registrar’s Office.

Prepare and maintain all student housing publications, forms, and reports necessary to the student housing program.

Assist students in their adjustment, development, and integration to campus life. Make referrals and recommendations as appropriate.

Recommend renovation and repairs, space allocations, and equipment acquisition in residence halls and independent living units. Maintain University inventory of furnishings and window treatment.
Direct and participate in the inspection of University housing to determine and check on condition and provide data preliminary to initiating repair and replacement.

Prepare and submit to the Vice President/Dean of Students annual budget data and recommendations.

Monitor budget expenditures via monthly reports.

Perform other duties related and incidental to the work described herein as directed.

**F: Area Coordinator Position Description**

**Occupational Summary**
Responsible for the total administration of multiple residence halls housing 150-400 students. Responsibilities include supervision and training of residence hall staff, community development, crisis intervention, conflict resolution, advisement of Hall Government, development and promotion of hall programming, participation in staff selection, training and development, and general administrative duties involved in the management of the building.

**Supervision/Advising**
- Supervise and train assigned Resident Adviser (RA) staff.
- Conduct weekly meetings with the Resident Adviser staff.
- Provide ongoing evaluation of staff and conduct a formal evaluation once a term.
- Assist in the development and implementation of the recruitment and selection of the Resident Adviser and Community Adviser staff.
- Assist in the training of the Resident Adviser and Community Adviser (CA) staff.
- Advise Hall Government, provide in-hall training, and assist in training campus-wide.

**Programming/Community Development**
- Develop a well-rounded program of activities to meet the developmental needs of residents.
- Assist Resident Advisers and Hall Government in the development of programs.
- Provide opportunities for students to become actively involved in the governance of the halls.
- Teach community responsibility concepts and assist students in developing a positive role in the residence hall communities.

**Discipline**
- Communicate University and Residence Life policies and procedures and rationale for these policies and procedures to students.
- Conduct initial disciplinary sessions and refer infractions of policies to the appropriate level.

**Counseling**
- Assist students with personal, social, and academic concerns.
- Refer students to appropriate campus offices to assist them in dealing with problems or concerns.
- Respond to crisis situations and involve appropriate staff.

**Administration**
- Execute University and Residence Life policies and procedures.
- Attend weekly Residence Life staff meetings.
- Process forms relating to management of the area such as room condition reports, room changes, disciplinary reports and maintenance requests.
- Monitor resident hall conditions including regular inspections for safety, cleanliness, and proper operation. Assist in determining responsibility for damages and appropriate billing.
- Open residence halls at the beginning of each term. Close residence halls at the end of each term.
- Administer the programming and supplies budget for the hall.
Departmental Responsibilities

- Serve on departmental committees such as RA Selection, Housing Lottery, RA/CA Training and In-service, and Programming.
- Provide campus duty coverage as scheduled.
- Provide building coverage for break housing.

Professional Development

- Attend and participate in all training sessions in the fall and throughout the year for RA/CA staffs.
- Serve on special committees in the Office of Residence Life, Student Development division, and campus as assigned.
- Attend various local conferences sponsored by local colleges.

G: Community Adviser Position Description

Occupational Summary
The Community Adviser (CA) is a full-time Wittenberg student working under the direct supervision of the Area Coordinator and acting as a liaison between the AC, RAs and residents. The CA assists the AC in leadership, conflict resolution, advising of Hall Government, development and promotion of hall programming, participation in staff selection, training and development, and general administrative duties. As a senior staff member, it is the responsibility of the CA to keep the AC informed of the daily activities of the hall where s/he lives and to report incidents or problems immediately.

Mission Statement of Student Development
Think Critically. Act Morally. Serve Others.

Mission Statement of the Office of Residence Life
The mission of Residence Life is to provide a supportive and engaging living/learning community that empowers students to achieve academic success; personal growth; and responsible citizenship.

Terms of Appointment
The Community Adviser position is an appointment with the Office of Residence Life for the period of beginning Monday, August 12, 2013 through Monday, May 12, 2014 (5:00pm).

Eligibility
The Community Adviser must be a full-time student, have a minimum of one year of experience as a Resident Adviser. The CA must maintain a 2.70 cumulative GPA or a 2.70 semester GPA, beginning with the semester of application and extending throughout the term of appointment. A CA whose grades fall below a 2.70 GPA may be placed on academic probation for the semester or dismissed from their position.

The Community Adviser appointment is for one year only. Reappointment is contingent upon the needs of the department and job performance of the CA, as evaluated by the Area Coordinator and Senior Associate Dean of Students.

Ga. Community Adviser Expectations
In support of the Wittenberg community, our goal as a Residence Life staff is to strive to create and maintain secure, comfortable, cohesive, residential communities conducive to academic success and personal growth. Community Advisers will assist in accomplishing this goal in the residence halls as follows:

Availability/Time Management
Given the nature and scope of the responsibility of the Community Adviser, availability and contact with students, RAs, Hall Government members, the Area Coordinator, and central office staff is critical. The CA is expected to initiate contact with the RAs and students on a daily basis, conduct rounds of the building as determined by the AC
and to be familiar with the happenings of the building. It is also expected that the CA will hold a minimum of 10 office hours per week (does not include duty office hours).

The Community Adviser is expected to make the CA position the highest non-academic priority, scheduling other commitments so that they do not conflict with the responsibilities of the position. CAs may have another off-campus job no more than 8-10 hours per week, as long as it does not interfere with the performance of their responsibilities (approval must be granted from their Area Coordinator). Expectations concerning availability will be discussed during initial meetings with the AC.

Community Advisers will be responsible for participating in regular duty coverage based on their individual building needs (includes weekday and weekend coverage). In addition to duty requirements, a CA is expected to be on campus a minimum of two weekends per month. Time away from campus is to be communicated in a timely manner to your Area Coordinator.

**Programming**
- In conjunction with the Area Coordinator, develop a well-rounded program of activities to meet the developmental needs of residents and Resident Advisers.
- Assist RA's and Hall Government members in the development of programs.
- Teach community responsibility concepts and assist students in the development of a positive community atmosphere.
- Plan and implement all-hall programs for their building each semester (according to the programming model). Whereas RA's program specifically for the residents on their floor, the Community Adviser should program for the entire building or campus.

**Leadership/Advising**
- Assist the Area Coordinator in advising of Resident Advisers where he/she resides.
- Maintain daily contact with RA's and the AC.
- Communicate all staff issues to the AC in a timely manner.
- Attend, assist with, and facilitate weekly RA staff meetings with the AC.
- Provide input to AC regarding staff performance.
- Assist in the training of the RA staff, including but not limited to attending all sessions required of RA's. This includes training for the entire year.
- Have working knowledge of all Resident Adviser expectations, as outlined in the RA job description, as well as specific expectations assigned by the AC.
- Each CA will advise their Hall Government and act as a liaison between the AC responsible for that building and the Hall Government members.
- Assist the RA Selection Committee in the ongoing selection of RA's. This includes all phases of the RA Selection process and as staffing needs arise throughout the year.

**Administration**
- Process forms related to the management of the hall in a timely and efficient manner (e.g., RCRs, work orders, key core changes, etc.).
- Monitor the condition of the building including regular inspections for safety, cleanliness, and proper operation. The Area Coordinator will determine frequency.
- Participate in each opening and closing of the hall, remaining until the halls are officially closed for each break period.
- Participate in Office of Residence Life duties as needed (e.g., Housing Lottery, RA Selection, etc.).
- Be responsible for other duties as assigned by the AC.
Counseling and Confidentiality

- Assist students with personal, social, and academic concerns.
- Refer students to appropriate campus offices to assist them in dealing with problems or concerns.
- Respond to crisis situations and involve appropriate staff.
- Inform Area Coordinator of all student issues in a timely manner.
- Refer all calls received from parents to the AC.
- Mediate roommate conflicts that are unable to be resolved by the Resident Adviser. If a resolution does not occur once the Community Adviser has assessed the situation, then it should be referred to the AC. However, CAs should keep the AC informed when there is a roommate conflict occurring in his/her building.
- To protect the dignity of the individual, CAs should not share information given by a student with other students. All information of concern is to be communicated directly to the AC. CAs may not guarantee confidentiality if a student is a danger to him/herself or others.

Following and Enforcing University and Residence Hall Policies and Procedures

The University and Office of Residence Life policies and procedures have been developed to ensure that legal, societal, and community norms are respected. When one accepts the responsibilities of being a Community Adviser, one also accepts that they are to abide by and enforce the Student Handbook.

As a member of the Office of Residence Life staff, CAs are expected to follow all University policies and procedures. Although a student, CAs are representatives of the Office of Residence Life and should:

- be knowledgeable of, support, and abide by University and Residence Life policies and procedures.
- educate students on policies and procedures based upon the Student Handbook.
- intervene, document, and/or consult on behavioral matters of concern.
- maintain confidentiality regarding disciplinary matters.

Additional Duties

- Each CA will be required to attend all of the monthly All Staff meetings and other training sessions assigned by the Office of Residence Life.
- CAs will have meetings as needed with the Senior Associate Dean of Students.
- The Area Coordinator may assign additional duties, other than those listed in the job description.
- CAs will lead by example, while possessing an upbeat “I can do that” attitude.
- Other duties may be assigned as a result of departmental needs.

Mandatory Dates of Participation

As previously stated, Community Advisers will be expected to participate in all break opening and closing. Each Area Coordinator may have specific expectations that may differ by building. In order to assist you in planning accordingly, the break periods are:

- **Thanksgiving Break** (Halls close at noon on Wednesday, November 27, 2013 and re-open at 10:00am on Sunday, December 1, 2013).
- **Winter Break** (Halls close at noon on Saturday, December 21, 2013 and re-open at 10:00am on Sunday, January 12, 2014).
- **Spring Break** (Halls close at noon on Saturday, March 8, 2014 and re-open at 10:00am on Sunday, March 16, 2014).

Other Mandatory Dates of Participation

- **Spring Training**: Sunday, April 28, 2013
- **Fall Training**: Monday, August 12, 2013 – Wednesday, August 21, 2013
- **Family Weekend**: Friday, September 27, 2013 – Sunday, September 29, 2013
- **Homecoming Weekend**: Friday, October 11, 2013 – Sunday, October 13, 2013
- **Winter Renewal**: TBD – tentatively Saturday, January 11, 2014
- **Group Process during RA Selection**: TBD – Friday-Saturday weekend in February
- **Little Sibs Weekend**: Friday, April 4, 2014 – Sunday, April 6, 2014
• WittFest: Saturday, April 26, 2014
• Other activities, programs, and meetings assigned by the Office of Residence Life and its’ staff

Evaluation
Evaluation of one’s performance is an on-going process achieved through formal and informal evaluation by the Resident Adviser staff and the Area Coordinator. CAs are to develop skills necessary for the satisfactory performance of their position. Failure to meet the basic requirements of the position may result in job-related sanctions and/or termination. CAs may refer to the Student Employment Guidelines for specific reprimand system procedures. CAs are encouraged to seek guidance and feedback from the AC at any time. A formal evaluation process will occur during the academic year and will be determined by the AC.

Compensation
In return for meeting the community-building, programming, duty, administrative and other expectations of the position, CAs are provided an apartment at no cost during employment. In addition, CAs are expected to work office hours so that they may earn wages on a monthly basis. These monthly wages are paid for officially scheduled and completed office hours only. CAs earn an hourly rate of $8.00 for up to 33 hours per month, as well as $150.00 per semester for books. They will also receive a 90 meal plan and $150/semester in Witt Gold. Pay occurs once per month, September through June. As experienced staff members, CAs are expected to take on greater responsibility, as agreed upon in consultation with the Area Coordinator.

H: Resident Adviser Position Description
Occupational Summary
The Resident Adviser (RA) is assigned to a residential living area and serves as a resource to students. S/he assists in building community and with the administrative operation of the residence halls, as well as with educating students about University and Residence Hall policies. The Resident Adviser provides programming based on an assessment of the community and individual needs. The responsibilities of the Resident Adviser position are implemented under the supervision of and with the assistance and support of the Area Coordinator.

The Resident Adviser is a role model for our residential communities and supports the missions and goals of Student Development and the Office of Residence Life.

Mission Statement of Student Development
Think Critically. Act Morally. Serve Others.

Mission Statement of the Office of Residence Life
The mission of Residence Life is to provide a supportive and engaging living/learning community that empowers students to achieve academic success; personal growth; and responsible citizenship.

Terms of Appointment
The Resident Adviser position is an appointment with the Office of Residence Life for the period of beginning Monday, August 12, 2013 through Monday, May 12, 2014 (5:00pm).

Eligibility
A Resident Adviser must be a full-time student and maintain a minimum 2.70 cumulative GPA or a 2.70 semester GPA, beginning with the semester of application and extending throughout the term of appointment. A RA whose grades fall below the 2.70 GPA may be placed on academic probation for the semester or dismissed from their position.

Ha. Resident Adviser Expectations
In support of the Wittenberg community, our goal as a Residence Life staff is to strive to create and maintain secure, comfortable, cohesive, residential communities conducive to academic success and personal growth. Resident Advisers will assist in accomplishing this goal in the residence halls as follows:
Availability/Time Management

Resident Advisers are expected to make the RA position the highest non-academic priority, scheduling other commitments so that they do not conflict with the responsibilities of the position. RAs cannot have another job on campus. RAs may have another off-campus job no more than 8-10 hours per week, as long as it does not interfere with the performance of their responsibilities (approval must be granted from their Area Coordinator). Expectations concerning availability will be discussed during initial meetings with the AC.

Resident Advisers are required to be on campus and/or present in halls on certain weekends (e.g., Homecoming Weekend, Family Weekend, Little Sibs Weekend, WittFest, etc.) as identified by the Area Coordinator and/or RA Contract, and according to building needs.

Programming

Providing developmental and education opportunities to residents is one of the most challenging and interesting aspects of the Resident Adviser position.

Resident Advisers will support First Year Experience (FYE) programs in the residence halls and may be asked to assist with the programs.

Resident Advisers are expected to do assessments of their residents, either formally or informally, within the first few weeks of classes in order to determine programming needs.

Because programming is a crucial part of the academic mission of Wittenberg University, each Resident Adviser is expected to facilitate a minimum of five (5) programs per semester as outlined in the programming model provided to each RA during Fall Training 2011. Bulletin boards (passive programming) are also expected to be completed by each RA, as outlined in the beginning of the academic year (typically one per month).

Each Resident Adviser is strongly encouraged to attend Hall Government meetings and actively participate in the planning and facilitation of Hall Government functions. One (1) RA will serve as the Hall Government representative, thus reducing their required office hours by one (1) per week. Resident Advisers are also expected to encourage residents to participate in Hall Government and Residence Hall Association (RHA) activities.

Community Development

The Resident Adviser's availability and contact with students is essential. RAs are expected to be approachable to all individuals on the floor, or in their section, throughout the academic year.

Resident Advisers are expected to initiate contact with students on the floor within the first week of classes to begin building rapport. Names of residents should be known by the end of the second week. As the year continues, try to make it a point to see each student at least three times a week so as to learn and know more about them than their names. While contact time with residents may vary by section or floor, this is to be a guideline for use in establishing and gaining knowledge of residents, and to begin the development of community. Resident Advisers are expected to promote community within their section.

Counseling and Confidentiality

Resident Advisers should be sensitive to the needs of all residents. The interest with which an RA listens to and guides students with difficulties is critical.

Resident Advisers may serve as mediators in roommate conflicts and assist residents in personal, social and academic concerns.

Resident Advisers should provide residents with information about campus and community help resources, and make referrals when appropriate.

To protect the dignity of the individual, Resident Advisers should not share information given by a student with other students. All information of concern is to be communicated directly to the AC. RAs may not guarantee confidentiality if a student is a danger to him/herself or others.
**Following and Enforcing University and Residence Hall Policies and Procedures**

The University and Office of Residence Life policies and procedures have been developed to ensure that legal, societal, and community norms are respected. When one accepts the responsibilities of being a Resident Adviser, one also accepts that they are to abide by and enforce the Student Handbook.

As a member of the Office of Residence Life staff, RAs are expected to follow all University policies and procedures. Although a student, RAs are representatives of the Office of Residence Life and should:

- be knowledgeable of, support, and abide by University and Residence Life policies and procedures.
- educate students on policies and procedures based upon the Student Handbook.
- intervene, document, and/or consult on behavioral matters of concern.
- maintain confidentiality regarding disciplinary matters.

**Residence Hall Duty**

While on duty, Resident Advisers provide assistance in monitoring and managing the residence halls. Individual staffs determine hall duty schedules based on hall needs, with a **minimum** of one (1) staff member being on duty per evening. The RA on duty is responsible for the hall between the hours of 7:00pm and 8:00am and is expected to be on time and available for all residents. There is an Area Coordinator on duty for the campus 24 hours a day, 7 days a week. A weekly duty roster will be provided to each RA via e-mail as a resource. RAs on duty must contact the AC on duty between 6:45pm and 7:00pm to check-in for duty. In addition to providing first-line response for emergency situations, duty responsibilities include the following:

- Be accessible by phone at all times, including while on rounds.
- Hold office hours from 7:00pm to 12:30am Sunday through Thursday and 7:00pm to 2:30am on Friday and Saturday.
- Complete a minimum of six (6) sets of rounds of the hall Sunday through Thursday, and eight (8) sets on Friday and Saturday. **Any Area Coordinator may request additional sets of rounds.**
- Monitor activity and intervene when encountering University and Residence Life policy and procedure violations or other issues of concern.
- Record observations, actions, and/or policy violations through incident reports and the RA duty log.
- Utilize duty time as an opportunity to carry out functions outlined in this contract, such as spending time with students, following-up on helping/counseling issues, being available, and planning programs.

**Administration**

Completion of administrative tasks is crucial to the successful operation of the residence hall system. The following are expectations of RAs:

- RAs are expected to hold five (5) office hours per week in addition to their regular duty office hours.
- RAs are expected to attend and facilitate, as necessary, floor and hall functions.
- RAs are expected to participate in the RA Recruitment and RA Selection process and the room selection process during the spring semester.
- RAs are to promptly complete written administrative tasks such as program proposals, program evaluations, room condition reports, incident reports, surveys, maintenance requests, evaluations, and other forms as requested by the Residence Life Staff.

**Additional Duties**

Organizations are most effective when everyone works together. Achieving unity requires tolerance for others, give and take, and the willingness to carry one’s share of the responsibility. This can be achieved through the following expectations:

- **Compromise** – Compromise is a major part of working together as a team in the hall (e.g., scheduling, duty nights, office hours, etc.). Resident Advisers are expected to contribute to the staff team by working with other RAs and the Area Coordinator to define goals and objectives for the hall.
- **Communication** – Effective communication helps to foster a sense of team for the hall staff. Resident Advisers are to maintain regular contact with the Area Coordinator and other staff members in order to establish effective communication and to receive direction and guidance. RAs are expected to express concerns and frustrations in a constructive manner and to the appropriate people.
• **Attendance** – Resident Advisers are expected to attend meetings on time, as required, such as regularly scheduled weekly staff meetings, individual “one-on-ones,” RA All Staff meetings, pre-arranged fire drills, RA Training, and emergency meetings.

• **Keys** – Each Resident Adviser has access to sub-master keys. These keys are to always be signed out in the office and returned promptly after letting a resident into their room. Your key that opens the trap box should be a key kept separate from all other keys you have and must always be left in your room, unless you are using it. Since this key gives you access to all the rooms in the building, you would have to pay for the entire building being re-cored if it is lost.

• **All Staff Meetings** – Each Resident Adviser is expected to attend all of the monthly All Staff meetings. These All Staff meetings may be in replacement of the weekly staff meeting for that given week. If additional meetings are needed, RAs are expected to be in attendance.

**Mandatory Dates of Participation**

Resident Advisers will be expected to participate in assigned break opening and closing. Each Area Coordinator may have specific expectations that may differ by building. In order to assist you in planning accordingly, the break periods are:

• **Thanksgiving Break** (Halls close at noon on Wednesday, November 27, 2013 and re-open at 10:00am on Sunday, December 1, 2013).

• **Winter Break** (Halls close at noon on Saturday, December 21, 2013 and re-open at 10:00am on Sunday, January 12, 2014).

• **Spring Break** (Halls close at noon on Saturday, March 8, 2014 and re-open at 10:00am on Sunday, March 16, 2014).

**Other Mandatory Dates of Participation**

• **Spring Training**: Sunday, April 28, 2013

• **Fall Training**: Monday, August 12, 2013 – Wednesday, August 21, 2013

• **Family Weekend**: Friday, September 27, 2013 – Sunday, September 29, 2013

• **Homecoming Weekend**: Friday, October 11, 2013 – Sunday, October 13, 2013

• **Winter Renewal**: TBD – tentatively Saturday, January 11, 2014

• **Group Process during RA Selection**: TBD – Friday-Saturday weekend in February

• **Sibs Weekend**: Friday, September 27, 2013 – Sunday, September 29, 2013

• **WittFest**: Saturday, April 26, 2014

• Other activities, programs, and meetings assigned by the Office of Residence Life and its’ staff

**Evaluation**

Evaluation of one’s performance is an on-going process achieved through formal and informal evaluation by the residents on your floor and the Area Coordinator. RAs are to develop skills necessary for the satisfactory performance of their position. Failure to meet the basic requirements of the position may result in job-related sanctions and/or termination. RAs may refer to the Student Employment Guidelines for specific reprimand system procedures. RAs are encouraged to seek guidance and feedback from the AC at any time. A formal evaluation process will occur during the academic year and will be determined by the AC.

**Compensation**

In return for meeting the community-building, programming, duty, administrative and other expectations of the position, all RAs are provided a single room at no cost during employment. In addition, RAs are expected to work office hours so that they may earn wages on a monthly basis. These monthly wages are paid for officially scheduled and completed office hours only. First-year RAs earn an hourly rate of $7.70 for up to 20 hours per month. Returning RAs earn an hourly rate of $8.00 for up to 25 hours per month. Pay occurs once per month, September through June. Returning RAs also earn $150.00 per semester for books. As experienced staff members, returning RAs are expected to take on greater responsibilities, as agreed upon in consultation with the Area Coordinator.
I: Police and Security Officer Description

All Police and Security Officers are Wittenberg employees. The primary role of the officers is to serve, aid, and protect all persons, buildings, equipment, and property of the University community. Duties include continuous 24-hour patrol of the campus grounds, emergency Health Center and hospital calls, traffic and parking control, and other security and safety operations assigned by the Vice President for Business Affairs. The number of officers on patrol as well as the area of surveillance is adjusted regularly in accordance with campus needs.

Officers are responsible, first, to enforce the laws of the State of Ohio, in a uniform manner, and second, to enforce the regulations of the University. They expect support and assistance from the University community in carrying out these responsibilities. Cooperation with campus officers involves being able to present University identification cards when asked by an officer. It must be recognized that failure to openly identify oneself as a member of the campus community can result in the assumption by Police and Security officers that the person is not a member of the University community.

Special facilities and equipment of Wittenberg’s Security and Safety department include a 24-hour dispatcher and two-way radio communication. Security officers are not authorized to carry firearms while in the performance of duty on the Wittenberg campus.

Wittenberg University employs armed police officers, both from Wittenberg University and from the Springfield Police Department, during the academic year. These officers have arrest power on campus.

Members of the academic community may be cited for breaking University regulations, which may not be of sufficient seriousness to involve arrest. If, on the basis of further investigation, an offense is adjudged to be of a more serious nature, arrest may follow. Citations for violating University regulations will be brought to the attention of the appropriate University official and/or student disciplinary body.

J: Functions of the Department of Residence Life

- Recruit, select, and train Area Coordinators, Community Advisers, Resident Advisers, and student employees.
- Advise, support, and counsel residence hall staff and students.
- Develop and provide quality educational, social, cultural, academic, and athletic programming.
- Maintain records of hall occupancy, room condition forms, contracts, home addresses, withdrawals, and correspondence.
- Assist in development, implementation, and enforcement of residence hall policies and procedures.
- Coordinate and develop room selection, room sign-up, and lottery procedures for assignment of on-campus housing.
- Keep accurate records of student billing and adjustments relating to housing.
- Keep accurate and up to date records of all local addresses and phone numbers of students on- and off-campus.
- Provide all necessary information, materials, and assistance to Area Coordinators and Resident Advisers regarding the operation of the residence halls.
- Assist in the New Student Days orientation program; coordinate residence hall facilities for special programs and workshops.
- Grant off-campus release to upper-classmen students.
- Assist with and coordinate the off-campus housing program.
- Coordinate Greek housing, including maintaining records of students living in Greek houses and granting sophomores release into Greek houses.
- Maintain open communication with students, parents, faculty, and administration regarding housing and students living in residence halls.
- Act as liaison with Physical Plant and other campus offices.
• Support and encourage students in areas of academics (e.g., midterm grade checks and academic probation conferences).

K: Office of Residence Life Staff Ethics
Residence Life staff members bear a sizeable responsibility for the welfare of the residents. They must also maintain sound relationships within the staff itself. The following ethical considerations are important for effective performance with students and fellow staff members:
• Carry out to the fullest the responsibilities which you have assumed as part of your Residence Life staff position. If you fall short because of outside activities, academic problems, or personal problems, you should make an adjustment by dropping some activities or by asking to be relieved or your Residence Life staff position.
• When you observe that students' actions need guidance, whether the student belongs to your floor/residence hall or not, do not hesitate to identify yourself and take action necessary for the good of the students, the residence halls, and the University. This does not mean you must try to handle every situation yourself. Action may take the form of requesting help from an appropriate source.
• Use good judgment in social relationships with students and other Residence Life staff members. Watch your actions so they cannot be questioned when you may have to question others' actions.
• You may receive confidential materials and information from several sources. Be discreet. Information from other Residence Life staff members and University administrators must be kept confidential. Be sure students confiding in your understand your position regarding confidence and inform them if you must reveal certain information.
• Recognize the difference between consultation and gossip. You may discuss a student's problem or situation with fellow Residence Life staff members as necessary, but not where you may be overheard by others. Exercise caution in discussing student problems with staff members from other communities except for problems where mutual consultation and information is vital.
• Disharmony among Residence Life staff members, should it exist, is best kept within the staff. Suggestions and constructive criticism within the staff are the most positive outlets.
• Griping is never appropriate. Seek out the person or office that can hear you out and deal with your complaint. Indiscriminate criticism of the administration, other staff members, or students damages morale and lessens the respect of others for you.
• Remember that your first responsibility is to help students profit from the University because of, rather than in spite of, living in a residence community.
I. Preamble

Wittenberg University is dedicated to personal and academic excellence. Choosing to join Wittenberg University's community obligates each member to a code of civilized and ethical behavior. Each student of Wittenberg University is required to practice personal and academic integrity; respect the dignity of all persons; respect the rights and property of others; discourage bigotry; and demonstrate concern for others, their feelings, and their needs for conditions which support their work and development. Students are required to engage in responsible and ethical social conduct that reflects the principles of Wittenberg University and each student must refrain from and discourage behavior which threatens the freedom and respect that every individual deserves.

II. Definitions

A. The term “institution” means Wittenberg University.

B. The term “student” includes all persons taking courses at Wittenberg University either full-time or part-time, pursuing undergraduate, graduate or professional studies. Persons who withdraw after allegedly violating the Student Code of Conduct and Ethics, who are not officially enrolled for a particular term but who have a continuing relationship with Wittenberg University or who have been notified of their acceptance for admission are considered “students” as are persons who are living in Wittenberg University’s residence halls, although not enrolled in this institution. This Student Code of Conduct and Ethics applies to all locations of Wittenberg University.

C. The term “faculty member” means any person hired by Wittenberg University to conduct classroom or teaching activities or who is otherwise considered by Wittenberg University to be a member of its faculty.

D. The term “staff” includes any full-time and part-time employee of Wittenberg University who holds managerial, administrative, clerical, technical, skilled craft, service or other positions designated by Wittenberg University to be subject to these rules, policies, procedures and benefits.

E. The term “Wittenberg University official” includes any person employed by Wittenberg University performing assigned administrative or professional responsibilities.

F. The term “member of Wittenberg University’s community” includes any person who is a student, faculty member, Wittenberg University official or any other person employed or contracted by Wittenberg University. A person’s status in a particular situation shall be determined by the Associate Vice President for Human Resources or Vice President for Student Development.

G. The term “Wittenberg University’s premises” includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by Wittenberg University.

H. The term “organization” means any number of persons who have complied with the formal requirements for Wittenberg University’s recognition or registration. This includes both registered student organizations and recognized or official organizations such as athletic teams.

I. The term “policy” means the written regulations of Wittenberg University as found in, but not limited to, the Student Code of Conduct and Ethics, Residence Life Handbook, Wittenberg University’s website, Computer Use Policy, and Graduate/Undergraduate Catalogs.

J. The term “cheating” includes, but is not limited to: (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems or carrying out other assignments; (3) acquisition, without permission, of tests of other academic material belonging to a member of Wittenberg University’s faculty, students or staff; (4) engaging in any behavior specifically prohibited by a faculty member in the course syllabus or class discussion.

K. The term “plagiarism” includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgement. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.
L. The term “complainant” means any member of the Wittenberg community who reports or files a misconduct complaint including complaints of sexual harassment or misconduct.

M. The term “respondent” means a person named as an offender in a complaint.

N. The term “facilitator” means a person who facilitates resolution of a complaint under the Formal Assisted Resolution Process outlined in the Policies and Procedures Concerning Sexual Harassment and Misconduct.

O. The term “investigative officer” means the university official responsible for obtaining all of the facts of the case and for presenting the Hearing Panel a written report.

P. The term “adviser” means any member of Wittenberg's faculty, staff, or student body who agrees to serve as an adviser to the respondent or the complainant (except the university as complainant) in a hearing before the Student Conduct Hearing Board, a formal administrative hearing before the Dean of Students or designee, in a Sexual Grievance Board process. The advisers can provide information about the hearing board process and offer assistance as to help prepare a complainant or respondent to testify, question, rebut and make closings statements. The advisers do not prepare statements, question witnesses, or provide testimony during the hearing. The advisers are not counselors or legal advisers. They can help guide each party in his or her thought process, ask clarifying questions and offer advice regarding the presentation of information, not to present or advocate the case. Each party is responsible for establishing the validity of a complaint or presenting a defense.

Q. The term “Intake Officer” for sexual harassment or sexual misconduct cases refers to a university official who helps the complainant prepare a written complaint. The officer may also be assigned to facilitate the Assisted Resolution process.

R. The term “Informal resolution” applies to harassment, sexual harassment and sexual misconduct cases and means that any student who believes he or she has been subjected to harassment may try to resolve the matter informally. The goal of an informal resolution is to stop any harassment that has occurred or is occurring without pursuing a fact-finding process or seeking sanctions. This can be done directly or with the assistance of a university official.

S. In Sexual Harassment and Sexual Misconduct cases, the term “formal complaint procedures” refers to two mechanisms, assisted resolution and adjudication.

T. The term “assisted resolution” means a Wittenberg faculty or staff member is appointed as a facilitator to help the complainant and respondent reach a mutually satisfactory resolution. The facilitator does not make a determination about whether the university’s policy has been violated.

U. The term “adjudication” means that the case will be presented before the Student Conduct Hearing Board, Sexual Complaint Grievance Board, or an administrative hearing panel to determine if the respondent has violated the institution's policies.

V. The term “Office of Record” refers to Student Development excluding violations of policies concerning sexual harassment and misconduct of which the Department of Human Resources serves as the office of record.

W. The term “days” refers to all days that are considered working days.

III. Proscribed Conduct

A. JURISDICTION OF THE STUDENT CODE OF CONDUCT AND ETHICS

Wittenberg University’s Code of Conduct and Ethics shall apply to conduct that occurs on Wittenberg University’s premises, at Wittenberg University’s sponsored activities, and to off-campus conduct that adversely affects Wittenberg University’s Community and/or pursuit of its objectives. Each student shall be responsible for his/her conduct from the time of application for admission through the actual awarding of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment (and even if their conduct is not discovered until after a degree is awarded). The Student
Code shall apply to a student’s conduct even if the student withdraws from the school while a disciplinary matter is pending. The Dean of Students shall decide whether the Student Code shall be applied to conduct occurring off-campus, on a case by case basis.

**Confidentiality**
The university aspires to treat inquiries and complaints about student misconduct with discretion. Although the university gives no assurance of confidentiality to any party or witness who participates in any proceeding under this policy, it is committed to informing only those who need to be involved with a complaint. If a person wishes to ensure that a discussion about student violations of university policies remains confidential and, in the case of sexual harassment that no action is taken, it is essential that the person making the inquiry not disclose information sufficient to identify the accused. This is necessary because, in the case of sexual harassment, the university may be legally obligated to investigate, even without the inquirer’s consent, once it is informed that harassment may be occurring. The university counselor or campus pastors are able to maintain the client privilege of confidentiality to the extent that the law permits.

**Question of Legal Counsel**
The University proceedings are not a court of law, and licensed attorneys are not permitted to be present in any fact finding or appeals hearings. Nevertheless, any person involved in any proceeding under this policy and procedure may be assisted by legal counsel chosen by that person. Any expense associated with retaining legal counsel in internal proceedings under this policy and procedure will be the responsibility of the person engaging such counsel. The board of directors of the university has determined that the university will not pay the expense of legal counsel in internal proceedings.

Under the university’s indemnification policy, adopted by its board of directors, the university may provide coverage under various indemnification and/or insurance policies for external proceedings, and the board of directors decides such cases on an individual basis.

**Retention and Disposal of Records**
Any disciplinary report or complaint will be placed in the respondent student’s disciplinary file.

University policy requires that records be kept indefinitely.

The maintenance and release of a student’s educational records is governed by The Family Education Rights and Privacy Act (FERPA), enacted in 1974. The act protects the privacy of students’ educational records. FERPA regulations apply to all educational institutions receiving federal funds.

**B. RULES AND EXPECTATIONS**
Any student found to have committed or to have attempted to commit the following misconduct is subject to disciplinary action, up to and including suspension and expulsion as outlined in Section IV.-Sanctions:

1. Violation of any federal, state, and local laws or ordinances.

2. Disruption or obstruction, or attempting to disrupt or obstruct any lawful activity of Wittenberg University.

3. Violation of the Academic Dishonesty Policy, including cheating, forgery, bribery/threats, fabrication, plagiarism, and/or facilitating academic dishonesty.

4. Non-academic dishonesty, including but not limited to lying, falsifying information, forgery, furnishing false information to any Wittenberg University official, faculty member, or office, withholding information or misrepresentation in any transaction with Wittenberg University or any other entity with whom Wittenberg University is acting, and alterations or intentional misuse of Wittenberg University’s documents, records or identification, including but not limited to, electronic software, data, and records.

5. Obstruction or disruption of teaching, research, administration, disciplinary proceedings, other Wittenberg University activities, including its public services functions on or off Wittenberg University’s premises, or of other authorized activities.
6. Threats, intimidation, verbal abuse, physical contact, physical abuse, harassment, acts of retaliation in any form, coercion, bullying and any other conduct which threatens, disgraces, degrades, or endangers any person.
7. Attempted or actual theft, unauthorized possession, and/or damage to property of Wittenberg University, any person, or any other entity.

8. Unauthorized or improper use of, or entry to, Wittenberg University’s facilities or premises.

9. Conduct which is disorderly, inconsiderate, lewd, indecent, or constitutes a breach of peace or causes material inconvenience, annoyance or alarm. Disorderly conduct includes, but is not limited to, any unauthorized use of electronic or other devices to make an audio or video record of any person while on Wittenberg University’s premises without his/her prior knowledge, or without his/her effective consent when such a recording is likely to cause injury or distress.

10. Violations of Wittenberg University’s Policy on Dissent and Disorder. Participating in an on-campus or off-campus demonstration, riot or activity that disrupts the normal operations of Wittenberg University and/or infringes on the rights of other members of Wittenberg University’s community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area.

11. Violations of the Wittenberg University’s Racist and Other Discriminatory Conduct Policy. Discrimination, including harassment, against another community member, including but not limited to students, faculty, staff, administrators, and independent contractors, on political grounds, or for reasons of race, religion, sex, age, disability, and any other basis prohibited by state, federal, and/or local law, or for other arbitrary or personal reasons. Where actions are found to have occurred that violate this standard, Wittenberg University will take prompt action to cease the offending conduct, prevent its recurrence and discipline those responsible.

12. Harassment of any person, including, but not limited to, violation of the Policies and Procedures Concerning Sexual Harassment and Misconduct.

13. Smoking in unauthorized areas. Violation of the Smoking Policy.

14. Initiating, causing, contributing, or knowingly reporting false alarms to Wittenberg University and/or law enforcement. Tampering with safety or fire equipment or engaging in behavior that presents a fire hazard. See False Alarms Policy.

15. Failure to comply with the directions of Wittenberg University officials or agents, including law enforcement or security officers, acting in good faith and in the performance of their duties, including the failure to identify oneself to one of these persons when requested to do so.

16. Interfering with any Wittenberg University disciplinary process, including but not limited to tampering with evidence, providing false information, filing false reports, withholding information, or inducing a witness to engage in such conduct.

17. Gambling as prohibited by law.

18. Use, possession, manufacturing, distribution, or sale of illegal drugs and/or drug paraphernalia. Illegal drugs, as referred to in this policy, include drugs that are not legally obtainable, as well as drugs that are legally obtainable but used for illegal or unauthorized purposes. Violations of the University Drug Policy.

19. Violation of safety rules and policies.

20. Use, possession, manufacturing, or distribution of alcoholic beverages (except where expressly permitted by Wittenberg University’s regulations), or public intoxication. Alcoholic beverages may not, in any circumstances, be used by, possessed by or distributed to any person under twenty-one (21) years of age. Violation of the University Alcohol Policy, Violation of the Programming with Alcohol Policy for Student Organizations.
21. Possession or use on Wittenberg University’s premises of any weapon (i.e. firearms, bows and arrows, other projectile firing devices and dangerous knives), dangerous instruments, explosive devices, fireworks, or dangerous chemicals. Violations of the University Firearms Policy.

22. Engaging in, supporting, or promoting hazing or violating Wittenberg University’s Policies on Hazing or the State of Ohio’s Hazing laws as set forth in sections 2307.44 and 2903.31 of the Ohio Revised Code. Hazing is defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. The express or implied consent of the victim will not be a defense. Apathy or acquiescence in the presence of hazing are not neutral acts; they are violations of this policy.

23. Unauthorized possession, duplication, or use of identification cards and/or keys of any Wittenberg University premises or unauthorized entry to or use of Wittenberg University’s premises.

24. Theft, abuse, and/or misuse of computer facilities and resources, including but not limited to:
   a. Unauthorized entry into a file, to use, read, or change contents, or for any other purpose.
   b. Unauthorized transfer of a file
   c. Use of another individual’s identification and/or password.
   d. Use of computing facilities and resources to interfere with the work of another student, faculty member or Wittenberg University official.
   e. Use of computing facilities and resources to send obscene or abusive messages.
   f. Use of computing facilities and resources to interfere with normal operation of Wittenberg University’s computing system.
   g. Use of computing facilities and resources in violation of copyright laws.
   h. Any violation of Wittenberg University’s Computer Use Policy.

25. Unauthorized use of Wittenberg University’s name, logo, or symbols.

26. Violations of other published university policies in hard copy or available on Wittenberg University’s website, including but not limited to, Wittenberg University’s Academic Catalog, policies relating to discrimination, discriminatory harassment, sexual harassment, computer use and residence life.

27. Violation of the terms of any disciplinary sanction imposed for an earlier violation of the Student Code of Conduct and Ethics or other Wittenberg University policies and regulations.

28. Aiding and abetting others to commit any of the acts prohibited therein.

29. Failure or refusal to cooperate in to interference with an investigation by Wittenberg University, including any hearings or proceedings that occur.

30. Violation of the University Commercial Solicitation Policy or violations of the Policy Regarding the Distribution of Political and Other Non-Wittenberg Printed Material. No individual student or student organization, whether affiliated with Wittenberg University or not, may sponsor activities on campus that have the express purpose of making converts of members of Wittenberg University’s community to join a particular faith, church or religious affiliation. Wittenberg University reserves the right to restrict or prohibit the on-campus activities of any individual or organization whose purposes are contrary to Wittenberg University’s stated religious values or purposes. This policy does not discourage discussions between Wittenberg University community members of the same faith, or appropriate teaching and educational efforts about religious beliefs and organizations. In addition, the posting of written notices on Wittenberg University’s bulletin boards is restricted. If you have a message of interest to Wittenberg University, you must first submit it to the Dean of Students for approval and posting.

C. POLICIES
Code of Academic Integrity
Refer to the Student Handbook for complete policy.
Policy on Dissent and Disorder

Wittenberg University has established free and open channels of communication; every member of the Wittenberg community can express concern with the expectation that they are to be brought to the attention of the proper authorities or to a broad segment of the University community. If an individual or the members of a group should find the existing channels inadequate, the University supports their right to call immediate attention to their ideas by petition, public protest, or any innovative means so long as the means employed do not infringe upon established rights of others and do not violate local, state, or federal laws.

Whenever dissenting individuals or groups of individuals challenge the established community, two fundamental values must be preserved:
- the freedom to criticize, to protest, or to organize for the purpose of changing the community
- the right to enjoy the privileges and immunities of an order which protects the rights and freedoms of all and insures the peace and security of the community

When, in the opinion of the Dean of Students or representative, a disturbance threatens to disrupt campus life, they must take immediate steps:
- to offer to establish within a stated length of time special channels of communication with spokespersons of the disturbing group, and
- to request immediate cessation of the disturbance so that discussion may be carried out under suitable conditions

If order is not restored after these steps have been taken, then the disturbance may be regarded as a disruption. Should a serious disorder occur, it is the immediate responsibility of the Dean of Students, acting in consultation with the President and the Provost, to determine that a disruption does in fact exist, to take initial steps as outlined above, and to call upon such agencies and authorities as deemed necessary to restore order.

Once order has been restored, and if the disorder has been declared a disruption, the University then acts as follows: The Dean of Students, believing there is a need for judicial action, refers the case to the Student Conduct Hearing Board which then, with the aid of such additional parties as it deems appropriate, determines what action to be taken. The Dean of Students presents the case before the Student Conduct Hearing Board and does not vote.

In the event that an individual charged with creating a disruption wishes to challenge the decision of the Student Conduct Hearing Board, they may file an appeal with the Student Appellate Board. The faculty acts as the court of final appeal.

Racist and Other Discriminatory Conduct Policy

Policy Statement

Wittenberg University, as a church-related school in partnership with its supporting synods and the Evangelical Lutheran Church in America, respects and defends the church’s position that the practice of using harassing conduct based upon the gender, race, religion, color, creed, disability, sexual orientation, national origin, veteran status, ancestry, or age of a person or persons as a means of discrimination is destructive of God’s good gift of personhood. In the Christian perspective, any form of harassment is a means of exploitation that dehumanizes the individuals involved. Harassment is a form of conduct which undermines the integrity of the student/student, student/faculty, student/staff, and student/employer relationships. Retaliation by anyone for filing a complaint of sexist, racist, or other discriminatory conduct is also considered to be harassment and, thus, a form of discrimination.

It is the policy and intent of Wittenberg University that all students, faculty, staff, officials, and guests be free from all types of discrimination. Therefore, Wittenberg University does not tolerate sexist, racist, and other discriminatory conduct by or towards students, faculty, staff, officials and guests. Discriminatory behavior and expressions that reflect discrimination are inconsistent with Wittenberg University’s efforts to foster an environment of respect for all members of the University community and to eliminate all manifestations of discrimination within the University. Such behavior is dealt with according to established University disciplinary procedures.

A copy of this policy and the procedures for implementing it is distributed annually to all Wittenberg University students, faculty, and staff by publication in the student handbook, faculty handbook, and staff employee handbook.
In addition, educational programs are conducted regularly to sensitize members of the University community to the issues covered by this policy.

**Racial Discrimination**

Discrimination on the basis of race is prohibited by law. Racial harassment is a type of discrimination and is defined at Wittenberg as "any behavior which intentionally threatens, seriously embarrasses, or harasses a person or persons on the basis of race and:

- submission to such conduct is made (either explicitly or implicitly) a term or condition of an individual’s employment or educational program,
- submission to or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual, or
- such conduct has the purpose or effect of unreasonably interfering with an individual’s work or academic performance or creating an intimidating, hostile or offensive work or educational environment.

Racial discrimination also is understood to include a wide range of other behaviors. It refers to behavior which is not welcome, which is particularly offensive, which debilitates morale, and which therefore interferes with the work or academic effectiveness of its victims, their co-workers, and their peers. This definition does not impinge on standards of mature responsible behavior, academic freedom, or freedom of expression.

Specific examples include, but are not limited to:

- Racial-oriented teasing or abuse, both verbal and written
- Disparaging racial remarks about one's gender or anatomy
- Racial-stereotyping jokes, references, examples, or depictions
- Sounds or expressions which are racially offensive
- Unwelcome pressure, subtle or overt, for membership in racially discriminatory organizations

Complaints of racial discrimination are processed through the established University disciplinary process.

**Policies and Procedures Concerning Sexual Harassment and Misconduct**

Refer to the Student Handbook for complete policy.

**Smoking Policy**

Wittenberg has a long-standing smoking policy designed to provide as close to a smoke-free environment as is practicable. Our current policy prohibits smoking in all campus buildings. In compliance with the state-wide smoking ban, the University prohibits smoking in areas immediately adjacent to all University buildings. This means that smoking will be prohibited near entrances, exits, windows that open, and ventilation intakes that serve an enclosed area. So, for example, smoking is no longer permitted in the alcove between Recitation Hall and the Annex, the front patios of buildings, the entrances to Hollenbeck or any other academic building, the back stairs of Carnegie, the loading dock at the Student Center or the entrances to residence halls.

1. The law does not define where smokers can smoke in public places or in places of employment. In other words, State law does not define how far away from a building a person must be in order to smoke. The intent of the law is to protect the citizens, including employees, from the risks of second-hand smoke. Some states have determine that an area twenty-five feet from the area where smoking is prohibited is a reasonable minimum distance but, until the State of Ohio issues further guidance on the enforcement of this law, we can only use the twenty-five feet distances as a guide.

2. As is our current practice, the success of the University’s smoking prohibition policy depends upon the thoughtfulness, consideration and cooperation of smokers and non-smokers. All of us share the responsibility for adhering to and enforcing this policy. Smokers have the added responsibility of disposing of their cigarette butts without littering the campus or using trash receptacles because of the potential to start a fire. Should you have a concern about the enforcement of this policy, your concern should be addressed directly to the person violating the policy or, if you are uncomfortable doing that, you should bring your concern to the attention of your Area Coordinator, the Associate Dean for Residence Life or the Associated Vice President for Human Resources.
False Alarms Policy
Students are advised that Ohio law imposes the following penalties for false alarms made by persons 18 years of age or over: Section 2917.32A—Whoever violates this section shall be charged by the Springfield City Fire Marshall or by a law enforcement officer with a misdemeanor of the first degree carrying a penalty of imprisoned up to six months and a maximum fine of $1,000 for the first offense. A violation of inducing panic: Section 2917.31 may also be imposed, which would be an additional first degree misdemeanor charge.
The setting off of a false fire alarm jeopardizes the safety and welfare of students and other members of Wittenberg University as well as members of the Springfield community. Therefore, any student found to be in violation of this policy is subject to suspension from Wittenberg University.

Alcohol and Other Drugs
Wittenberg recognizes drug/alcohol dependency as an illness and a major health problem. The university also recognizes drug abuse as a potential health, safety, and security problem. Students needing help in dealing with such problems are encouraged to contact one of the resources listed under Alcohol and Drug Resources.

The illegal and/or irresponsible use of alcohol or drugs (including the abuse of prescription drugs) will not be tolerated and may subject involved students to dismissal and referred for prosecution. This policy is mandated by the Drug-Free and School and Communities Act of 1989

Drug Policy
The Policy Prohibits the Following:

- The illicit selling, cultivating, manufacturing, or otherwise trafficking in controlled substances
- Knowingly or recklessly administering a controlled substance to any person by force, threat, or deception with the intent to cause serious harm
- Knowingly obtaining, possessing, or using a controlled substance and permitting drug abuse on one’s premises or in one’s vehicle
- Obtaining, possessing, or using hypodermics for unlawful administration of drugs
- The sale to juveniles of paraphernalia for use with marijuana

Alcohol Policy
Wittenberg University students and guests are expected to (1) adhere to state and local laws regarding the possession, consumption and distribution of alcoholic beverages, and (2) to adhere to university's restrictions and prohibitions governing the use and consumption of alcoholic beverages.

1. Law: Any alcohol related violation of the Ohio Revised Code including, but not limited to:
   a. Use and/or possession of alcohol under the age of 21.
   b. Distribution of alcohol to any person under the age of 21.
   c. Possessing an open container in a public place including a motor vehicle, parked or moving.
   d. Using false identification to obtain alcoholic beverages.
   e. OVI- Operating a Vehicle while impaired or under the influence of alcohol.

2. Abuse/Misuse: Consumption of alcohol that clearly impairs a student's personal health and/or safety, regardless of age.

3. Disorderly Conduct: Any conduct occurring when a student is under the influence of alcohol that violates the rights of others, or leads to disorderly and/or dangerous behavior.

4. Public Intoxication: Public intoxication and/or drinking in public.

5. Common Source/Keg: Distribution of any alcoholic beverage from a common source (i.e. mixed drinks or punchbowls, beer balls, etc.) and/or keg.

6. Mass Consumption: Participation in activities and/or drinking games (i.e. beer pong, flip-cup, card games) that promote mass consumption of alcoholic beverages.

7. Devices: Use and/or possession of mass consumption instruments (i.e. beer bongs, funnels, etc.).
8. **Containers**: Promoting a culture of alcohol by displaying empty containers or packaging in under age residence halls.

**University regulations governing the use, possession, and consumption of alcoholic beverages by students and student organizations on University property or affiliated premises:**

1. **Students** may not possess or consume alcoholic beverages in any academic building.

2. **Students** may not possess or consume alcoholic beverages at any athletic event, including intercollegiate, club, or intramural practices or contests.

3. **University-Owned and Non-Owned Rental Properties**
   a. Social gatherings are to be held inside the house or apartment.
   b. Social gatherings that spill out onto the porch or lawn may be broken up if there is reason to believe that the hosts are unable or unwilling to maintain control.

4. **Fraternity and Sorority Facilities**
   a. Each Greek chapter is responsible for adhering to state and local laws, their national guidelines, as well as standards of the University governing the possession and consumption of alcoholic beverages.
   b. With the above provisions in mind, the possession and consumption of alcoholic beverages within each Greek chapter facility by its own membership (actives, pledges, and associates only) is the responsibility of the chapter.
   c. The use of alcoholic beverages for recruitment and new/associate member activities is prohibited.

5. **Residence Halls - Student Rooms**
   a. Students who are of legal age may consume alcohol in their room with the doors closed.
   b. Underage students may not be present in rooms where alcohol is available or being consumed.
   c. Open containers, carriers, or cups of alcoholic beverages are not permitted in any lounge, hallway, restroom, or other public area of a residence hall.

6. **Student Organizations** must abide by the *Programming with Alcohol Policy* for any events in which alcohol is present.

7. **Clean up and Damage** - Clean up should be completed immediately following a social event by the sponsoring individual or group. Failure to immediately clean the premises may result in both a fine and the costs of cleaning being levied on the sponsoring individual or group.

8. **Open Containers** - Consuming or possessing alcohol in an open container in any University district location is not permitted and will subject the violator(s) to disciplinary action.

The university will provide opportunities for education on the responsible use of alcohol. The university will also sponsor and/or support opportunities that provide alcohol free alternatives for students who are underage and students who prefer alcohol free.

**Responsibility**

Students are held responsible for their behavior when under the influence of alcohol in the same manner in which they are held responsible for their behavior when not under the influence of alcohol.

**Federal, State, and Local Penalties**

Ohio law prohibits illicit selling, cultivating, manufacturing, or otherwise trafficking in controlled substances, including cocaine, heroin, amphetamines, and marijuana, knowingly or recklessly furnishing them to a minor, and administering them to any person by force, threat, or deception with the intent to cause serious harm. These offenses are felonies. The law also prohibits knowingly obtaining, possessing, or using a controlled substance and permitting drug abuse on one’s premises or in one’s vehicle. These offenses may be either felonies or misdemeanors.
The law further prohibits obtaining, possessing, or using hypodermics for unlawful administration of drugs and the sale to juveniles of paraphernalia for use with marijuana. These offenses are misdemeanors.

Ohio law provides for mandatory fines, which must be at least $500, and possible imprisonment of any person who sells or furnishes beer or intoxicating liquor to an underage person or who buys beer or liquor for an underage person in violation of the law. Persons found knowingly to allow underage persons to possess and/or consume alcoholic beverages on their premises are guilty of a misdemeanor. A felony conviction may lead to imprisonment or both imprisonment and fine. The maximum prison term is 25 years. A misdemeanor conviction may lead to imprisonment for up to six months and/or a fine up to $1,000.

With regard to beer and intoxicating liquor, Ohio law provides that a person under 21 years of age who orders, pays for, attempts to purchase, possesses, or consumes beer or liquor, or furnishes false information to effect a purchase, commits a misdemeanor. Ohio law prohibits the possession of beer or liquor which was not lawfully purchased, and a court may order that any place where beer or liquor is unlawfully sold not be occupied for one year, or that the owner or occupant of the premises be required to furnish a surety bond of $1,000 to $5,000. Ohio law requires the mandatory suspension of an individual's license from six months to five years for violation of the Controlled Substance Act.

Federal law forbids the illegal possession of and trafficking in controlled substances. A person convicted for the first time of possessing a controlled substance, other than crack cocaine, may be sentenced to up to one year in prison and fined between $1,000 and $100,000. A second conviction carries a prison term of up to two years and a fine of up to $250,000. Subsequent convictions carry prison terms of up to three years and fines of up to $250,000.

Imprisonment for 5-20 years and fines of up to $250,000 apply to persons possessing more than five grams of crack cocaine on the first conviction, three grams on the second, and one gram on subsequent convictions. In addition to the above sanctions, a person convicted of possessing a controlled substance may be punished for forfeiture of property used to possess or facilitate possession, if the offense is punishable by more than one year in prison, forfeiture of any conveyance used to transport or conceal a controlled substance, denial of federal benefits, such as student loans, for up to five years, ineligibility to receive or purchase a firearm, and a civil penalty of up to $10,000

**Health Risks**

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low-to-moderate doses of alcohol also increase the incidence of a variety of aggressive acts including spouse and child abuse. Moderate-to-high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life-threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk of becoming alcoholics than are other youngsters.

- Alcohol - Addiction, brain damage, cancer (mouth, stomach, throat), heart disease, liver damage, ulcers, gastritis, birth defects, malnutrition, loss of coordination and speech,
- Marijuana - Addiction (psychological), distortion of time perception, increased heart rate, bronchitis, lung cancer, infertility.
- Cocaine/Crack - Addiction, nasal erosion, elevated blood pressure and heart rate, hyperactivity, pupil dilation, respiratory arrest, stroke, convulsions, seizures, malnutrition, death.
- Stimulants (caffeine, speed, amphetamines) - Addiction, elevated blood pressure and heart rate, insomnia, malnutrition, acute psychosis, nausea, liver damage, headache, sweating coma, possible death.
• Depressants (Quaaludes, barbiturates, tranquilizers) - Addiction, depression of central nervous system, decreased coordination and motor skills, liver damage, malnutrition, irritability, sleep, confusion, convulsions, possible death.
• Narcotics (opium, heroin, codeine) - Addiction, shallow breathing, nausea, panic, insomnia, malnutrition, constipation, respiratory arrest, possible death.
• Hallucinogens (PCP, LSD, acid) - Addiction, mental depression, bizarre behavior, severe disorientation, memory and perception impairment, impairment of judgment and motor function, violence, hallucinations, psychosis, convulsions, agitation, increased heart rate, confusion, possible death.
• Inhalants (white-out, glue, gasoline) - Addiction, depression of respiration, nausea, light-headedness, nasal erosion, fatigue, forgetfulness, depression, kidney and liver damage, malnutrition, heart failure, violence, suffocation, possible death.

Alcohol and Drug Resources
Wittenberg Health and Counseling Center
937-327-7811
001 Shouvlin Center, Springfield, Ohio
Campus Consultation, counseling, education, and referral

McKinley Hall
937-328-5300
1101 E. High Street, Springfield, Ohio
Evaluation, assessment, individual and group counseling

Mercy Reach
937-390-5338
30 W. McCreight, Mercy Crest Suite #204, Springfield, Ohio
Evaluation, assessment, individual and group counseling

More resources are available upon request. Please contact the Office of Student Development at 937-327-7806.

Programming with Alcohol Policy for Student Groups

Philosophy
Wittenberg University’s Student Code of Conduct and Ethics affords student groups the privilege of hosting events with alcohol. The presence of alcohol at any type of event increases the risk for those involved with planning, maintenance, and implementation. The purpose of this policy is to assist student groups to plan and implement events with alcohol while understanding liability and risk reduction techniques. It is the responsibility of the student group and all of its members to be familiar with this policy. Students are expected to know and abide by all applicable state and federal laws along with University policies and procedures. Additionally, students are responsible for their own behavior, utilizing effective risk management practices, and creating a safe environment for all attendees.

The sponsoring group(s) will be accountable for any and all violations. Student groups need to be aware that knowingly or recklessly violating a published University policy, rule or regulation or participating in conduct which one should reasonably know to be a violation of a published university policy, rule or regulation, is a violation of the Student Code of Conduct and Ethics. Sanctions for violating this policy may include, but are not limited to, loss of funding, loss of student organization privileges, referral to the Office of the Dean of Students, the Office of Campus Police and Security, referral to any and all relevant affiliated national organizations, or off-campus criminal prosecution. The University places its highest priority on enforcing alcohol violations that are repeated, disruptive, dangerous and/or flagrant.

For fraternities and sororities, this policy does not supersede the risk management policies of each respective inter/national organization. It is the responsibility of each chapter to carefully review their inter/national risk management policy and the policy(s) of co-host(s) before each event. As a rule of thumb, organizations should follow whichever policy is stricter.
Policy

I. Eligibility, Registration, and Approval
   a. Any student organization wishing to include alcohol as part of an event must be officially recognized through the Office of Student Involvement. Two members of the group must attend one session of the Programming with Alcohol workshop which is offered by the Office of Student Involvement twice a semester. These members are required to be present at any event in which alcohol is present. Each student organization must have a minimum of two members authorized in the current semester to be eligible to host events with alcohol.

      i. It is strongly encouraged that any member who will be at least 21 years old during the semester attend the workshop so he/she can serve as a liaison during any events planned that semester.

   b. A request (Programming with Alcohol Registration Form) to include alcohol in any sponsored event must be received by the Office of Student Involvement no later than 4 p.m. the Tuesday prior to the event.

   c. A Risk Management Conference with the Director of Fraternity and Sorority Life, Director of Student Activities, or designee must occur no later than noon on Thursday prior to the event. Failure to meet this deadline will result in an automatic denial of the request.

      A representative from each student organization involved with the event must be in attendance at this conference. The purpose of the meeting is to ensure that the group is in compliance with this policy. Approval will be granted, provided the event abides by all University and related organization policies and procedures. A complete list of all guests invited must be turned in by this time. (See Guest List Guidelines)

   d. Risk Management Conferences will be scheduled based on the availability of the designated University official. To ensure adequate time to schedule a conference, it is recommended that student organizations submit the registration form and schedule the Risk Management Conference as early as possible. Submission of the registration form does not guarantee that a Risk Management Conference can be scheduled to accommodate all schedules. The Office of Student Involvement will work to accommodate student organizations to the best of their ability.

II. Regulations
   a. For a social event to be approved, the host (and all co-hosts) must demonstrate an understanding of regulations described below and a commitment to fully comply with each of the regulations.

   b. Social events scheduled off-campus (BYOB or any third-party vendor) will only be considered for approval when occurring on Friday or Saturday nights. Events scheduled on any other night will not be approved.

      i. However, any events held on-campus in Founders and/or Doppelgangers on nights other than Wednesday, Friday, and Saturday will be considered for approval. See information in Article II, Section Ci.

   c. Location – This alcohol policy is applicable when a student group is sponsoring an event either on or off campus. Not all spaces on campus will permit the inclusion of alcohol in programming. Regardless of on or off campus location, when alcohol is present, the space must be closed or roped off (also necessary for outdoor locations) to ensure proper and legal checking of identification. A closed or roped off space also helps ensure safety and manage attendance. This policy applies to student group sponsored events, both open and closed, in Founders. Events on or off campus will be confined to the designated location.

      i. Founders and/or Doppelgangers will not be closed for any organization-sponsored events on Wednesday, Friday, or Saturday nights.
ii. If an event is held in Founders and approved by the Office of Student Involvement, all other stipulations of this policy will be enforced. Given certain event parameters, the Office of Student Involvement MAY allow the sponsoring organization to forego a guest list. If the organization’s risk management policy (or that of an affiliated national organization) still requires a guest list, the Office of Student Involvement will also require such.

iii. The Office of Student Involvement will assist with logistical arrangements and marketing for events that are hosted by student organizations.

d. **Focus and Publicity** – Alcohol may not be the main focus of an event. Each event must have a theme. Alcohol may not be mentioned on publicity for the event. All events are subject to the University Posting Policy.

e. **Time Restrictions** - Event beginning and ending times will be strictly observed. Social events at which alcohol is consumed, possessed, or served may take place only between the hours of 6 p.m. to 2 a.m. Additionally, they may not exceed four (4) hours in length. No organization may register more than one event on any given day.

f. **Event will be closed.** Only guests whose names appear on the official guest list will be permitted to attend. This includes BOTH members and non-members. Sponsoring organizations are responsible for the conduct of their members and guests. However, this does not preclude individuals from referral to the Dean of Students for Student Code of Conduct and Ethics violations.

   i. **Admittance to the event will occur through ONE entrance only.** Measures must be taken to secure alternative entrances in order to monitor admittance to the event.

   ii. **Guest IDs will be checked at the door.** All guests must show a valid picture ID and have their name on the official guest list to gain admittance to the event.

   iii. **Those guests who are 21 years of age or older will be designated as such.** Wrist bands or hand stamps must be used to designate those guests who are of legal drinking age. Age verification must occur at the event entrance for all guests.

   iv. **Guests who are visibly intoxicated will not be permitted to enter or re-enter the event.** It is the responsibility of the host organization(s) to ensure that intoxicated members and guests are not permitted to enter and re-enter the event.

   g. **Food and non-alcoholic beverages** will be provided in appropriate amounts, in clearly visible and easily accessible locations for the duration of alcohol service.

   h. When **live entertainment** (i.e. a band) has been scheduled, immediate neighbors will be notified prior to the event (if applicable).

   i. **Alcohol** – **All events must be held with a Third Party Vendor or follow BYOB (Bring Your Own Beverage) Guidelines.** No alcoholic beverages will be served by the host(s) and no alcohol will be purchased with organization funds (this includes any type of effort to “pass the hat” or collect funds for an event).

      i. **Third Party Vendor Guidelines:**
          1. Must be properly licensed by the appropriate local and state authority.

          2. Must be properly insured with a minimum of $1,000,000 of general liability insurance, evidenced by a properly completed certificate of insurance prepared by the insurance provider.

          3. Agree in writing to cash sales only (individual, drink-by-drink), collected by the vendor, during the function.
4. Agree in writing to all the responsibilities that any other purveyor of alcoholic beverages would assume in the normal course of business, including but not limited to:

   a. Checking identification cards upon entry;
   
   b. Not serving minors (ideally the TPV will check IDs when serving each drink);
   
   c. Not serving individuals who appear to be intoxicated;
   
   d. Maintaining absolute control of ALL alcoholic containers present;
   
   e. Collecting all remaining alcohol at the end of the function (no excess alcohol, opened or unopened, is to be given, sold, or furnished to the organization);
   
   f. Removing alcohol from the premises.

5. Agree in writing that the vendor will not provide any drink specials specific to the event attendees, require any drink sale minimums, or otherwise co-sponsor as a distributor with the organization. Co-sponsorship with a distributor encourages binge consumption and will not be permitted.

6. All on-campus events must follow third party vendor guidelines (BYOB is not permitted); the only permissible third party vendor is Sodexo.

   ii. BYOB Guidelines:
   
      1. The amount of alcoholic beverage an of-age person may bring to a BYOB event is six 12 oz. cans of beer or malt beverage. No beverage in a glass bottle is permitted. No open containers of any kind are permitted. No hard liquor is permitted.
   
      2. All beverages at BYOB events must be dispensed by one or more individuals that have participated in the Programming with Alcohol workshop, agree to be and remain sober for the duration of alcohol service, and are at least 21 years of age.
   
      3. A central point of distribution of alcohol must be roped off to allow for proper identification. The line must start in a well-lit area and a single file entrance must be created. Of-age members and guests must be identified separately than those not of legal age (i.e. over 21 receives wristband; under 21 receives handstamp).
   
      4. A check-in/distribution system must be in place for all alcoholic beverages (i.e. ticket or punch card system). Guests may drink only the alcohol they brought to the party. When a guest wants his/her beverage, he/she may not receive more than 1 beverage at any given time.
   
      5. Any remaining beverage will be disposed of when a person leaves the event. A person may not leave the event with any alcohol. All unused alcohol must be thrown out at the end of the party.
   
      6. No person may bring alcoholic beverages more than once to the same event. Staff at the entrance will register each person to monitor reentries.

   j. Liaisons will be designated for each social event. Liaisons must be at least 21 years old. One liaison for every 25 people in attendance is required (recommended one per 10-15 people in attendance). It is required that liaisons are sober for the duration of the event. Liaisons must be
identified as such on the guest list. Liaisons cannot be new/associate members of fraternities or sororities.

k. **A professional security guard is recommended but not required, to assist the host with the event.** Security Guards can ID guests as they enter the party and monitor the event to keep things under control. Guards can also require unruly guests to leave the party. In any case, Wittenberg Police and Security should be called in emergency situations.

l. **Those indicated on the Social Event Registration Form as responsible for the event will remain present for the duration of the event.**

m. **All members of the host organization(s) may be held liable if a problem occurs. Any organization co-sponsoring or co-financing the event is equally liable should a problem occur.**

n. **Clean-up will occur immediately following the event.**

### III. Guest List Guidelines

a. Everyone invited to the event MUST be included on the guest list. This includes BOTH organization members and non-organization members. Wittenberg University risk management guidelines require a maximum of 1 guest per member. For Third-Party Vendors, the maximum capacity of the area designated for the event may not be exceeded.

b. Guests should be listed alphabetically by last name. This is very important for coordinating admittance.

c. Birth dates should be listed next to the guests’ name. Birth dates must then be verified by guest at the door by showing his/her ID. (To facilitate the check-in process the host may choose to highlight all guests who are 21 or older.)

**Sample Guest List Format**

**Host Organization Name(s):** Badminton Club & Alpha Gamma Delta  
**Social Event:** Valentine Crush Party  
**Date:** February 16, 2009

<table>
<thead>
<tr>
<th>Guest Names</th>
<th>Birth date</th>
<th>Member responsible</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fellows, Brad</td>
<td>9/2/87*</td>
<td>Williams, John</td>
</tr>
<tr>
<td>Gorski, Dawn</td>
<td>12/15/89</td>
<td>Johnson, Kate *</td>
</tr>
</tbody>
</table>

*Designates 21 and over

d. A complete guest list must be turned in to the appropriate University official by no later than the Risk Management Conference.

### IV. Failure to Comply

a. Failure to comply with any of the guidelines stated in this policy is reason to be referred to the Dean of Students or designee and/or relevant affiliated national organization headquarters.

b. **Exceptions:** any guidelines stated in this policy that are in conflict with an organization’s inter/national risk management policy must be made known at the Risk Management Conference held prior to the execution of the event. Wittenberg University and the organization(s) will defer to the stricter of the two guidelines in these cases.

**University Firearms Policy**

The possession or use of firearms, dangerous weapons or other materials which endanger student welfare is strictly prohibited. This prohibition applies to all university employees, students, vendors, customers, and guests included those who are licensed under the state of Ohio law to carry a concealed weapon. The prohibition includes weapons carried about the person and maintenance or storage of any weapon in any property owned, leased, or controlled by Wittenberg or within any parked vehicle on university premises. Students wishing to bring firearms to campus for
hunting, leisure, or any other sanctioned activity must store them with the Campus Police and Security Department. Weapons discovered on university premises in violation of this policy will be seized by Campus Police and may result in criminal charges. Violation of this policy is sufficient cause for immediate dismissal from the University and could also result in criminal prosecution.

Policy on Hazing
Hazing in any form is an inappropriate activity and a violation of Wittenberg's Statement of Mission ("to develop the whole person—intellectually, spiritually, socially, and physically") and is contrary to the purpose of this academic institution and the positive development of individual members of our community.

By definition, an act of hazing includes all conditions described by Ohio statutes and/or any activity or attitude, mental, emotional, or physical, which ridicules, degrades, embarrasses, leads to confusion or frustration, causes discomfort, or jeopardizes the health, welfare, and safety of an individual or a group.

Specifically, hazing includes but is not limited to the following:
- any activity that might reasonably bring embarrassment or emotional harm to the individual(s),
- any activity that might reasonably bring physical harm to the individual(s),
- any activity that requires an unreasonable or inordinate amount of the individual’s time or in any manner impairs the individual's academic efforts,
- any activity that requires consumption of any liquid or solid matter,
- any activity that would degrade or otherwise compromise the dignity of the individual, or
- any requirement which compels an individual to participate in any activity which is illegal or contrary to an individual's genuine, moral, and/or religious beliefs or contrary to the rules and regulations of the University.

Therefore, all acts of hazing, both on- and off-campus by an organization or any of its members, are strictly forbidden.

Any organization that engages, through any or all of its members, in an act of hazing is subject to severe disciplinary action, including revocation of recognition as an organization at Wittenberg University.

Wittenberg University's Computer Use Policy
Computing Resources, Access and Use of
A wide range of information technology is provided to students, faculty and staff in support of the University mission. Standards of behavior are spelled out in a variety of University regulations and apply to computing resources. In general, acceptable use of computing facilities and network resources includes those activities consistent with learning, the University’s academic mission and general communication on and off campus. The Wittenberg Computing Center is responsible for the integrity of computing systems and resources and for establishing guidelines for access and use of computing resources.

Faculty, staff and students are expected to use the University’s computing resources in an ethical manner, including:
- Use of hardware/software/periphery devices;
- Legal use of licensed software;
- Access to and use of data, including the confidentiality of data or information;
- Safeguarding of security passwords, user identity and system access.

All uses must comply with all federal, Ohio, and other applicable laws; all generally applicable University rules and policies, and all applicable contracts and licenses.

A user is responsible for all activity originating from his or her account and for insuring that passwords or other security measures are not breached. Users may not share passwords, attempt to circumvent security measures, interfere with the ability of others to use the network, nor make any commercial use of University network resources. Users may not use University computing resources for obscene or harassing communication. Users must abide by the provisions of copyright law. Computing resources may not be used to operate a personal business.
All students are expected to use good judgment in determining the appropriate amount of time spent in explorations on the Web and other computer applications.

Users who violated this policy may be denied access to University computing resources and may be subject to other penalties and disciplinary action, both within and outside of the University.

**Use of hardware/software**

Equipment in offices, computer hardware, software and data is the property of Wittenberg University. Copying University purchased or leased software is not permitted. Users are responsible for taking all required precautions against importing computer viruses.

Legitimate use of a computer or network system is based on the requirements of a user’s position, not on the knowledge of the use or whatever is technically possible. Although some limitations are built into computer operating systems and networks, those limitations are not the sole restrictions on what is permissible. Users must abide by all applicable restrictions, whether or not they are built into the operations system or network and whether or not they can be circumvented by technical means.

The University owns licenses to a number of proprietary programs. Users who redistribute software from the computing system break agreements with its software suppliers, as well as applicable federal copyright, patent and trade secret laws. Copyright protection also applies to many resources found on the Internet, including but not limited to images, audio and video files, and electronic version of print materials. The redistribution of any software or other copyrighted materials from computing systems is strictly prohibited except in the case of software that is clearly marked as being in the public domain.

**Protection of confidential information**

Once an individual is granted access to data, he or she is responsible as a custodian of that data. Data custodians are held accountable for maintaining the security and confidentiality of those records to which they are granted access. Additionally, all faculty, staff, and students must comply with the Family Educational Rights and Privacy Act (FERPA) guidelines regarding the release of student information.

**Access to and use of data**

Material that is illegal, proprietary, in violation of University contractual agreements, or otherwise is damaging to the University may not be downloaded or posted to University computers or transported across University networks. Violations include, but are not limited to:

- Accessing, or attempting to access, data or information without proper authorization regardless of the means by which the is access is attempted or accomplished;
- Giving another person access to data or information to which they are not authorized;
- Obtaining, possessing, using, or attempting to use passwo4rds or other information about someone else’s account;
- Forging, fraudulently altering, or willfully falsifying electronic information identified as University records in support of electronic communications;
- Using electronic resources to hoard, damage, or otherwise interfere with academic resources accessible electronically;
- Using electronic resources to steal another individual’s works or otherwise misrepresent one’s own work;
- Interfering with the work of another uses;
- Supplying or attempting to supply false or misleading information or identification in order to access another user’s account;
- Deliberate, unauthorized attempts to access, use or manipulate University computers, computer facilities, networks, systems, programs or data.

**Right to Privacy**

Though users can expect the University to respect their privacy, the privacy rights of individuals using University owned equipments have some limits. In particular, Wittenberg reserved the right to monitor volume of traffic, investigate potential policy abuses, and take steps necessary to suppress viruses and Trojan horses. Computer Center personnel will not access programs, files or data without permission from one of the following:

- The owner of the materials;
• The Dean of Students or President if the owner is a student or prospective student;
• The respective Vice President or President if the owner is a member of the faculty, staff, alumni or parent.

Computer files are a form of property and the contents of a file will be treated as physical property. Users are expected to respect the privacy and restrictions placed upon information stored or transmitted across computers and network systems, even when the data or information is not securely protected.

Users may not change, copy, delete, read or otherwise access files or software without permission of the custodian of the files or the Director of Computing. Users may not attempt to modify software except where permitted.

**Safeguarding of security passwords, user identity, and system access**

From time to time, especially when you are away from your desk, your supervisor or another employee may need to access your computer or files. You should not expect information left on your computer or in your files to be unconditionally private.

Investigating or reading another user’s files is considered the same as reading papers on someone’s desk a violation of the person’s privacy. Reading protected files without authorization, by whatever mechanism, is prohibited.

Students, faculty, and staff should report misuses of computing resources or potential loopholes in computer systems to security and cooperate with the Director of Computing in investigation of abuses.

Only users who have valid, authorized accounts may use computer resources that are specifically authorized. Users may only use their account in accordance with its authorized purpose and are responsible for safeguarding their own computer account. Users should not let another person use their account. Passwords should be changed often to ensure that private and secure files are kept secure.

**E-mail**

Wittenberg maintains an electronic mail system to facilitate University business. Although e-mail correspondence can take on a more informal tone, all messages composed, sent, or received on the electronic mail systems should be considered official University correspondence and could be subpoenaed by a court of law.

The University expects e-mail messages to be treated as confidential by other employees and accessed only the intended recipient. The University does not permit employees to use a code, access a file or retrieve any stored information, unless authorized to do so. Employees should not attempt to gain access to another employee’s messages without permission.

**Worldwide Web applications**

The University provides bulletin boards and chat rooms for communication purposes. As such, the University reserves the right to delete posted materials that violate standards of appropriate conduct.

The University also provides the opportunity for students, faculty and staff to post individual web pages. The University does not censor nor monitor web pages but individual student or staff members should be aware the University policies regarding harassment or inappropriate conduct may be brought based on web page materials posted.

**Vandalism**

Any user’s account, as well as the operating system itself, is a possible target for vandalism. Attempted or detected alteration of user system software, data or other files, as well as equipment or resources disruption or destruction, is considered vandalism.

Members of the University community are expected to follow all other polices, rules, or procedures established to manage computers or network systems, including those established to control access to or the use of, computer data, files or other information. Computer accounts may not be transferred or used by other individuals including family and friends.
Violations
Violations of computer use policies may result in sanctions by the University. Student violations will be referred through the student conduct or academic misconduct system. Faculty and staff violations will be referred through conduct processes outlined in the Faculty Manual or the Administrative and Hourly Staff manuals. Violations can result in discipline up to and including termination of employment.

The Computing Center may terminate or restrict any person's access to its resources, without prior notice, if such action is necessary to maintain availability, security, and integrity of operations for other users of the resources, or in the case of egregious policy violations. The Computing Center will notify the user and the appropriate Vice President when access has been restricted or terminated.

University Commercial Solicitation Policy
Neither students nor non-students may use campus grounds and/or facilities for commercial purposes unless written permission has been obtained from The Dean of Students or designee.

- It is the policy of Wittenberg University to prohibit any and all solicitation or sales in the Student Center other than operations by a lease or agent whose contract with Wittenberg permits such solicitation or sale.

- As defined for this policy statement, the terms “solicitation” and “sales” mean any effort by an individual or an organization to:
  - ask for, seek, beg, or entreat passerby to make a monetary contribution
  - seek membership applications from passerby to any organization not organized by Wittenberg University; or
  - offer for sale any item, symbol, or product, whether or not there is an actual on-the-spot monetary transaction

- Guidelines for vendors, solicitation, and fundraising are available at the Office of Student Activities and the Student Center

- Proselytizing is not allowed. Groups, campus organizations, clubs and/or individuals cannot stop, intimidate, distribute literature and/or CDs/DVDs, or entreat others for the purpose of redemption, religious conversion or persuasion. Persons from outside the university are not allowed to solicit within residence halls. The residence hall space is private.

The above policy is not construed to prohibit the membership drives and activities conducted by recognized Wittenberg University organizations. Permission for such activities is granted by the Dean of Students or Assistant Dean for Student Activities on a first-come, first-served basis.

Ohio law states that any organization conducting more than six sales per year must obtain a vendor’s license.

Policy Regarding the Distribution of Political and Other Non-Wittenberg Printed Material
Student organizations may not use university funds in support of partisan political activity including candidates for office or political party activity.

Recognized or official student organizations may distribute political or other non-Wittenberg printed materials to other persons directly. All material must conspicuously display the name and address of the person or organization that has prepared and is distributing the material, and in the case of an organization, the name and address of the responsible officer. In the case of individual mailings, the material must be addressed by name and campus mailbox number. Hand-to-hand distribution is restricted to the area in the lower level of the student center adjacent to the student mailboxes, unless the Dean of Students has granted written permission for alternative sites for such distribution. E-mail may be sent to individuals, but list serves may not be used for partisan politics.
Posting Policy
Any academic department, campus office, or student organization that is affiliated with Wittenberg University, as well as outside vendors, organizations, and associations may post materials in campus buildings per the following guidelines. Residence Hall posting follows a separate policy.

Guidelines for Advertising on Campus
1. The content of all signs, posters, and banners must comply with Wittenberg philosophy and policies.
2. Signs and posters are to be displayed on bulletin boards and designated display space only. Windows, doors, or walls are not appropriate display places.
3. Signs and posters may not be posted on any unapproved surface including trees, benches, doors, windows, or railings. The use of duct tape is prohibited in all areas.
4. Banner space in the Student Center must be requested in advance with the Scheduling Office. ALL BANNERS MUST BE HUNG WITH STRING. Use of other banner areas must be approved by appropriate department chairpersons of the Scheduling Office.
5. Writing on the brick walls, benches, or any other furniture is prohibited. Sidewalk chalk may be used on all other cement walks. All postings MUST be removed within 24 hours after the end of the event. A labor fee to groups and organizations for removal of any outdated materials.
6. All table tents must be scheduled with and submitted to Dining Services for posting in the CDR and Post 95. Table tents will be limited to one or two per table and will only be posted up to five days prior to the event.
7. Signs, posters, and banners that do not meet the above guidelines will be removed and discarded by staff in the Scheduling Office.

Approval Process for Posting in Campus Buildings
1. All fliers, banners, and posters posted by a Wittenberg University student organization, an outside vendor or association, or any group or organization wishing to publicize their cause or event on Wittenberg's campus must be approved and stamped by the Office of Student Involvement. Academic departments and university offices are not included in this policy.
2. All publicity must include the name of the sponsoring organization as well as the name and contact information for the event/cause. This allows interested parties a way to contact the sponsoring organization.
3. All publicity must be submitted to the Office of Student Involvement (in the Student Center) for approval and stamping prior to posting on campus. This process takes 1-2 business days to complete.
4. Approved publicity will be stamped with a two-week posting expiration date. Publicity without proper stamping is in violation of the policy. The date stamped on the publicity is the expiration date.
5. Publicity is permitted to be displayed for 2 week periods from the date of approval. This is designated by the stamp on each piece of publicity. Postings are permitted in specifically designated locations throughout campus. A listing of these locations is available in the Office of Student Involvement and on the Student Involvement website.
6. Approved copies will be limited to the number of posting spaces on campus and in the residence halls.

Posting Policy - Residence Halls
Any club or organization that is affiliated with Wittenberg University may submit materials to be posted in the residence halls. In order to ensure that materials are posted appropriately, the following posting policy has been implemented:
1. All materials to be posted in Wittenberg residence halls must be submitted for approval at the Office of Residence Life located in Student Development.
2. The content of all signs, posters and banners must comply with University philosophy and policies. Materials must not promote the use of alcohol in any way or display any alcohol manufacturer or bar location/name. Exception: Events at Founders may be advertised on campus. Materials must be consistent with the university policy regarding sexist, racist and other discriminatory conduct.

3. Upon approval of staff in the Office of Residence Life, residence hall staff will place the materials on approved bulletin boards. This will be completed within three business days.

4. Approved materials may remain posted until completion of the event. Residence hall staff will ensure that event materials are removed upon their completion date.

5. Materials without approval (noted by the Office of Residence Life stamp) will be immediately removed and a copy given to the Area Coordinator for the hall for follow-up. RA programming publicity, RA announcements, RA bulletin board materials, and RHA/Hall Government materials do not need “stamped” approval.

IV. Sanctions

Wittenberg University reserves the absolute discretion to determine the appropriate sanctions to be imposed upon a student or student organization for any violations of Wittenberg policies. The sanctions outlined below may be cumulative, and no sanction need be exhausted before if it is determined that additional sanctions should be imposed. Based on past disciplinary record, the severity of the offense, or the impact of the behavior upon the community, the sanctions may be more severe and; as a result, the list of sanctions below are not meant to be exhaustive.

Parents or guardians of dependent students and the Director of Financial Aid and Scholarships may receive written notice of action that results in deferred suspension, suspension, or dismissal. Parents or guardians, faculty advisers, and/or coaches may also receive notice of disciplinary action any time it is deemed to be in the best interest of the student and the University to do so; however, disciplinary action is normally treated as confidential information.

Students suspended or dismissed from the University for failure to maintain academic standards or for infringement of University regulations are allowed no refund of any kind other than pro-rated return of board charges paid in advance or tuition as mandated by federal financial aid policies.

1. Written warning—a written notice to the student offender that he/she has violated University policies and that further violations will result in more severe disciplinary action.

2. Work or education assignment—the requirement that a student perform some service or engage in some activity having some relationship to the offense that would benefit the student and the Wittenberg/Springfield community.

3. Written assignment—the requirement that a student reflect on their behavior through a written assignment that includes some research which helps them understand why the prohibition or restriction has been adopted by the University.

4. Fines—a monetary sanction imposed by the Dean of Students or designee(s) for violation of university policies.

5. Restitution—reimbursement for damage to, or misappropriation of, University and/or private property. Reimbursement may take the form of appropriate service to compensate for the damaged misappropriated property.

6. Living unit probation—a prescribed period during which another violation of policy may result in the student forfeiting the privilege to live in a University residence hall, Greek House, or University rental property. This may include moving from one residence hall to another.
7. **Living unit dismissal**—the requirement that a student leave his/her residence hall, Greek House, or University rental property by a determined time. The student may be further restricted from moving into any other University or Greek housing and is not entitled to any refund from room or board University probation—a prescribed period during which another violation of policy will result in added restrictions, suspension, or dismissal.

8. **Removal from office**—the student(s) is/are removed from office of a registered student organization or athletic team.

9. **Revocation of recognition**—the student organization is suspended and, for a prescribed period of time or indefinitely, and loses all rights and privileges accorded a student organization in good standing.

10. **Disciplinary probation**—revocation of the privilege to hold an office in a campus organization; potential revocation of the privilege to represent the University in inter-collegiate athletics or other public events.

11. **Disciplinary suspension**—the offending student is required to leave the campus and is barred from attending classes and other privileges or activities for a prescribed period.

12. **Deferred suspension**—the offending student suspension is deferred when it is deemed that invoking a suspension would not be in the best interests of the student or the University thereby allowing the student to continue their studies in the normal manner. A further violation may invoke the suspension immediately.

13. **Interim suspension**—a temporary suspension of an accused student, or a student whose behavior indicates the potential to cause harm to himself/herself, or to others or to property.

14. **Disciplinary dismissal**—a permanent termination of a student’s status effective upon the date specified in the notification of dismissal.

Certain offenses require by law that the University disclose possible sanctioning practices.

**Alcohol and Drug Related Sanctions**
In response to the Drug-Free Schools and Communities Act of 1989, the following possible sanctions are in place for alcohol and other drug violations.

Depending on the amount of alcohol or drugs involved, the student may be suspended or dismissed from the University and also may be prosecuted. Below are minimum sanctions for minor violations of the alcohol and drug policies.

**Alcohol**

**First Offense**
- Alcohol Awareness education;
- $150.00 fine.

**Second Offense**
- Disciplinary probation for 1 year;
- Substance abuse referral for assessment;
- $200.00 fine;
- Parental notification.

**Third Offense**
- Deferred suspension from the University for 1 year;
- Substance abuse referral for continued assessment and treatment;
- $250.00 fine;
- Parental notification.
Fourth Offense
- Student is suspended.

Drugs – including use or possession of illegal drugs or non-medical use of prescription drugs

First Offense
- Disciplinary probation for 1 year;
- Referral to substance abuse counselor;
- $200.00 fine;
- Parental notification.

Second Offense
- Deferred suspension from the University for 1 year with the possibility of suspension or dismissal;
- Substance abuse referral for continued assessment and treatment;
- $300.00 fine;
- Parental notification.

Third Offense
- Possible dismissal from university;
- $400.00 fine;
- Parental notification.

Additional sanctions will be given if there are other incidents (vandalism, fights, providing alcohol to others, etc.) that accompany the alcohol or drug charges.

Students found in an environment where the alcohol and/or drug policy is violated, but are not partaking in the use of alcohol and/or drugs, may be subject to the following sanctions dependent upon the severity of the incident:

First Offense
- Warning

Second Offense
- Reflection paper;
- $50.00 fine.

File Sharing and Copyright Infringement Sanctions
In response to the Higher Education Opportunity Act of 2008, the following possible sanctions are in place for computer misuse and copyright infringement.

First Offense (Based on initial notice(s) received from the copyright holder(s))
- Warning message sent to the student along with supporting document(s).
- A warning of this nature is to indicate that any further violation of university as well as federal copyright policies risk having access to the university network restricted or terminated. In addition, students risks criminal and civil legal action.

Second Offense (Repeated notices after the student receives the initial warning letter)
- The violating student’s personal computer’s network access is revoked. Students will be able to access Wittenberg resources through use of on campus computer labs.
- A fine of $50 will be levied.
- Students are required to complete an online Moodle Course regarding copyright infringement and peer to peer file sharing.
- The student’s personal computer’s network access remains disabled until the Computing Center has been notified that the online course has been completed.
Third Offense

- The violating student’s personal computer’s network access is revoked. Students will be able to access Wittenberg resources through use of on campus computer labs.
- The Student Conduct Officer will proceed with disciplinary charges and the student will go through the student conduct hearing process.
- The student’s personal computer’s network access remains disabled until the Computing Center has been notified that the student has fulfilled all educational directives resultant of the student conduct hearing process.

Violators may also be subject to civil and criminal penalties for violation of federal copyright laws.

V. Conduct Hearing Process and Hearing Boards

Students and/or student organizations cited for violations of University policies are notified by the Dean of Students designee to schedule a disciplinary conference meeting. Violations of University policies are referred to the Dean of Student’s designee who will determine if the alleged violation should be adjudicated informally in a disciplinary conference meeting or whether the allegation should proceed to a formal hearing before the Student Conduct Hearing Board.

A disciplinary conference meeting with an Area Coordinator can also serve as an informal hearing for minor violations of university policies in the residence halls.

Disciplinary conferences and hearings will rely on the preponderance of evidence standard when making its determination. This means the determination will rest on whether the evidence indicates it is more likely than not the alleged behavior did occur and was in violation of the institution’s policy.

The purpose of a formal hearing is to receive testimony from the designated investigator, the complainant, the respondent and other witnesses, as the board or panel deems necessary. The chair of the hearing board or panel will exercise discretion in determining which witnesses are necessary to the hearing process. Although the hearing procedures are to respect fundamental standards of fairness, they are not intended to be equivalent to those employed in a civil or criminal judicial process. They are set with an aim of providing the hearing board or hearing officer with the best opportunity for determining the truth of the matter’s dispute. Minor deviations from these prescribed procedures will not render a decision invalid or constitute grounds for an appeal unless a matter of fundamental fairness has been violated.

Notification of Violation and Referrals

1. The Dean of Students’ designee will review the allegations and available information with the student or student organization officers and decide if adjudication can occur at this meeting or, where necessary, make appropriate disciplinary referrals.

2. Students or student organizations referred to the Student Conduct Hearing Board will be notified, in writing, of the charges being brought against him/her or the organization, including an outline of their rights and responsibilities. They will also be required to meet with the Dean of Students’ designee to review their rights and responsibilities and to review the hearing procedures.

3. Accused students or student organization officers scheduled to appear before the Student Conduct Hearing Board will have the right to have a member of Wittenberg’s community (faculty, staff, or student) serve as an adviser/support person at the hearing. In this capacity the adviser/support person does not address the Board or ask questions. Their sole purpose is to advise/support the accused student or student organization officers.

Student Conduct Hearing Board (SCHB)

1. The Student Conduct Hearing Board is responsible for hearing cases referred to it by the Dean of Students or designee.
2. The Student Conduct Hearing Board is composed of twelve (12) members. Students will comprise eight (8) members of the board; faculty will comprise two (2) members; and staff will comprise two (2) members.

3. Every year the Provost will submit the names of two faculty members to serve a one year term on the Student Conduct Hearing Board. Every year the Vice President for Enrollment Management and Dean of Students will submit the names of two staff to serve a one year term on the Student Conduct Hearing Board. Faculty and staff, if willing, are eligible to serve for multiple terms.

4. Student members of the Student Conduct Hearing Board are chosen from those students who have filed an application with the Dean of Students or designee. An ensuing interview with a Hearing Board Selection Committee is required of each applicant. The Committee is composed of the Dean of Students or designee, a faculty member chosen by the Student Senate, and two members of the student body selected by the Student Senate. The Selection Committee submits its recommendations to the Senate for approval.

5. The Chairperson of the Student Conduct Hearing Board will be a faculty member of the board and serve as chair for a one year term. The Vice Chair of the Student Conduct Hearing Board will be a Wittenberg staff member and serve for a one (1) year term. Faculty and staff, if willing, are eligible to serve in these roles for multiple terms.

6. A quorum shall consist of 5 members of the Student Conduct Hearing Board. That quorum will consist of one faculty who will preside over the hearing, one staff, and 3 students.

**Procedures for the Student Conduct Hearing Board**

1. The accused student(s), referred to as respondent(s), will be notified by the designated University official that an allegation has been made.

2. The respondent(s) will be informed of the right to make one of three pleas to each of the charges brought as the result of the alleged incident: responsible, not responsible, or no contest.

3. The respondent(s) will be provided with written notification of the following at least twenty-four (24) hours prior to the hearing: date, time, and place of hearing; charges brought as the result of the incident alleged to have occurred; and * rights and responsibilities of the respondent(s).

4. The respondent(s) will receive copies of all documentation to be utilized during the hearing at least twenty-four (24) hours prior to the hearing.

5. The respondent(s) must attend the hearing. If the respondent does not appear, the hearing will proceed and a decision will be made based on the information available at the time of the hearing.

6. The respondent(s) is/are entitled to present their case to the judicial body and may call witnesses on their behalf.

7. The respondent(s) are each entitled to be accompanied by an adviser. Advisers have a non-speaking role in the hearing. Advisers may be members of the faculty, staff, or student body of Wittenberg University.

8. The respondent(s) are entitled to ask questions of the judicial body, of each other, and of witnesses brought by each other or by the judicial body.

9. The respondent(s) are entitled to refuse to answer questions. Refusal to answer will not be interpreted as indicative of guilt, and will be noted without prejudice.

10. Respondent(s) are entitled to expeditious hearings. The judicial body must render a decision within ten (10) class days from the time the case is first referred to the body for consideration. Should the judicial body fail to render a decision, the case will automatically be referred to the next higher judicial body and the lower body will relinquish jurisdiction. Exceptions to this may be arranged with the mutual consent of all concerned parties.
11. Hearings of judicial bodies are closed except to the respondent(s), complainant, their advisers, witnesses, members of the judicial body, and the judicial body adviser. Witnesses may appear as requested by the judicial body.

12. The respondent(s) may question the ability of a judicial board member to render an impartial judgment and may request the removal of the board member from the case. The judicial body will rule on the request. Members of a judicial body who feel their relationship with the case and/or the individuals involved affect their ability to render an impartial judgment will disqualify themselves.

13. The respondent(s) are entitled to a hearing by a quorum of the judicial body. If a quorum cannot be convened within the established ten-day period, the case will be referred to the next higher judicial body.

14. The respondent(s) are entitled to an explanation of the rationale for the findings in a case within reasonable boundaries of confidentiality.

15. Respondent(s) wishing to appeal the outcome of their hearing may request access to the digital record of the hearing from the Dean of Students, or the Dean of Students' designee.

16. The respondent(s) will be notified of the right to appeal the decision of the judicial body. Should the respondent(s) wish to appeal, any action taken by the judicial body will be held in suspense pending consideration by the appellate body.

17. The respondent(s) must submit appeals in writing to the designated judicial body within three class days after receipt of written notification of the decision. Appeals may be considered twenty-four (24) hours after concerned parties have been notified.

Appeals
1. Students and student organizations reserve the right to appeal any disciplinary decision made by the Dean of Students or designee.

2. Appeals must be made in writing within three (3) class days following written notification of the action taken. The appeal must be based on at least one of the following grounds for an appeal:
   a. new and significant evidence can be introduced which may further clarify and support the defense of the student or student organization involved;
   b. there is reason to believe that the sanction is not consistent with the seriousness of the violation; and
   c. the student or student organization's right to a fair and impartial hearing was violated.

3. Appeals of Area Coordinators’ decisions are to the Assistant or Associate Dean of Students. Appeals of Assistant and Associate Dean's decisions are to the Student Conduct Hearing Board. Decisions of the Student Conduct Hearing Board are to the Student Appellate Board. Decisions of the Student Appellate Board are to the Dean of Students. There are no appeals beyond the Dean of Students.

Student Appellate Board
1. The Student Appellate Board is composed of four faculty members and four students. The faculty members are selected by the Provost and the student members are selected by the Student Senate.

2. After reviewing an appeal, the Student Appellate Board may decide as follows:
   a. accept the report and decisions of the Student Conduct Hearing Board;
   b. direct the case to be reheard in accordance with the suggestions of the Student Appellate Board;
   c. reverse the findings and decision of the Student Conduct Hearing Board and dismiss the case;
   d. accept the findings of the Student Conduct Hearing Board but reduce the sanction; or
   e. accept the findings of the Student Conduct Board but increase the sanctions.

3. Appeals of decisions of the Student Appellate Board will be to the Vice President of Enrollment Management and Dean of Students. There are no disciplinary appeals beyond the Vice President and Dean of Students.
Alleged violation of the policies concerning sexual harassment and misconduct will follow the processes outlined in the Policies and Procedures Concerning Sexual Harassment and Misconduct. Alleged violation of the policies concerning academic dishonesty will follow process outlined in the Code of Academic Integrity.
SECTION III: RESIDENCE LIFE HOUSING AND STUDENT ROOM POLICIES

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   - Commuter Housing Policy
   - Fraternity & Sorority Housing Policy
   - Student Rental Properties
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Note: The text below is current as of August, 2013. There are occasional updates and refinements. The official Residence Life Housing and Student Room Policies are available online in section XIV of the Student Handbook at this link: http://www5.wittenberg.edu/administration/student_development/handbook/housinginfo.html
A. Housing Policies
Wittenberg University student housing includes residence halls, apartments, Greek chapter houses, and University-owned houses. Only currently enrolled full-time students are permitted to live in University housing. The University has adopted the following policies, which regulate each category of housing.

On-Campus Housing Policy
All students enrolled full-time at the University are required to live in the residence halls and participate in a University meal plan. The release from residence hall living is based on academic standing, social standing and the availability of student houses/apartments. It is important that Wittenberg students engage in community to obtain full advantage of the out-of-class experience on a liberal arts residential campus. Consequently, each student enrolled full-time at the University is required to live in a residence hall and participate in a University meal plan unless the student has obtained an exemption from the Associate Dean for Residence Life. An exemption will be granted to a student who:

1. Resides at the principal residence of a parent or legal guardian within a 30-mile drive of the campus and commutes daily from that residence to the campus; or
2. Is married; or
3. In the judgment of the Associate Dean for Residence Life is subject to extenuating circumstances; or
4. Is an active member in good standing of a Greek organization that is in compliance with its commitments under the Statement of Mutual Understanding with the University and has earned at least 60 credit hours by the end of spring semester; or
   a. has earned at least 60 credit hours by the end of spring semester, and
   b. has satisfied such other standards that are related to residence life as the Associate Dean for Residence Life has established on an equitable basis, and
   c. if the Associate Dean for Residence Life has determined that a vacancy condition exists, has been selected through a process that has been established by the Associate Dean for Residence Life for this purpose and that may be based on chance or objective factors that do not discriminate maliciously or inappropriately.

Please note that housing contracts are binding for the entire academic year. Exemptions to the residency requirement include students commuting from the principal residence of their parent(s) or legal guardian(s) within a 30-mile drive of Wittenberg’s campus, students who are married, and/or students with other extenuating circumstances.

Permission to leave the residence halls is contingent upon receipt of prior written approval from the Associate Dean for Residence Life. Registration as a full-time student at the University during any academic year constitutes acceptance of the housing contract. Failure to reside in a Wittenberg residence or to secure exemption from housing requirements makes a student liable for a minimum of the double room rate and possible disciplinary action from the University.

Students who satisfy the residence hall living requirement are released from the residence halls to live in Wittenberg-owned houses and apartments only. Permission to rent from a private landlord is contingent upon receipt of prior written approval from the Associate Dean for Residence Life. Students will not be released to rent from private landlords until all Wittenberg housing is full. Failure to reside in a Wittenberg-owned house or apartment or to secure exemption from housing requirements makes a student liable for a minimum of the double room rate and possible disciplinary action from the University.

Requests for exemption from the residency requirement must be made in writing to the Associate Dean for Residence Life. Few exemptions are made. As a liberal arts residential campus, it is important that students engage in the community to take full advantage of the out-of-class experience.

Commuter Housing Policy
Any student who lives in the principal home of a parent or legal guardian or any student who is married and lives in or near Springfield is considered a commuting student and is exempt from the requirement to live in a residence hall. Commuter students must live within a 30-mile drive and be commuting from the principal residence of their parent(s) or legal guardian(s). Should a commuter student move from the parental home, he/she is expected to move into a residence hall. Students must complete a Non-Residence Hall Housing form to secure permission to
If a commuter student decides to reside on campus they must fulfill the residence hall requirement prior to being released to a student apartment/house.

**Fraternity & Sorority Housing Policy**
Affiliation with a fraternity or sorority is a matter of individual choice and responsibility, and each chapter must rely upon the support of its membership to maintain financial stability.

Students may not break a residence hall contract during the year to move into a fraternity or sorority house. Students residing in fraternity and sorority houses accept the principle that, in taking up this residence, they have in no way been released from their obligation to the University. Students may not be exempted from University housing or meal plans without written authorization. See Board Policies and Arrangements below. Students moving out of fraternity and sorority living units at any time must reside in university-owned housing unless specifically released to off-campus housing by the Associate Dean for Residence Life.

**Student Rental Properties**
Prior to being released to student rental properties, students must meet the residence hall living requirement. Notifying parents that permission has been requested to live in student rental properties and whether or not such permission has been granted is the responsibility of each student. Parental approval for such a move is a matter between the student and parents, and therefore, Wittenberg University strongly encourages that agreement between the student and parents is reached prior to filing an application.

The student rental contract reflects University policy governing the terms and conditions for students living in these units.

**Housing Assignments and Contract**
Requests for specific housing assignments are honored whenever possible. In the spring, returning students select their rooms for the following academic year. New students are assigned space during the summer prior to Fall Semester according to the date of their tuition deposit. Roommate requests are honored when both roommates request each other during sign-up and on the housing survey. Details and information regarding sign-up are distributed each spring.

**Single Room Policy**
When the halls are under-assigned, a few rooms normally used as doubles may be available as Super Singles. These are double rooms from which the extra bed has been removed. A resident who contracts for a Super Single is guaranteed that room for the academic year unless the occupancy of the halls reaches maximum capacity. For more details, contact the staff in Residence Life.

**Designated Singles**
A few designated singles are available in several halls. These rooms are designed for only one person. For more details, contact the staff in Residence Life.

**Consolidation Policy**
Should vacancies occur in residence halls during any time in any semester, Area Coordinators are able to consolidate these vacancies by requiring the occupants of half-filled rooms to move together. This policy has been developed for the following reasons:

1. to make available an increased number of rooms that may be rented as singles and assigned fairly according to the criteria established by the Single Room Policy.
2. to accommodate students, when possible, for break housing.
3. to accommodate prospective students, if needed, who are considering Wittenberg as the possible college of their choice.
4. to conserve on the cost of unnecessary utilities or needless “wear and tear” on a room.

The consolidation process will occur during the first six weeks of each semester. The first two weeks are regarded as the room freeze period where no room changes will take place. After this room freeze period and until the sixth week of the semester, consolidation of those students in half-filled rooms will occur. These students will be notified,
in writing, of their status and options by their Area Coordinator. After the sixth week of each semester, any student not abiding by the consolidation policy will automatically be billed for a Super Single.

Students in double rooms without roommates must adhere to the following guidelines when examining their housing options:

1. Obtain a roommate and keep the room as a double.
2. Move in with someone else in an under-assigned (half-filled) room.
3. When available, contract for a Super Single. Availability of a Super Singles is determined by the Residence Life staff, and is based on factors including time of year, current occupancy, class year, and other housing needs.
4. If there are no other residents in the student’s current residence hall with whom to consolidate and the resident does not wish to contract for a Super Single, the resident’s status will be defined as “involuntarily under-assigned,” by which the resident agrees to accept any roommate when a roommate becomes available.
   a. If the resident refuses reassignment or a roommate, the room is considered to be “voluntarily under-assigned” and the Super Single rate is charged retroactive to the date the original roommate moved out.
   b. If an assigned roommate does not move into the room and indicates the resident made overt or subtle statements or actions that deterred the person from moving into the room, the resident will be billed for the full amount of a Super Single (for the period of an entire semester or entire academic year), as well as held accountable through the University’s judicial process as having violated the Student Code of Conduct & Ethics.
   c. If during consolidation there is a disagreement as to which resident moves, new students with the latest paid deposit date and upperclassmen with the lowest seniority as determined by earned credit hours will move.

Moving Within a Hall or to Another Hall
At the beginning of each semester, there is a two-week hold on room changes while Residence Life staff verifies occupancy and determines where vacancies exist. After this time, students wishing to make room changes must contact their Area Coordinator for permission to move.

In instances where a student desires to move from one hall to another, the new Area Coordinator must be contacted for permission to move into that hall.

Note: Prior to moving into a new room, students must check out of their current rooms and obtain a signed Room Change Form from their current Area Coordinator.

Room Inspection
The University reserves the right to inspect students’ rooms periodically for health and safety reasons as well as to determine the physical condition of the rooms.

Room Search
The Dean of Students or her designee may conduct a room search for the following reasons:
1. in the event of an emergency;
2. health and safety matters;
3. to retrieve missing University property; or
4. suspicion of violation of University policy.

Dismissal from University Housing
The University reserves the right to dismiss from University housing any occupant whose presence is regarded as undesirable. This may be done by the Dean of Students or representative, and in such cases, there is no refund of room charges paid. Any student dismissed or suspended from the University may not continue to reside in University housing within 24 hours after dismissal. It is a policy of the University that a student who is removed from University-owned property may also be removed from the University.
B. Housing Contracts and Costs

The University housing contract is for fall and spring semesters of each academic year. The contract is for living space in University housing and not for a specific hall or room, although attempts are made to honor requests.

2013-2014 Standard Room Rates

<table>
<thead>
<tr>
<th>Hall</th>
<th>Semester</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ferncliff, Firestone, Myers, New, Tower, and Woodlawn Halls</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Double</td>
<td>$2,528</td>
<td>$5,056</td>
</tr>
<tr>
<td>Single (if available)</td>
<td>$2,936</td>
<td>$5,872</td>
</tr>
<tr>
<td>Super Single (if available)</td>
<td>$3,831</td>
<td>$7,662</td>
</tr>
<tr>
<td>New Hall</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Double</td>
<td>$2,778</td>
<td>$5,556</td>
</tr>
<tr>
<td>Single (if available)</td>
<td>$3,186</td>
<td>$6,372</td>
</tr>
<tr>
<td>Super Single (if available)</td>
<td>$4,081</td>
<td>$8,162</td>
</tr>
</tbody>
</table>

Room Refunds

Students who withdraw from the University within the semester will not be eligible for refund on fees. Housing and board refunds are granted on a pro-rated basis through the fifth week of the semester.

General Hall Damage

Students are financially responsible for common areas. They are billed for damages in these areas, with charges assessed against individuals when individual responsibility can be determined. When responsibility cannot be determined, charges are assessed against the hall damage fund.

Release from Housing Contract

No student is released from the residence hall contract during the academic year unless it can be adequately demonstrated that being held to the terms of the contract causes extreme hardship. All requests for release from the residence hall contract should be directed to the Associate Dean for Residence Life.

C. Residence Hall Services

Computer Labs

All residence hall labs are open 24 hours daily during spring and fall semesters. Contact the Solution Center at 937-525-3801 to report problems with University computer equipment. Supplies for the lab are obtained from the residence hall Area Coordinator.

In-Room Network

Information Technology Services is responsible for maintenance of the network connection up to, but not including, the student computer. Contact the Solution Center for problems with the data port or other connection issues at 525-3801. Network cables may be purchased from the Wittenberg bookstore or other local retailers.

Personal Computer

The Solution Center trains and staffs student workers to help students with network-related personal computer issues. See the Information Technology Services web pages for more information.

Laundry

The laundry facilities located within the residence halls are for the residents of those halls only. The cost of the laundry is included in the room fee that each residence hall student pays. Residents are not permitted to wash/dry non-resident students’ clothes, or for non-residents to use the laundry facilities in any residence hall. Misuse of the laundry facilities could result in increased room charges as well as a fine for both the resident of the hall and the non-resident of the hall. Residents must provide their own irons.

Lost and Found

There are two main locations for lost and found items: the Area Coordinator’s office and the Information Desk in the Benham-Pence Student Center.
**Mail Service**

**U.S. Mail**

Mailboxes are provided for each student in the Benham-Pence Student Center. The mailing address for all students:

Name  
Wittenberg University, Box _____  
P.O. Box 6100  
Springfield, Ohio 45501-6100

Mail service is provided throughout the academic year. First-class mail may be forwarded or held during break periods. The large volume of magazines and newspaper subscriptions received by students during the lengthy summer break creates storage problems, and they will be discarded unless students notify Service Center staff that they will be on campus for the summer to pick up their mail. Students should inform publishers and creditors of their change of address at the end of a year or whenever a local address changes.

**Campus Mail**

Mail sent within the campus community does not require postage. There are several mailing locations: the mail room in Recitation Hall, and the Service Center in the Benham-Pence Student Center. In addition to campus mail, Wittenberg email provides the university with the means to communicate to our students. Given the importance of much of the information provided and the need for a timely response from the students, it is the policy of Wittenberg that students will be responsible for the information sent to them in both their campus mail and via their email accounts.

**FED-EX or UPS Mail**

UPS mail is delivered directly to the Service Center. The University is not responsible for lost or delayed articles. The mailing address is:

Name  
Box _____, Wittenberg University  
734 Woodlawn Avenue  
Springfield, Ohio 45504

**Meeting Room**

New Residence Hall features one classroom/meeting room that is available for special programs or study needs. The room may be reserved by contacting the Area Coordinator.

**Microwaves**

Microwave units are provided for student use in each residence hall. These are to be used for snack preparation only. If the microwave is not functioning properly, please report this to your Area Coordinator. Microwaves are not permitted in students' rooms.

**Physical Plant**

Physical Plant is responsible for all physical maintenance and housekeeping tasks in the residence halls. If students have questions or concerns regarding these areas, they should contact the Area Coordinator.

**Safety and Security**

**Theft**

Student rooms are provided with locks, and each student is issued a key when checking into the hall. Students are strongly urged to keep their doors locked and not store valuables in their rooms. The University is not responsible for loss of or damage to the personal property of students. Students should check to see if they have insurance coverage under their parent’s homeowner’s insurance or look into purchasing renter’s insurance. If a theft does occur, contact Wittenberg Police and the Area Coordinator.

**Fire Drills and Fire**

Wittenberg Police/Security and Residence Life staff conduct fire drills in each residence hall at least once per semester, in compliance with the fire code of Springfield. Students failing to comply with standard fire procedures are subject to disciplinary action.
When there is a fire drill or alarm, everyone must evacuate the building and not re-enter until given approval by a Fire Marshal, police officer, or hall staff member. Failure to evacuate the building is a violation of fire procedures.

For student safety, the Springfield Fire Marshal inspects each University building on a regular schedule. The fire marshal may enter any room without notification to determine if a violation of fire safety policies exists.

Fire extinguishers are not to be used except in case of a fire. This policy is for the protection of all residents.

**Tornado Safety**
The spring season brings the greatest potential for tornadoes in the state of Ohio. Tornadoes can, however, strike anytime and anywhere. Survival may depend on knowing what to do. Know the difference between a tornado watch and a tornado warning. A tornado watch means conditions exist in the area and there is a possibility that a tornado may develop. A tornado warning means a tornado has been sighted in the area and everyone should take cover immediately. Students are to follow tornado procedures for their hall.

**Storage Facilities**
Storage is not available in the residence halls. There is no summer storage. The University assumes no liability or responsibility for personal belongings while they are stored in University buildings.

**Telephones**
The University no longer provides each student with a telephone. The University provides local telephone service, caller ID, and call messaging if the student provides a room telephone.

**Vending Machines**
Coin-operated vending machines are located in each residence hall. The number of machines and selection of food products depend upon the size of the hall and the need of its occupants.
If a machine is not functioning properly and/or needs service, please report the problem to the Area Coordinator. If money is lost in a vending machine, please leave your name, box number, amount of money lost, and the type of machine on the Vending Refund Sheet.

**D. Student Room Policies**

**Alcohol and Other Drugs**
The illegal and/or irresponsible use of alcohol or drugs is a violation of University policy and a major health problem.

In the residence halls:
1. Students who are of legal age may consume alcohol in their room with the doors closed.
2. Underage students may not be present in rooms where alcohol is available or being consumed.
3. Open containers, carriers, or cups of alcoholic beverages are not permitted in any lounge, hallway, restroom, or other public area of a residence hall.
4. Students may not promote a culture of alcohol by displaying empty containers or packaging in underage residence halls.

**Bicycles**
Students may bring bicycles to campus. It is recommended that bicycles be secured in students’ rooms, or with high security shackle locks in bicycle racks located outside most residence halls. Bicycles may not be stored in public areas, stairwells, or near exit doors, due to potential safety hazards.

**Candles and Incense**
Candles, oil lamps and incense are prohibited in residence halls. Birthday candles on cakes and candles necessary for the observation of religious holidays may be burned with prior permission from the Area Coordinator. No incense may be burned in the Residence Halls.

**Check-in/Check-out**
Residence hall students are responsible for the condition of rooms and room furnishings. The University recognizes that there are differences in the conditions of the rooms in the various halls. Similarly, the condition of the contents
of each room varies. At check-in, it is important to review the Room Condition Report in careful detail, noting general condition of the room and its contents including the quantity of furnishings in the room.

**Check-Ins**
During staff orientation, Resident Advisers (RAs) complete Room Condition Report (RCR) forms for each room on their hall roster. When students check into their rooms, both the RA and the student review the RCR and complete a thorough examination of the condition of the room so the condition of the room is accurately reflected. At the end of the year, the RCR will be used by a staff person to determine what damages, if any, have occurred during a resident's stay. It is the student's responsibility to report all needed maintenance repairs to his/her RA as needs arise, so that repairs can be made in a timely manner as well as to avoid unnecessary charges.

**Check-Outs**
To protect the interests of students and the University, it is the student's responsibility to contact an RA to check out of his/her room prior to leaving campus at any time during the academic year. At checkout, the RA reviews the RCR and notes if there is any damage to the room or if room furnishings are missing. Fines will be assessed for any damage to the room as well as for failure to check-out appropriately, failure to sweep and/or clean the room, failure to remove personal property in the room, or failure to return the room key. Students and parents are not allowed to make their own repairs.

**Computer Lounges**
Computer lounges are reserved for the use of hall residents and their accompanied guests only. Students' room keys open the computer lounge doors in their respective halls.

**Cooking**
Cooking is not allowed in the residence halls due to various problems associated with it (i.e. insects, rodents, possible damage to property, potential fire hazard, etc.). Preparation of coffee, tea, soup, and popcorn is permissible. Coffee pots and popcorn poppers are to be used expressly for these purposes.

**Ferncliff Hall is the only hall with a kitchen facility.** Students may use it only for snack preparation. Continuous meal preparation is prohibited. Care should be taken in the use of the kitchenettes--a smoking oven will trigger the fire alarm system.

**Drug Policy**
Residence hall students are required to follow the University's Drug Policy.

**Electrical Appliances**
All electrical appliances have the potential to be hazardous if misused or not kept in proper repair. Recognizing that some electrical appliances are potentially more hazardous than others, it has been determined that **only** the following appliances may be used in the residence halls:

- Portable electric hair dryers
- Hot combs
- Electric razors
- Electric rollers
- Electric toothbrush/water picks
- Sewing machines
- Lighted makeup mirrors
- Electric blankets
- Heating pads
- Microfridges
- Electric coffee pots
- Closed-coil hot pot
- Closed-coil popcorn poppers
- Refrigerators (see section on these)
- Computers
- Irons
• Lamps (no halogen)
• Television sets

These must be UL approved, and good judgment should always accompany their use. 14-gauge extension cords are recommended.

The following items **may not be used** in University Residence Hall rooms. Some of these items constitute a serious fire hazard; others invite either rodents or potential damage to physical facilities.

• Crock pots
• Electric skillets
• Lava lamps
• Sun lamps
• Hot plates
• Air conditioners
• Broiler/toaster ovens
• Toasters
• Wireless routers
• Electrical fryers/frying pans
• Electric sauce pans
• Microwave ovens
• Gas/any type of grill
• Any type of blender
• High wattage spot/flood light
• Convection ovens
• Power tools
• Potpourri burners
• Electric heaters
• Halogen lamps
• Rice cookers

This is not an exhaustive list of the electrical appliances and pieces of equipment that are not suitable for use in residence hall rooms. The Area Coordinator must approve any appliance not included in these lists before usage. All appliances used in the halls must have the original Underwriter’s Laboratory seal. If an unapproved appliance is found in a resident’s room, the item is confiscated and a fine is assessed.

**Emergency Equipment**
Tampering, damaging, or inhibiting the use of emergency equipment in any residence hall is expressly prohibited. Residents may not use emergency equipment for any purpose other than emergency use. This includes fire extinguishers, heat and smoke detectors, fire hoses, fire doors, exit doors, exit lights or panels, door alarms, or any other emergency equipment. In addition, students are not allowed on ledges, roofs, or fire escapes. Fire escapes are to be used only during fire alarms.

**Entertainment Units**
Students may have radios, sound systems, televisions and other musical equipment, but should use them with concern for those living in the immediate area. The amplification should be controlled so that neighbors both inside and outside the hall are not disturbed.

Residents should not place speakers or sub woofers in/facing windows or turn the volume/bass to an excessive level. Television sets are permitted so long as they are self-contained units with built-in antennas not to exceed 120 volts AC/60 cycles/125 watts. Outside antennas (including satellite dishes, etc.) are not permitted and will be removed. The installation of outside aerials is not permitted for safety reasons. They are removed by Physical Plant personnel, and residents of the room are assessed a service charge for their removal. Running an antenna wire to a metal window screen or architectural metal on a building is interpreted as an outside antenna.

**False Alarms Policy**
Residence hall students are required to follow the University’s False Alarms Policy.
**Fire Arms**
Residence hall students are required to follow the University's **Fire Arms Policy**.

**Furniture Movement**
Furniture may not be removed from rooms without prior written authorization from the Area Coordinator. Students will be charged full replacement value for furnishings missing from their rooms at checkout. The addition of furniture made to the room should be with good judgment. Always consider the safety and availability of room exits. Metal hangers should never be placed over doors. They ruin the door, hinges, frame, and walls behind the door. Permanent furniture may not be altered or removed from its permanent location. This also applies to University drapes, which may not be removed or altered in any way. Students may not move their room furniture to hallways or lounge areas. Furniture that is to be moved must remain in the student's room until the Building Services staff arrives to move and store the items. Furniture purchased by students must be removed when they move from residence hall facilities. Students are charged for any personal furniture, including couches and lofts that must be removed by University personnel.

**Games in the Hallway**
For reasons of safety and sanitation, games in hallways, water fights, and practical jokes are prohibited within the residence halls. These are not only dangerous but also disruptive to the community. Such actions may result in disciplinary sanctions and restitution.

**Guest/Escort Policy**
A guest is defined as a non-resident of the building who is present at the invitation of a Wittenberg student or is received by a Wittenberg student. Residents are responsible for the behavior of their guests at all times and are required to escort them when inside the residence hall. Guests who are students of Wittenberg University share responsibility for their behavior with their hosts. Hosts are required to inform guests of all pertinent University regulations.

Residence hall staff members reserve the right to ask guests to leave the building if their behavior is inappropriate.

Visitors entering a residence hall must be escorted at all times. Visitors who are unescorted will be required to leave the residence hall immediately, and the host student may be subject to disciplinary action. See also Overnight Guest Policy.

**Keys/Access Cards**
Each resident is issued a room key when moving into a residence hall. Keys and access cards are the property of Wittenberg University and are non-transferable. Students may not lend or borrow keys/access cards. Possession of unauthorized keys/cards or the duplication of keys is a serious matter in which disciplinary action will result.

Any time a resident reports that his/her assigned room key is not in his/her possession, the Area Coordinator may request a core change to occur immediately. When a room key is temporarily or permanently lost, it is assumed that access to the student’s room cannot be controlled. To obtain a core change, students contact their Area Coordinator, who will provide them with a core change form. Students then take this form to Physical Plant and the charge for a core change is $50.00. Residents should contact the RA or Police & Security if locked out of their rooms.

Room keys must be returned when residents vacate rooms and failure to do so will result in a charge of $50 to cover the cost of a new core lock and key. Physical Plant replaces the core lock and issues new keys.

**Laundry**
The laundry facilities located within the residence halls are for the residents of those halls only. The cost of the laundry is included in the room fee each residence hall student pays. It is against policy for residents to wash/dry non-resident student’s clothes, or for non-residents to use the laundry facilities in any residence hall. Misuse of the laundry facilities could result in increased room charges as well as a fine for both the resident of the hall and the non-resident of the hall.

Please be courteous of your fellow hall members. There are a limited number of machines, and by utilizing the washers and dryers for non-residents, you are inconveniencing those that have paid to use the machines.
Ledges, Roofs and Fire Escapes
For safety purposes, students are not allowed on ledges or roofs of any buildings at anytime. Fire escapes are to be used only during drills and alarms.

Lofts
For quality control of safety standards, beginning with the 2009-10 academic year, the only lofts permitted in the residence halls are those available through Open Space Concepts (www.openspaceconcepts.com). Lofts can be rented for Firestone Hall and Tower Hall only.

Lounges—Furniture and Use
Lounges are provided in floor sections and in a main area of the hall for residents of the respective halls. Although in most cases the lounges are used for studying, programming, or social activities, residents are encouraged to invite professors to visit the residence for informal discussions or classes. The priority for use of floor lounges continues to be for studying and for programming. Other uses for these areas must have the approval of the Area Coordinator. Outside groups requesting use of a residence hall lounge must contact the respective Area Coordinator. Consideration should go to student groups with a majority of building residents. Problems should be reviewed so that outside groups are not infringing upon the rights of building residents.

All furniture provided in the lounges must remain in the lounges. The furniture is placed there for the use of all students living in the hall. Failure to abide by this regulation may result in disciplinary action and/or a fine. Each floor or section of a hall that has missing lounge furniture is billed for the replacement costs. Missing lounge furniture from the main lounge is billed to all students of that hall. It is the responsibility of all residents to keep the lounges clean and to remove their own trash from the area. Individual room furniture such as desks, beds, etc., may not be placed in any lounges.

Noise Policy
Residence halls should maintain reasonable quiet hours at all times because they are primarily educational facilities. At all times certain obvious activities are to be avoided, such as playing musical instruments, radios, and stereos, at objectionable levels, and any other activity that distracts from studying and annoys other residents.

Specific quiet hours are maintained from 9:00pm-9:00am, Sunday through Thursday and 10:00pm-10:00am, Friday and Saturday. Each hall may establish quiet hours beyond this time. If a student has a complaint about noise during quiet hours, the owner of the disturbance should be contacted first. If satisfaction is not obtained, then the Resident Adviser should be notified. Twenty-four hour quiet hours are mandatory during the final week of each semester.

Overnight Guests
Guests of students are welcome in University residence halls on a limited basis. With roommate approval, an overnight guest (any person staying in a room overnight who is not a designated resident of that space) may stay in a residence hall room on no more than three separate instances per semester with a maximum of three consecutive days per visit.

Hosts are responsible for their guests and their guests’ actions and must take reasonable precautions to ensure the security of other students living in the hall. Guests must be in the company of their host at all times.

Minor guests (under the age of 18) must be at least 13 years of age, except on Sibs Weekend when younger guests are permitted. Overnight minor guests must be approved and registered through the Office of Residence Life. The host student must complete a Minor Guest Application and Permission Form at least one week in advance of the visit. This form shall include emergency contact information for the parent or guardian, known medical conditions, and dates of stay. Both the host student and the minor’s parent/legal guardian must sign the form. Wittenberg University expects that the minor will abide by all University policies and local, state, and federal laws, and that minor guest privileges may be revoked at any time without notice. The parent or guardian must pick up the minor upon request of the University or the host student.

Pets
Fish are the only pets allowed in residence hall rooms and fish are the only inhabitants permitted in an aquarium. For health reasons and potential damage to the facilities, no other pets of any kind are allowed in residence hall
rooms at any time. When considering whether to have fish at school, students should be aware that during break periods, electrical items are unplugged, and residence halls are closed so that care and feeding are disrupted.

**Posting Policy – Residence Halls**

Any club or organization that is affiliated with Wittenberg University may submit materials to be posted in the residence halls. In order to ensure that posted materials are posted appropriately, the following posting policy has been implemented:

1. All materials to be posted in Wittenberg residence halls must be submitted to the Office of Residence Life.
2. Materials must meet these guidelines:
   a. materials must not promote the use of alcohol in any way or display any alcohol manufacturer or bar location/name.
   b. materials must be consistent with the University policy regarding sexist, racist, and other discriminatory conduct (published in student handbook).
3. Upon approval of the Office of Residence Life, the RA, or a staff assistant will place the materials on approved bulletin boards. This must be completed within 24 hours. Therefore, *if a staff member is out of town, it is imperative that another staff member post the materials in a timely manner.*
4. Approved materials may remain posted until completion of the event.
5. Materials without approval (noted by the Office of Residence Life stamp) should be immediately removed and a copy given to the Area Coordinator.

RA programming publicity, RA announcements and RA bulletin board materials and information from campus offices do not need "stamped" approval.

**Refrigerators**

Refrigerators are permitted in residence hall rooms, and must meet the following specifications: power 120 volt, 60 cycle AC, 200 watts, 2 amp; compressor hermetically sealed, self-lubricating; Underwriters Laboratory (UL) approved, and in good condition. One refrigerator is allowed per double room; two in triples and quads.

Microfridges must meet the follow specifications: .8 amps and 700 watts; compressor hermetically sealed, self-lubricating; Underwriters Laboratory (UL) approved, and in good condition.

For ventilation and sanitation purposes, all refrigerators must be located in an open space, outside closets. During break periods, refrigerators must be emptied, defrosted, unplugged and left standing open. The University reserves the right to inspect refrigerators and microfridges to ensure they meet proper specifications and are in good condition. Converter boxes that alternate power between a stand-alone microwave and refrigerator are not allowed.

**Room Decorations**

Students are encouraged to give their rooms personal touches. Posters and other decorations may be hung on the walls; however, excessive paper is considered a fire hazard. The placement of posters, signs, etc., outside students’ rooms is limited to the exterior side of the room door. Students are not permitted to attach items to the walls outside their rooms. Nails, thumbtacks, tape of any kind, and other items (decals on mirrors and doors, etc.) which damage any paint or wood surfaces are not permitted.

Students are not permitted to use any room furnishings, which, in the opinion of the Area Coordinator or the Springfield Fire Department, violate city fire ordinances and/or would be considered unsafe. These include, but are not limited to, bookcases, platforms, overstuffed furniture, etc. Items such as flags, fish nets, large posters, lights, etc. are not to be hung from the ceiling, light fixtures, or other fixtures in the room. Any tampering with or rewiring of electrical fixtures or telephones is in violation of the total safety of the building. The University reserves the right to judge what is safe for its buildings and their occupants.

**Smoke Detectors**

Smoke detectors are installed in each room. They are fire safety equipment and are not to be obstructed or tampered with in any way. A smoke detector that beeps about once per minute indicates that the battery needs to be replaced. Residents should notify their RA or AC of the need for replacement or other problems and should not attempt to change the battery themselves. After hours, the Office of Police and Security is to be contacted for replacement of smoke alarm batteries. Tampering with fire safety equipment is grounds for disciplinary action, a
minimum $50 fine as well as repair costs of the equipment. Physical Plant cleans and services each detector once a year (during the summer).

**Smoking in the Residence Halls**
Residence hall students are required to follow the University’s [Smoking Policy](#).

All residence halls are smoke-free environments, and smoking is prohibited throughout the halls, both in student rooms and public areas.

**Solicitation**
Residence hall students are required to follow the University’s [Commercial Solicitation Policy](#).

No students or other outside individuals or groups are allowed to go door-to-door in the residence halls selling or soliciting information or goods. Outside vendors may leave information in Student Development that can be made available to students or posted on a common residence hall bulletin board. Hall government members are excepted from this policy due to their status as elected officials of the hall who are charged with fund-raising and programming functions within the hall.

**Video Usage**
The [Video Copyright Law](#) restricts the use of videos to private showings and prohibits their public performance in residence hall lounges and other common areas of campus buildings.

**Waterbeds**
Waterbeds are not permitted in residence halls.

**Windows/Screens**
Residents may not remove the screens from their room windows or other residence hall windows at any time, nor take any action that may damage the windows or screens. Residents should notify the Resident Adviser if their windows or screens are in need of repair. If screens are missing from individual rooms at the end of the academic year, assessments are made to those students who occupied the room. Failure to keep screens in place results in disciplinary action, including a fine.

Windowsills and spaces between windows and screens may not be used for food or storage areas. Absolutely no objects of any type may be thrown, dropped, pushed out of, placed outside of, or allowed to fall from any residence hall window. This is a serious safety hazard (it could injure or kill individuals standing or walking below) and will result in disciplinary action and a fine.

**E. Assessment of Damages & Room Charges**
At the end of the academic year, damages are assessed based on the charges listed below. In cases where the party responsible for the damage cannot be clearly identified, the cost to repair/replace is divided equally among the residents of the room.

The Area Coordinator/Resident Adviser checking out a room indicates on the room inventory and condition record the need for a decision to be made regarding repair or replacement on questionable items. Charges are determined at checkout or after by the Area Coordinator. Additional charges may be assessed by Physical Plant personnel in consultation with the Area Coordinator.

**Common Area Damages**
Students are responsible for loss or damage to furniture, furnishings, equipment, buildings, or grounds of the University whether caused by the student or that student’s personal guests through their careless, accidental, or intentional conduct. Excessive dirtiness in hallways, bathrooms, or lounges can also result in charges for clean up. An assessment is made and charged equally to students in a section, or floor for loss or damage to corridor, bathroom, and other common areas on the residence hall floor in which the students live when the loss or damage cannot be clearly identified as the responsibility of an individual or group of individuals. The assessment charges for this loss or damage is on a pro-rated basis.
2013-2013 Room Damage

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bed Frame/per sleeping surface Replace</td>
<td>$300.00</td>
</tr>
<tr>
<td>Bed Mattress Replace</td>
<td>$125.00</td>
</tr>
<tr>
<td>Bed Springs Replace</td>
<td>$110.00</td>
</tr>
<tr>
<td>Under Bed storage - Polis House Replace</td>
<td>$325.00</td>
</tr>
<tr>
<td>Bulletin Board Frame/Cork Replace</td>
<td>$100.00</td>
</tr>
<tr>
<td>Ceiling Tile Replace (each)</td>
<td>$25.00</td>
</tr>
<tr>
<td>Ceiling Paint $75.00</td>
<td>$75.00</td>
</tr>
<tr>
<td>Ceiling Grid Replace $25.00 to $100.00</td>
<td>$25.00 to $100.00</td>
</tr>
<tr>
<td>Chair—Desk Replace $180.00</td>
<td>$180.00</td>
</tr>
<tr>
<td>Chair—Occasional Recover $300.00</td>
<td>$300.00</td>
</tr>
<tr>
<td>Chair—Occasional (We don’t replace.) $450.00</td>
<td>$450.00</td>
</tr>
<tr>
<td>Chest of Drawers Replace $350.00</td>
<td>$350.00</td>
</tr>
<tr>
<td>Closet Rods Replace $55.00</td>
<td>$55.00</td>
</tr>
<tr>
<td>Desk—except Polis House Replace $400.00</td>
<td>$400.00</td>
</tr>
<tr>
<td>Desk—Polis House Replace $475.00</td>
<td>$475.00</td>
</tr>
<tr>
<td>Desk—Drawer Replace (each) $120.00</td>
<td>$120.00</td>
</tr>
<tr>
<td>Desk—Drawer Replace (each) $50.00</td>
<td>$50.00</td>
</tr>
<tr>
<td>Door—Closet Refinish $50.00</td>
<td>$50.00</td>
</tr>
<tr>
<td>Door—Closet Re-hang $25.00</td>
<td>$25.00</td>
</tr>
<tr>
<td>Door—Closet Replace $90.00</td>
<td>$90.00</td>
</tr>
<tr>
<td>Door—Lock Assembly Replace $350.00</td>
<td>$350.00</td>
</tr>
<tr>
<td>Door—Room Refinish $100.00</td>
<td>$100.00</td>
</tr>
<tr>
<td>Door—Room Replace $375.00</td>
<td>$375.00</td>
</tr>
<tr>
<td>Door—Room—Firestone Replace $375.00</td>
<td>$375.00</td>
</tr>
<tr>
<td>Drapes/Blinds Replace $175.00 to $300.00</td>
<td>$175.00 to $300.00</td>
</tr>
<tr>
<td>Floor Tile Repair (each) $10.00</td>
<td>$10.00</td>
</tr>
<tr>
<td>Furniture Hardware $10.00</td>
<td>$10.00</td>
</tr>
<tr>
<td>Furniture Refinish (per surface) $50.00</td>
<td>$50.00</td>
</tr>
<tr>
<td>Hooks Replace $25.00</td>
<td>$25.00</td>
</tr>
<tr>
<td>Light Fixtures Replace $100.00</td>
<td>$100.00</td>
</tr>
<tr>
<td>Mirror Replace $65.00</td>
<td>$65.00</td>
</tr>
<tr>
<td>Thermostat Replace $100.00 to $300.00</td>
<td>$100.00 to $300.00</td>
</tr>
<tr>
<td>Towel Rack Put Back on Wall $25.00</td>
<td>$25.00</td>
</tr>
<tr>
<td>Towel Rack Replace $50.00</td>
<td>$50.00</td>
</tr>
<tr>
<td>Walls Paint $75.00</td>
<td>$75.00</td>
</tr>
<tr>
<td>Walls—Holes/Gouges Repair &amp; Paint $125.00 to $225.00</td>
<td>$125.00 to $225.00</td>
</tr>
<tr>
<td>Window Glass: Tower Replace $100.00 to $300.00</td>
<td>$100.00 to $300.00</td>
</tr>
<tr>
<td>Window Screens Repair $55.00</td>
<td>$55.00</td>
</tr>
<tr>
<td>Window Screens Replace $95.00</td>
<td>$95.00</td>
</tr>
<tr>
<td>Wood Trim in room Replace $50.00 to $100.00</td>
<td>$50.00 to $100.00</td>
</tr>
<tr>
<td>Debris Left in Room Clean Out $25.00</td>
<td>$25.00</td>
</tr>
<tr>
<td>Dusty/Unswept Room Clean $25.00</td>
<td>$25.00</td>
</tr>
<tr>
<td>Furnishings Left at Move-Out</td>
<td></td>
</tr>
<tr>
<td>Not Belonging to Wittenberg (each item) $100.00</td>
<td>$100.00</td>
</tr>
<tr>
<td>Failure to Check Out $50.00</td>
<td>$50.00</td>
</tr>
<tr>
<td>Failure to Turn In Key / Replace $50.00</td>
<td>$50.00</td>
</tr>
</tbody>
</table>

*subject to change without notice

Dollar amounts noted above represent the current cost of materials and labor to repair and replace the items listed. The figures represented above assume either minimal damage or total loss. Assessments may be made reflecting the degree to which damage affects repair cost and therefore in some cases may vary from the charges listed.

F. Board Policies and Arrangements

Students residing in university residence halls are required to have a university board plan. Incoming first year students may choose from two plans: Carte Blanche Meal Plan or the 225 Flex Meal Plan. The Carte Blanche Meal Plan offers unlimited dining in the CDR and comes with $100.00 Bonus Dollars. The 225 Flex Meal Plan allows 225 meals per semester (about 14 meals a week) with $200.00 Bonus Dollars.

Upperclassmen students may choose from the Carte Blanch Meal Plan or the 225 Flex Meal Plan in addition to a 150 Flex Meal Plan. The 150 Flex Meal Plan allows 150 meals per semester (about 10 meals a week) with $200.00 Bonus Dollars.

Students who are members of fraternities and sororities and living in the residence halls must be on one of the above three meal plans; or, if they choose to be on a meal plan (of at least 7 meals per week) with their chapter house, they may instead purchase the 45 Flex Meal Plan. The 45 Flex Meal Plan allows 45 meals per semester (about 3 meals per week) with $200.00 Bonus Dollars. If choosing this option, the student must obtain a signed waiver from the Director of Fraternity and Sorority Life and submit it to the Scheduling Coordinator no later than 4:00 pm on the first Thursday of the semester.

For commuting students, the 45 Flex Meal plan with $200.00 Bonus Dollars is a convenient and cost-effective way to enjoy campus dining options.
Bonus Dollars are extra funds attached to the meal plans. These dollars work like a debit account and may be used at any campus dining location. They may be used to purchase a full meal or individual food or beverage items. Bonus Dollars are valid for one semester only.

Since Bonus Dollars have a way of going fast, Witt Gold can be added to a dining account in any dollar amount. Purchases of $150.00 or more will be given an extra 10% by the Dining Services. Like Bonus Dollars, Witt Gold serves as a debit account and can be used at any dining location. Unlike Bonus Dollars, Witt Gold rolls over from the fall to the spring semester but do expire on the last meal plan day of spring semester.

Unused meals, Bonus Dollars and Witt Gold are non-refundable.

**Arranging for Meal Plans**

Students may contract for meal plans/board by contacting the Dining Services Business Manager on the second floor of the Benham-Pence Student Center. The board contract is in effect for the entire year unless properly changed within the designated time. Meal Plans may be changed or cancelled only by submitting a Board Drop/Change Form to the Business Manager by the first Thursday of each semester. The form must be submitted by the deadlines as listed under Termination of Board.

Students with special medical or dietary needs and living in a residence hall are required to participate in a University meal plan and are strongly encouraged to discuss their needs with the Director of Dining Services by Thursday of the first week of classes of each semester. To better understand a special need, a written statement from the physician may be requested by the Director of Dining Services. If Dining Services is unable to accommodate the special need, the student must obtain a statement from Dining Services and submit it to the Dean of Students Office. The Associate Dean for Residence Life will review all cancellation requests with the Director of Business Services prior to authorizing a change or cancellation.

**Termination of Meal Plans**

Students wishing to change or cancel a meal plan (if they are eligible to do so) must complete a Board Adjustment Form and submit it to the Scheduling Coordinator in Benham-Pence Student Center before 4:00pm on the dates noted below for each semester:

- **Fall Semester** — Thursday, August 29, 2013
- **Spring Semester** — Thursday, January 23, 2014

Students who fail to complete and submit a Board Adjustment Form within the designated time are required to continue to honor their contract for the balance of the semester. No exceptions are made to this timeline.

Upper class students who do not reside in a residence hall but have contracted for a Meal Plan must comply with all of the above procedures and deadlines for changing or cancelling a meal plan contract.

**Dining Hall Policies**

Students must present their I.D. cards in order to use their plan in the CDR or any other dining area. If a card is lost or stolen, it must be reported immediately. A temporary ID may be obtained online via WittLink. It is valid for two weeks. Students may not use a series of temporary ID’s to avoid their responsibility to replace the permanent ID card. Serial use of a temporary ID may result in disciplinary action. Remember to safeguard your temporary ID as you would the permanent one. Questions regarding student ID’s should be directed to the Director of Student Accounts, phone 937-327-6146.

Parents eat free in the CDR when accompanied by a student using a meal plan, with the exception of New Student Days, Family Weekend, Homecoming, Thanksgiving, and Siblings Weekend. In addition, three guest meals per academic year are included in the Carte Blanche, 225 and 150 meal plans. Guest passes may not be applied toward Special Events and may not be used for meals taken by the meal plan holder. Additional meals are not transferable to other students or guests.

Students may not allow others to use their ID to obtain meal services. Failure to protect the use of an ID card is a violation of the University’s **Student Code of Conduct and Ethics** with respect to misuse of Wittenberg University identification. Such failure will result in disciplinary action.
All plates, cups and eating utensils in the CDR are the property of Dining Services. These items are supplied for use in the CDR and are not to be removed from the dining area. Removing such items, for any reason, is considered theft and is subject to disciplinary action under the University's **Student Code of Conduct and Ethics**.

In compliance with the Ohio State Board of Health regulations, all students must wear shirts and shoes in food service areas. Students must also comply with all rules governing foods that may not be removed from the dining area.

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**Central Dining Room Schedule, Benham-Pence Student Center**

<table>
<thead>
<tr>
<th></th>
<th>Monday to Friday</th>
<th>Saturday and Sunday</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>7:30am-8:00pm</td>
<td>11:00am-7:00pm</td>
</tr>
<tr>
<td>Full Breakfast</td>
<td>7:30am-9:30am</td>
<td></td>
</tr>
<tr>
<td>Full Lunch</td>
<td>11:00am-1:00pm</td>
<td></td>
</tr>
<tr>
<td>Full Dinner</td>
<td>5:00pm-7:00pm</td>
<td></td>
</tr>
</tbody>
</table>

*A la carte options available between meal times.

---

**Post 95 Schedule, Benham-Pence Student Center**

<table>
<thead>
<tr>
<th>Location</th>
<th>Monday to Friday</th>
<th>Saturday and Sunday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jazzman's Café</td>
<td>7:30am-1:00am</td>
<td></td>
</tr>
<tr>
<td>Sandella's</td>
<td>10:00am-1:00am</td>
<td></td>
</tr>
<tr>
<td></td>
<td>11:00am-9:00pm</td>
<td></td>
</tr>
<tr>
<td></td>
<td>12:00pm-9:00pm</td>
<td></td>
</tr>
<tr>
<td>Grill 155</td>
<td>11:00am-12:00am</td>
<td></td>
</tr>
<tr>
<td>Pastabilities</td>
<td>12:00pm-12:00am</td>
<td></td>
</tr>
</tbody>
</table>

---

**Simply To Go Schedule, Barbara Deer Kuss Science Center**

<table>
<thead>
<tr>
<th></th>
<th>Monday to Friday</th>
<th>Saturday and Sunday</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>7:30am-2:00pm</td>
<td>11:00am-9:00pm</td>
</tr>
<tr>
<td>Breakfast</td>
<td>7:30am-11:00am</td>
<td></td>
</tr>
<tr>
<td>Lunch</td>
<td>11:00am-2:00pm</td>
<td></td>
</tr>
</tbody>
</table>

---

**Founders Schedule, Benham-Pence Student Center**

<table>
<thead>
<tr>
<th></th>
<th>Wednesday</th>
<th>Friday and Saturday</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>5:00pm-1:00am</td>
<td>5:00pm-1:00am</td>
</tr>
</tbody>
</table>

*Kitchen closes at 12:45am

---

**Meal Plan Calendar**

**Fall Semester**

Sunday, August 25, 2013 (Dinner) to Wednesday, November 27, 2013 (Dinner). Meal Plans resume after the Thanksgiving holiday: Sunday, December 1, 2013 (Dinner) to Friday, December 20, 2013 (Lunch). This is the last day to use Fall Bonus Dollars. Unused meals and/or Bonus Dollars are non-refundable.

**Spring Semester**

Sunday, January 12, 2014 (Dinner) to Friday, March 7, 2014 (Lunch). Meal Plans resume after Spring Break: Sunday March 16, 2014 (Dinner) to Friday, May 16, 2014 (Lunch). This is the last day to use Spring Bonus Dollars and Witt Gold. Unused meals, Bonus Dollars and/or Witt Gold are non-refundable.
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A: General Confrontation

In Confrontations:

- Always introduce yourself by name and position.
- Be polite. As with most circumstances, “please” helps.
- Know the policies and the reasons behind them. Be willing to explain.
- Be assertive. State clearly what you observe, why it is inappropriate and what corrections are necessary.
- Talk in a calm voice. Engaging in a shouting match will not help.
- Identify the host of a party or a large group. Isolate that individual and confront him/her. Get his/her help in securing others’ cooperation. It is not necessary to take on a whole crowd.
- Be aware of safety issues:
  - Use the stairs, not elevators, to escort people out
  - Maintain a safe personal space
  - Be observant of people’s movements
  - Leave yourself an exit route
- Focus on behavior, not the person, “having alcohol is not permitted – please pour it out,” versus the use of, “quit being a troublemaker – dump the beer,” will escalate the problem.
- Continue contact about non-discipline issues after the confrontation is resolved. Continue to communicate your interest in people, willingness to help them, and respect for them as individuals after a confrontation.
- Keep all disciplinary information confidential. It is no one else’s business.

Common Mistakes made by Resident Advisers:

- If I am “easy going” my residents will like me.
- Failing or fearing to enforce rules.
- Failing to communicate rules and consequences.
- Lack of professionalism (e.g., gossip, surreptitious behavior, etc).
- Taking responsibility for residents’ behavior.
- Giving up.
- Fearing confrontation.
- Focusing on personalities instead of behavior.
- Ignoring tension.
- Getting sidetracked.
- “Smoothing” over problems.
- Trying to bribe residents into behaving.
- Dragging things out.
- Allowing disruptions to remain anonymous.
- Talking about an individual without that person present.

“Mistakes only become failures when we fail to learn from them.” (Anonymous)

When Poor Discipline Occurs:

- Residents resent the Resident Adviser for not making disruptive students accountable.
- Residents will become non-supportive, apathetic, and/or more isolated.
- Residents will shut themselves down just to survive; they become non-functioning.
- Residents will stop expressing their needs.
- Residents will talk behind the Resident Adviser’s back and undermine their authority.
- Residents will begrudgingly conform.
- Residents will not participate in building activities and programs.
- Residents will resent and retaliate against the Resident Adviser.
- Loyalty and commitment to floor will be absent.
Residents will fail to conform to or live up to community standards and behavioral expectations.
Residents will communicate less with the Resident Adviser and vice versa.
Interaction will be less friendly.
Residents will have less tolerance and respect for differences in opinions and lifestyles.
Conflicts will not be openly resolved.

Is Your Discipline Plan Working? If Not, This May be Why:
Lack of Consistency
- Are you upholding the same community standards and behavioral expectations?
- Are you treating all residents the same?

Lack of Communication
- Did you educate your residents as to the University and Office of Residence Life policies and procedures and their possible consequences?
- Do your residents understand the University and Office of Residence Life policies and procedures?
- Did you present the University and Office of Residence Life policies and procedures and possible consequences in a positive manner that encourages cooperation?

Poor Timing
- Did you make residents accountable immediately after the violation occurred?

Misperceptions about Resident's Behavior
- Did you document the resident’s behavior rather than relying on perceptions and memory?

16 Hot Tips to Keep Confrontation Cool
1. Introduce yourself.
2. Speak to the individuals by name, not “you,” “she,” etc.
3. Say “I need to talk to you,” instead of “you need to.”
4. Take time to understand the resident.
5. Find some common ground.
6. Know the University and Office of Residence Life policies and procedures and stand by them
7. Assume responsibility for your actions and decisions.
8. Do not threaten residents with sanctions (it is not up to you).
9. Know when to get help (e.g., RA, CA, AC, or Police and Security).
10. Confront with consistency.
11. Be conscious of your tone and body language.
12. Tell the residents you are documenting the incident.
13. Explain the conduct process.
15. Do not take it personally.

(Adapted from Cal Poly Pomona, Crisis and Confrontation Training Model)
B: Alcohol Confrontation

Below are guidelines for responding to alcohol policy violations. It is the Office of Residence Life’s policy that violations be confronted whenever encountered.

Specific Alcohol Violation Responses in Residence Halls

Underage Students with Individual Quantities of Alcohol
1. In such instances, staff members are expected to confront the students regarding the violation.
2. The student should be informed of the policy being violated.
3. In all circumstances the underage student is not to retain possession of alcohol.
4. If appropriate to the situation, the RA may ask the resident(s) of the room to open various units to determine if there is additional alcohol (e.g., refrigerator, closet, etc.). The resident(s) of the room must be the individuals to open these units.
5. Should a negative response be received the staff member should seek further staff assistance (e.g., AC, CA, Police and Security, etc.) and inform the student of possible non-compliance concerns.
6. The student is to be instructed to dispose of all alcohol. A staff member should accompany the resident(s) to the nearest restroom to pour out all alcohol.
7. Return to the room with the residents and inform them that an incident report will be filed and further disciplinary action will be forthcoming.

Confronting large alcohol containers (kegs/beer balls)
1. This policy is designed to help foster peaceful environments conducive to academic success, and to help avoid large, unmonitored group activities involving alcohol.
2. The procedures in this situation are the same as those above listed in steps 1 through 5. However in step 6, the containers themselves must be confiscated by Police and Security and will not be returned to the students. This includes taps as well as the container.
3. When an incident arises involving large alcohol containers, Police and Security should be involved. The officer will confiscate the container secure it in Police and Security, or hall office, or another secure storage place.

Public Intoxication in the Residence Halls
1. Behavior, which is destructive to community living, should be confronted and dealt with as a violation of policy.
2. If the student is heavily intoxicated and behaving wildly, do not attempt to restrain him or her. Contact Police and Security and the AC on duty.
3. An incident report should be filed and disciplinary follow-up will occur.
4. Repeated incidents of public intoxication or excessive alcohol use may indicate that the student has an alcohol abuse problem. These situations should be reported to the AC for follow-up and possible referral to Health and Counseling Services.

Residence Hall Staff Jurisdiction

The residence hall staff is expected to confront violations of the alcohol policy in all residence halls, not just the residence hall in which s/he is a staff member. While there is no expectation that staff confront alcohol violations in Greek chapter houses or off-campus apartments, violations should be brought to the attention of one’s Area Coordinator.

Staff Alcohol Usage

As a member of the Office of Residence Life staff, it is particularly important that you adhere to the alcohol policy. Your position places you in the "fish bowl" as a role model both on- and off-campus. As a RA, your behavior is under scrutiny by the entire University community, especially that of the student body residing within the residence halls.

The integrity and respect of each staff member is dependent on the behavior of all other staff members. This is true not only for staff alcohol consumption, but for policy enforcement as well. Your inconsistency in either area
affects other staff members and may result in disciplinary action, including possible termination of your RA contract.

C: Assault
If you are approached by a student who’s been assaulted:
1. Contact Wittenberg Police and Security (937-327-6231) and the Area Coordinator on duty and ask for assistance.
2. Encourage the student to seek medical care.
3. Follow-up with an incident report.

Written information is usually sent from the Vice President for Student Development and Dean of Student’s office to the campus community to make students aware of the incident.

If you hear that a student was assaulted after the fact, contact the student to see if a report was filed with Police & Security. If not, encourage the student to do so. Even if the suspect is not found, a description may be helpful to other cases or to warn others in the future. File an incident report with the information you have. You have a duty to report and follow proper protocol due to University policy and federal law.

D: Bomb Threat Procedure
If you receive a bomb threat by phone, you should:
1. Attempt to keep caller on the line to obtain as much information as possible. You should ask the caller:
   a. Where is the bomb located?
   b. What building? (You may get called about another building)
   c. On what floor?
   d. In what room?
   e. Where is the room?
   f. What time is the bomb set for?
   g. What is the size of the bomb?
   h. Will the bomb cause fire alone or blast damage?
   i. Is there any special way to identify it?
2. If this works and the caller stays on the line, you should listen intently for any background noise or sounds that might give you a clue as to the location of the caller.
3. If possible, determine the gender, age, etc., of the caller.
5. Complete the Bomb Threat Checklist as you are talking or as soon after the call as possible. Give the form to Police and Security when they arrive.
6. If the caller says that the bomb is set for a time period of an hour or less, immediately evacuate the building by pulling the fire alarm. If set for longer than an hour, contact Police and Security, and call the Associate Dean/Vice President for Student Development and Dean of Students for consultation on evacuation procedures.

E: RA Chain of Command
Below are some different scenarios that you may run across during rounds or even just by being around campus. Although this list is not an all-inclusive, it should serve as a reference for all events. When in doubt call your AC or the AC on duty.

Always note ALL situations on the RA duty log. If you do not know whether or not to write an incident report, ask the AC or write one anyway. It is never a bad thing to have documentation.
A student is passed out/non-responsive or has life threatening injuries
- 1st – Call Police & Security’s emergency line (937-327-6363) – tell them you are in need of a squad.
  - If you feel the emergency warrants calling 911, make the call – then call Police & Security.
- 2nd – Call the AC on duty.
- 3rd – If it is during business hours (10:00am-5:00pm), call your AC to inform them. If it is NOT business hours, e-mail your AC to inform them – they will want to follow-up with the student in the morning.

A student is in need of transport to the hospital; it is not life threatening
- 1st – Call Police & Security (937-327-6321) – ask them to send an officer and that you may need a squad.
- 2nd – Call the AC on duty.
- 3rd – If it is during business hours (10:00am-5:00pm), call your AC to inform them. If it is NOT business hours, e-mail your AC to inform them – they will want to follow-up with the student in the morning.

There is vomit in the restroom or hallway
- If prior to 4:00pm (Monday-Friday) call Physical Plant/Building Services (937-327-7326). If you do not reach a Physical Plant employee, call Police & Security (937-327-6321).
- If after 4:00pm (Monday-Friday) call Police & Security (937-327-6321) – ask them to send an ABM Building Services employee.
- If during the weekend call Police & Security (937-327-6321).
- Repeat steps if the vomit is not cleaned up within an hour/by the next round.

A student is threatening suicide
- 1st – Call Police & Security’s emergency line (937-327-6363) – ask them to send an officer and that you may need a squad.
- 2nd – Call the AC on duty - they will contact the Dean on duty.
- 3rd – If it is during business hours (10:00am-5:00pm), call your AC to inform them. If it is NOT business hours, e-mail your AC to inform them – they will want to follow-up with the student in the morning.

There is offensive graffiti found on the interior or exterior of the building
- 1st – Call Police & Security (937-327-6321). Wait for an officer to arrive, cover the graffiti with paper, and allow the officer to investigate.
- 2nd – Call the AC on duty – they will be in a request to have the graffiti cleaned and/or removed.
- 3rd – If it is during business hours (10:00am-5:00pm), call your AC to inform them. If it is NOT business hours, e-mail your AC to inform them – they will want to follow-up with the student in the morning.

Trash is dumped over or overflowing in the hallway or restroom
- If prior to 4:00pm (Monday-Friday) call Physical Plant/Building Services (937-327-7326).
- If after 4:00pm (Monday-Friday) call Police & Security (937-327-6321) – ask them to send an AMB Building Services employee.
- If during the weekend call Police & Security (937-327-6321).
- Repeat steps if the trash is not cleaned up within an hour/by the next round.

You smell what could be marijuana in the hallway or outside the building
- 1st – Call Police & Security (937-327-6321) – tell them you believe you smell marijuana and ask them to send an officer. Wait until the officer arrives.
- 2nd – Call the Ac on duty.
- 3rd – If it is during business hours (10:00am-5:00pm), call your AC to inform them. If it is NOT business hours, e-mail your AC to inform them – they will want to follow-up with the student in the morning.
A student has been assaulted and/or sexually assaulted

- 1st – Call Police & Security’s emergency line (937-327-6363) – tell them a student has been assaulted and ask them to send an officer. Wait until the officer arrives.
- 2nd – Call the AC on duty (They will contact the Dean on Duty)
- 3rd – If it is during business hours (10:00am-5:00pm), call your AC to inform them. If it is NOT business hours, e-mail your AC to inform them – they will want to follow-up with the student in the morning.

F: Communication of Emergency Incidents

Any situations that might generate some degree of concern from other University offices or the surrounding community should be reported immediately. This requires judgment on the part of staff members. All fires, instances of physical harm, or serious illness/transporting of students should be contacted to your Area Coordinator or the Area Coordinator on duty. It is better to communicate too much than too little. It is the responsibility of Resident Advisers to keep your AC informed.

When the media is seeking information, or statements concerning a particular incident and/or emergency, the media should be referred to the AC.

G: Confidentiality

In Counseling:
You must realize both your personal and professional limitations in the area of counseling and helping. You have an ethical obligation to communicate these limitations to students at the outset of any helping relationship. Never promise students that you will not tell anyone about what they have told you in confidence. In the case of suicide attempts/gestures, you will have to reveal that information for the sake of the individual(s).

In Handling Confidential Information:
The nature of your position requires you to have information that is considered confidential. This information is entrusted to you with the understanding that it will not be misused or passed on to others who do not have a need to know it. You are reminded of the student’s right to privacy. Share information regarding students only with your immediate supervisor or with other professionals on a "need to know" basis.

In Talking with Parents:
Often parents have concerns about their son or daughter and will contact Residence Life staff for information. Although we recognize the parents’ concerns, we also need to respect the student’s rights to privacy. Therefore, information must be given out in a cautious manner. If a parent comes to see you, inform your Area Coordinator immediately. If a parent calls you, refer the call to your AC. Never call the parent without first discussing the situation with your AC. The AC may refer the call to the Associate Dean of Students/Director of Residence Life as necessary.

In Handling Requests for Information:
Staff members get requests for information from a wide range of on- and off-campus individuals and groups. The following guidelines should be followed in responding to these requests:

- All requests for information from off-campus, other than program publicity (e.g., hall related policies, issues, or occurrences or information on individual students) should be forwarded to the Associate Dean of Students/Director of Residence Life.
- Requests for hall-related information by University departments or personnel should only be honored on a "need to know" basis (e.g., Police and Security, Academic Advisers, etc.). Others should be directed to the Associate Dean of Students/Director of Residence Life.
H: Death of a Student
In the event of the death of a student, accurate communication is essential. If a residence hall staff member is the first to be made aware of a death, use the regular emergency calling procedures: Area Coordinator, Associate Dean of Students/Director of Residence Life, Vice President for Student Development and Dean of Students.

Information is released to the public from the Office of Public Information. Residence Life staff will be given specific information to pass along to students from the Dean of Students, Associate Dean of Students/Director of Residence Life and/or Associate Dean of Judicial Affairs.

I: RA Duty Procedures
The purpose of having an RA on duty each night is twofold: 1) the residents will know there is someone in the building to which they may go, should the need arise and 2) there is also a regular check on the conditions within the building.

Duty Rounds
Duty RAs hold office hours in residence hall offices from 7:00pm to 12:30am Sunday through Thursday and from 7:00pm to 2:30am Friday and Saturday. Prior to the beginning of duty, the RA completes a 6:45pm round of the building. The rounds are to be conducted at approximately 9:00pm, 10:00pm, 11:00pm, and 12:30am and on Fridays and Saturdays at 1:30am and 2:30am. Other rounds are conducted as per the Area Coordinator’s instruction. A minimum of five (5) sets of rounds should be conducted Sunday through Thursday and seven (7) sets on Friday and Saturday.

Start of Duty Expectations
1. Record the name and phone number of the AC on duty in the RA duty log.
2. Call the AC on duty between 6:45pm-7:00pm. RAs are to give complete names, halls in which they are on duty (this may be different from the halls in which they live), room numbers, and phone numbers. If the AC on duty does not answer, leave the same information in a voicemail.
3. Change all "RA on duty" signs.

Round Expectations
When walking through the hall on rounds, it is imperative that the condition of the following items is noted in the RA duty log:

- Doors should be closed and locked – check for propped doors.
- Be conscious of unescorted visitors and suspicious behavior.
- Check vending machines, computer rooms, lounges, laundry rooms, bulletin boards, and water fountains for theft and/or vandalism.
- Look for potential fire hazards (e.g., condition of trash cans, bathrooms, lounges, etc.).
- Check smoke detectors – are they intact?
- Check fire extinguishers – are they present? Have they been discharged?
- Check all stairwells for debris and other problems.
- If applicable, ride the elevator and checking for vandalism.
- Look for overall maintenance issues and record them on your duty log.

RA Duty Log Expectations
The following should be documented on the RA duty log:

- Residents you assisted – how and why?
- Residents you confronted – for what?
- Events taking place in lounges, student rooms
- Policy violations
- Maintenance needs and/or vandalism
- Overall atmosphere of floors and hall
The RA duty log is an official record of what occurs in the residence halls. Records should be legible and pertain only to hall business. Since logs may be used for official business, all records should be written in appropriate language. The RA duty log does not take the place of incident or maintenance reports.

After the completion of duty, the RA must submit an electronic duty log and any electronic incident reports to the Area Coordinator. All materials should be turned in no later than 9:00am.

**Computer Lounge Expectations**
Each night, the RA on duty should check the computer room while on rounds. A check of the computer room should verify the following:

1. All printers/computers/monitors/cables/mice, etc. are present and in working order; and
2. The stock of printer paper in the lab is sufficient.

If supplies are needed, a list should be submitted to the Area Coordinator.

If any computers, printers, etc. are not in working order, submit a work order to the Computing Solution Center. Do not attempt repairs – Computing staff will perform repairs once notified of the problem.

If paper or toner is needed, the RA on duty should restock from the staff office. If the office is in need of paper or toner, the Area Coordinator should request from the Residence Life Office. Residence Life will track paper “consumption” and abuse may result in not restocking.

**J: Building Evacuation/Relocation of Residents**
In the event of a fire alarm or other emergency evacuation of the building, it may be necessary to move the students to another building because of weather conditions. The Chapel is the relocation center for all buildings.

In cases of inclement weather at night, students should be directed to the Chapel since there is no way of knowing how long it will be before students can return to their rooms. A Residence Life staff member should be sent to the Chapel with students. If students choose to stay outside they may, but a staff member should be present to keep them away from the building. The Area Coordinator and two other staff members should stay with the hall to facilitate communication. Once the building is safe to re-enter, the AC is responsible for notifying students that they can return. Care should be taken to ensure that student or staff members do not walk alone at night.

In the event of an emergency evacuation of a residence hall during the day, shelter is available in the Student Center, Thomas Library, or other open campus buildings. If for any reason there is an extended evacuation of a residence hall during the day, information regarding the situation will be made available through the office of Student Development.

**K: Fire Safety**
Before students move in, each Resident Adviser should understand evacuation procedures and fire alarm systems for their respective halls. Area Coordinators should account for all fire safety equipment (e.g., extinguishers, fire bells, emergency lighting, room smoke detectors, etc.). Any fire extinguishers needing to be charged should be reported to the AC. Fire extinguishers should be checked daily by the RA on duty.

During fire drills or in the case of a fire alarm, each staff should meet in a designated location in order to organize efforts and work to the best of the group’s ability to assist the Springfield Fire Department and Police and Security. The priority is to evacuate the building, not fight the fire. The following areas are designated as meeting sights:

- **Ferncliff Hall**: outside front entrance by parking spaces
- **Firestine Hall**: outside front entrance (away from building)
- **Myers Hall**: end of back driveway (north end)
- **New Hall**: grass between the Student Center and the New Hall
- **Tower Hall**: back door of Tower Hall
- **Woodlawn Hall**: sidewalk on Woodlawn
Campus Ministries House: parking lot
Polis House: front door of Tower Hall

Once the Residence Life staff has gathered, the Area Coordinator may assign duties to the RAs. If the AC is not there, then the RA on duty is designated as the coordinator and the AC on duty should be called immediately for assistance. The AC acts as a liaison with Police and Security and the Springfield Fire Department. If necessary, RAs should escort residents to designated evacuation sites. All halls evacuate to the Chapel. Some RAs should assist in checking exits and directing residents to the proper location for evacuation. Until a building has been cleared for re-entry by the Springfield Fire Department and Police and Security, no one should enter the building. The building is not secure for re-entry until Police and Security has re-set the alarm.

During a drill, RAs should instruct residents to clear the building. In the event of a fire, use common sense. The luxury of time to clear a building may not be available. Staff members should not jeopardize their own safety. RAs should report to the AC the names of any residents who fail to evacuate the building, those who were a disturbance, or those who left the building unprepared (i.e., no shoes). It is the responsibility of the AC to respond as soon as possible to students who were uncooperative or not prepared.

Police and Security is required to conduct fire drills in residence halls. During the first floor meeting, each RA should explain the fire evacuation procedures with the residents. A fire drill should be held within the first month of the term.

The hall staff should be aware of and remove potential fire hazards (e.g., pizza boxes, trash in the hall, excessive paper on walls, etc.). Setting off a false fire alarm jeopardizes the safety and welfare of students, other members of the Wittenberg community and as members of the Springfield community. Because of this, any student found in violation of this policy will be subject to suspension from Wittenberg University. Ohio law imposes strict penalties for false alarms made by persons 18 years of age or older, Section 2917.32A. Tampering with fire extinguishers, fire alarms, or fire equipment is strictly forbidden. ACs must be sure they deal with any infractions of these policies in order to protect the safety and the lives of the residents of the building.

**Individual Evacuation Plans**
Residents should be informed of the evacuation route for their room/floor. The Chief of Police is currently designating these routes.

**Calling Procedures**
When the alarm rings, contact Police and Security (937-327-6231).

**L: Hall Security**
Residence hall security is an on-going concern requiring staff diligence and the continual education of students.

Staff rounds are important to hall security. It is imperative that rounds are made consistently and thoroughly. Exit doors must be checked and re-checked for propping. Students should be reminded to lock their doors – even when doing their laundry, visiting friends in the hall or using the restroom. **Additionally, RAs should model good hall security by locking their own doors.**

Security phones have been installed outside each residence hall. Since the doors are locked 24 hours a day, visitors should call their host to be let into the building.

RAs and students should always contact Police and Security (937-327-6231) if suspicious or unwanted guests are seen walking through the halls or on campus. In addition, Police and Security should always be contacted in the event of a theft.

Each staff should devise a plan for educating student and procedures for dealing with problems (i.e., propping open doors).
M: Harassing Behavior

Procedure for Harassing Phone Calls
1. Call Police and Security (937-327-6231) and notify your Area Coordinator.
2. Have a list of possible suspects (i.e., names and phone numbers).
3. Describe the type of calls a student is receiving.
4. Describe frequency of calls - students should be keeping a list and/or caller ID log and voice mails.

N: Illegal Drug Confrontation

The following is the RA procedure for dealing with illegal drug confrontation.

Possible Marijuana Odor
When a Residence Life staff member has reason to believe resident(s) are using illegal drugs, s/he is to contact the Area Coordinator on duty. The AC should follow-up with the concern by going to the room and smelling for an odor.

Upon initial investigation of the smell, if an Area Coordinator still has reason to believe that a student has been smoking marijuana and/or using other drugs in his/her room, the AC will consult with the Dean Staff Member on Duty, who will either grant or deny permission for a room search. An AC must be present while a room search is being conducted.

Wittenberg Police and Security will conduct the search, after the AC has completed and disseminated copies of an Authorization to Search form, which can be found in the RA office.

If an illegal substance is found, Wittenberg Police and Security should confiscate. If no illegal substance is found, a report must still be filed concerning what was observed and how residents and staff responded.

Evidence of Drug Usage
If an RA has reason to believe that a resident is involved in the use and/or sale of illegal substances, they should talk with their Area Coordinator immediately. As always, this information should be kept confidential. Do not confront the residents, as this may interfere with an on-going investigation. Contact Police and Security and the Associate Dean of Students/Director of Residence Life to determine follow-up procedures.

O: Incident Reports

An incident report is a communication and record keeping tool, as well as a disciplinary form. Incident reports should be written to document emergency situations, unusual occurrences, and University and Office of Residence Life policy violations.

Incident reports should be written for the following:
- Fire – major or minor
- Fire alarms, including false alarms
- Tampering with fire safety equipment, including discharged fire extinguishers
- Vandalism to facility (including vending machines)
- Thefts
- Mental health situations (including suicide attempts, gestures, and talk)
- Drugs/alcohol
- Injury to student/major illness of student
- Physical assault
- Rape – do not use identifying information without the student’s consent or if s/he identifies the person(s)
- Disruptive behavior
- Harassment
- Violation of Office of Residence Life policies and procedures
- Students of concern
P: RA Key Usage

Overview
The issuance of work-related keys to Residence Life staff members carries with it substantial responsibility. Both the discretionary use of such keys as well as the maintenance of appropriate security with respect to location rests with the staff member to whom keys are issued. The following are guidelines for carrying and using work-related keys:

- The Area Coordinator issues keys during Fall training, which includes a room key, office key, and sub-master key.
- Resident Advisers are responsible for all keys issued until such time as keys are returned to the AC or until the RA has paid for the lost key(s). Under no circumstances should an issued key be passed to a student or another RA.
- RAs should not carry work-related keys outside of the hall. Work-related keys should be carried only when present in the hall.
- Loss of work-related keys will result in a charge and may result in further disciplinary action. Physical Plant determines the charge for lost key(s).
- At no time should RAs loan work-related keys to anyone.
- Any keys issued to a RA must be returned at the end of the staff member’s term of employment.
- Improper use of a sub-master, or other University keys, may be grounds for dismissal.

Sub-Master Key Usage
A sub-master allows entrance into all residence hall rooms in that particular hall. Sub-master keys are locked in the office key box when not in use. Resident Advisers are to use the sub-master for the following purposes only:

- Lock-outs (refer to the following section)
- Checking rooms at break
- With authorization by Area Coordinator or other Residence Hall Administrative staff

Under no circumstances should the RA utilize the sub-master key for any other purposes. Inappropriate key usage may result in dismissal.

Q: Lock-Outs
Resident Advisers should use the following procedure if a student is locked out of his/her room. If the key is misplaced in the room and the roommate has locked the door, staff may be asked to open the door. The following are guidelines that MUST be followed to complete a lock-out:

1. Make sure the student actually lives in the room. This should be verified by checking the student's name against the hall roster (found in the hall office). If still apprehensive, ask the student to recite his/her home address – this can be checked through the campus directory.
2. Make sure the student understands that there may be a charge for being keyed into the room. Each hall staff and Area Coordinator can determine whether to charge a $2.00 lock-out change, which must be collected at the time of service.
3. Complete the Sub-Master Check Out form prior to leaving the office.
4. Accompany the student to his/her room, unlock the room, ask to see his/her key (to verify that the key is not permanently lost, collect the appropriate fee from the student (if applicable), return sub-master key to the trap box, and place the money in the designated area (if applicable).

If a student needs access to his/her room, but staff is unavailable, the student must wait until a staff member returns to the hall. Only RAs and Area Coordinators should have possession of sub-master keys to allow students into rooms.
**R: Lost Keys/Core Changes**
At times, students will misplace their key. Students should be encouraged to keep their key with them at all times. If a student loses a key, s/he should be immediately sent to the Area Coordinator, who will then give the student a form to be presented at Physical Plant. Students are NOT to be sent directly to Physical Plant without this form. The cost for a core change is $50.00, which will be billed to their student account.

**S: Lofts**
For quality control of safety standards, the only lofts permitted in the residence halls are those available through Open Space Concepts (www.openspaceconcepts.com). Lofts can be rented for all halls except Myers Hall, New Hall, and Polis House.

**T: Maintenance Emergencies**
If you have a maintenance emergency, contact Physical Plant directly (937-327-7316) between the hours of 8:00am and 5:00pm. Situations that require immediate response should be called in early in the day, not delayed until the end of the day. Examples of maintenance emergencies that require immediate response include heat problems in a student’s room or front doors that are not locking. Many workers go home after 4:30 pm, although the Physical Plant is open until 5:00pm. Bringing in a Physical Plant employee after 5:00pm requires overtime pay.

If you do have an emergency after 5:00pm, contact Police and Security (937-327-6231). In some situations, Police and Security will come to the building, assess the situation, and contact the switchboard as to whether someone should be called to campus. Explain the problem clearly (i.e., the water fountain was ripped off the wall and water is pouring into the first floor hallway). If you feel that someone should be called in immediately, tell the switchboard operator.

Situations that should be called in after hours include:
- Flooding, major plumbing issues
- Major electrical outage (minor electrical outages may be due to blown fuse(s))
- Loss of heat in a student’s room in extremely cold weather
- Front doors broken and unable to be locked
- Any facility damage/vandalism that constitutes an immediate physical threat to students
- When elevators are not functional
- When in doubt consult with the Area Coordinator on duty

If the decision is made not to call someone in and you feel someone should be called in, call the Area Coordinator on duty. If not available, call the Dean Staff Member on duty.

**U: Medical/First Aid**
In any critical, life-threatening emergency, dial 911 when calling from a cell phone or (9)911 when calling from a student's room or the RA office, and then Police and Security's emergency line (937-327-6363).

As a Resident Adviser, you should:
- Keep people calm and the area free of spectators while waiting for assistance. Either stay with the person or have another staff member stay with him/her.
- Contact appropriate staff, i.e. Area Coordinator/AC on duty, as appropriate.

Ground rules for first aid and related medical problems:
- Never give medication or "home cures" to a resident.
- **Never** offer a medical opinion. (The sick or injured person may assume that you know.)
- **Always** refer student to the Health and Counseling Center. Let trained personnel determine severity of injury or illness.
Do not reinforce statements about poor care at the Health and Counseling Center or hospital. You don’t know the details of their previous experiences. Encourage them to go anyway. If you feel there are legitimate complaints about the Health and Wellness Services, contact Dr. Kathryn McKee, Director, Health and Counseling Services.

V: Physical Plant
The Physical Plant department coordinates the upkeep and maintenance of the residence halls and all campus buildings. A contract service, ABM, or Building Services, does general cleaning of the residence halls and reports to Physical Plant.

Physical Plant
225 N. Fountain Avenue
Office Hours: Monday – Friday 8:00am – 5:00pm
Maintenance Hours: Monday – Friday 8:00am – 4:00pm
Includes purchasing, warehouse, maintenance, and work orders.

ABM – Building Services
225 N. Fountain Avenue
Office Hours: Monday – Friday 8:00am – 5:00pm
Maintenance Hours: Monday – Friday 6:00am – 2:30pm
Limited weekend hours to remove trash in the residence halls
Emergency needs can be addressed 24 hours a day.

Building Services employees clean public areas, individual student rooms over the summer, take out trash, change light bulbs, and move furniture. Employees are in the residence halls from 8:00am until 2:30pm. The earliest time for an employee of the opposite sex to be on a residence hall floor is 9:00am.

Area Coordinators should establish on-going communication with the Building Services employees in their building so that information is relayed about problems as they occur. Building Services employees has been instructed to contact the AC when a section or floor is “trashed” so that the responsible students can be held responsible for the damage.

ACs should be notified of any lounge furniture that is removed by Building Services employees.

Maintenance Requests/Work Orders
Regular Hours
Maintenance requests should be submitted to your Area Coordinator, who will relay the maintenance requests to Physical Plant or Building Services. Emergency maintenance requests may be called in to Physical Plant, however should be followed up in writing. This should be done on a daily basis, early in the morning. Area Coordinators are the only ones who should be writing or calling in maintenance requests. RAs and students should never be told to call Physical Plant directly. If your Area Coordinator is unavailable and you believe there is an emergency maintenance request, you may call the AC on duty or the Office of Residence Life (937-327-7800). Your AC may contact Physical Plant to inquire about the progress of a request if not completed within a reasonable time.

After Hours
Routine maintenance requests should never be called in after hours. Emergency maintenance requests may be called in to Police and Security, who will dispatch a Physical Plant employee, however this requires overtime pay. Only emergency maintenance requests should be called in (See emergency maintenance procedures). Routine maintenance requests that are discovered after hours should be e-mailed to your Area Coordinator, so they can e-mail Physical Plant so the request can be taken care of in the morning. As a Resident Adviser, you must make your residents aware that they should report problems early in the day and that Physical Plant does not have an evening or night crew.

Work orders are generated for each request and given a priority for completion. Health and safety items are always a number one priority. The Area Coordinator will receive a copy of the work order indicating that it has been put
into the system. As maintenance requests are submitted, a maintenance log should be kept in the office. Once the work order has been completed, the AC will receive a copy of the work order.

**Bunk Beds**
Some rooms are equipped with bunk beds. These are the only bunk beds available in the residence hall – Building Services employees do not have any extras bunk beds.

Myers Hall residents are **not** permitted to bunk their beds, however Myers Hall residents interested in bunking their beds will be evaluated on a case-by-case basis upon completion of an evaluation of the room’s flooring by the Myers Hall Area Coordinator.

**Fire Extinguisher Replacement**
Resident Advisers should report any missing or discharged extinguishers on the RA duty log each night. Area Coordinators will then contact Police and Security for replacement or recharging. Problems with fire extinguishers may also be reported to Police and Security. If discharged maliciously, the AC will be given a list of replacement costs so that residents can be made aware of charges to general hall damage.

**Furniture Movement or Removal**
All furniture **must** stay in student rooms. Area Coordinators and Resident Advisers are not authorized to allow students to remove anything from resident rooms or public lounges. The exception to this is bunk bed switches as noted above.

Students who purchase lofts through Open Space Concepts are not allowed to remove their headboard or footboard. If Building Services employees find furniture in the hallway they will contact the Area Coordinator to have students move it back into their rooms.

Each year we have students who say that the Resident Adviser told them they could store something in a closet or lounge. This policy should be clearly communicated to your residents. Students who move room furniture into the hallway or lounges without permission should be required to move it back and disciplinary action should be taken if necessary. Please document any furniture movement or removal situations with an incident report.

**Key Replacement**
Students who lose their keys should contact the Area Coordinator for a Room Core Change form. The student must bring this form to Physical Plant. In order to receive both keys the roommate’s key must also be returned. Physical Plant will provide the Area Coordinator with a key/core code list at the beginning of the year. This must be updated when the work order is received and checked against the list for duplicate cores. All students will be billed $50.00 to their student account for the room core change. ACs are not authorized to make exceptions to this. If a key is not returned at the time of checkout, it is a $50.00 fine.

**Phone Problems**
Most residents no longer use a landline phone. However, landlines are still available in each residence hall room. If a student is interested in using their landline, they are responsible for providing – we do not have phones available to loan out. If a student encounters problems with their landline, notify your Area Coordinator. The AC will report the problem to Physical Plant as a maintenance request.

**Smoke Detectors**
Report all problems with smoke detectors to your Area Coordinator immediately as they are considered safety equipment. Do not attempt to change smoke detector batteries yourself. When students have tampered with smoke detectors, it should be documented in an incident report so the AC can follow-up with appropriate damage charges and additional sanctions.

**Vacuums**
We no longer provide vacuums in the residence hall offices. Your hall staff may choose to provide brooms and dustpans.

**Vehicle Reservation**
Cars and vans can be reserved for program activities through the Motor Pool office located in the Recitation Hall Annex. Resident Adviser should speak with their Area Coordinator prior to making reservations. Your AC can assist
you in making reservations. If you have questions, please contact Tim Black in the Motor Pool Office. All vehicle reservations are approved or denied by the Associate Dean of Students/Director of Residence Life.

In order for students to be van drivers, they must be at least 20 years of age, registered drivers, and have authorization from the Motor Pool Office. To drive a car, students must be at least 18 years of age, registered drivers, and have authorization from the Motor Pool Office. To become authorized to drive University vans or cars, please contact the Motor Pool Office.

**Washers/Dryers**
Washers and dryers are located in each residence hall. The number of machines depends upon the size of the hall. Halls have a mixture of high efficiency and regular washers and dryers. Washer and dryer problems should be reported to the Area Coordinator, who will contact ASI Campus Laundry Solutions. Specific information should be reported including type of machine, type of problem, and the number (washer/dryers). If the washer or dryer is not working properly, place an “Out of Order” sign on the machine.

Residents Advisers check vending machines, washers, and dryers as part of their duty rounds and report information regarding their condition on the RA duty log.

**W: Purchasing**
Most purchases will be for RA programming. Your Area Coordinator will make a Wittenberg University credit card available to you to purchase RA programming supplies. Always remember to get a receipt for your purchases. If you purchase food, you must have an itemized receipt detailing each item purchased. If you fail to get a receipt, you may be required to call the business and ask for a duplicate copy. Wittenberg University credit cards are tax exempt – some businesses require tax exempt documentation to make purchases so discuss with your AC before going to purchase items. It is important that you plan in advance and discuss your programming needs. If office supplies are needed to be purchased, notify your AC.

**X: Room Condition Reports**
Residents are required to complete a check-in and check-out Room Condition Report (RCR) on arrival and departure. This procedure will help with the general upkeep of the room, in addition to being a checks and balance procedure on the amount of damage done to a room.

You should complete these forms **BEFORE** any students check into your building. At check-in, the Resident Adviser should go to the room with the resident, have the student review the form, and return the entire form to the check-in desk or your Area Coordinator.

If a student checks out of his/her room, this form must be completed prior to her/his departure. Even if s/he is moving into another room, the form MUST be completed and a new one for the new room filled out. Forms have turned up missing at the end of the year, usually because when students moved, new forms were not completed.

Please make sure you fill these forms out carefully. Be as thorough and detailed as possible – it will make checking the resident out much easier. The end of the year damage is assessed based on the differences in the room at check-in and check-out.

**When Completing a RCR:**
- The student’s name should printed legibly and in pen
- The student’s ID number must be filled out
- It is important that **dates and times** be completed on all forms – billing disputes often relate to when a student moved in or out of the room

At check-out, the RA should review the form. If there is any question as to whether a student should be billed, the RA should contact the Area Coordinator. The AC should assess all damage charges at this time or a notation made that Physical Plant must be contacted to determine cost. Have the student sign the form to verify that they have checked out and returned the key.
**Y: Room Change Procedure**

The Area Coordinator must approve all moves within the building. The AC of another building must approve any moves to their particular building. The ACs talk to each other directly to determine approval and makes arrangements for the move. Resident Advisers do not approve moves.

When confirming a move with a resident, the Area Coordinator explains that they must make arrangements to complete the RCR with the RA when they leave – this appointment should be made in advance. The AC also lets the student know they will be charged $50.00 for failure to check out properly and an additional $50.00 for failure to return a room key. A new RCR must be completed when the resident check into their new room. It is critical that the RA keeps all appointments to check a student out of a room.

If you feel there are room damage charges, document the damage on the RCR. The Area Coordinator will then evaluate the room and determine damage charges.

The Area Coordinator will return all paperwork to the Office of Residence Life Office within 24 hours of the move.

**Z: Room Entry, Search, and Seizure**

Resident Adviser may not enter a resident’s room without permission of the resident. Exception to this policy is under the following conditions:

- There is an immediate serious threat to the safety or well being of persons or property
- To eliminate disruptive noise from stereos or alarm clocks when the noise is disrupting others and the student is known to be gone. The Area Coordinator on duty should be called to assist in this situation before entering the room.
- To search for missing University furniture (according to procedure below).
- When there is reason to believe there is a violation of University policy that requires an immediate staff response. Police and Security and the AC on duty should be called to assist in this situation before entering the room. This should rarely be used since most situations can be handled with a follow-up contact.

The University reserves the right to enter student rooms at any time during the day, whether the resident is present or not, for purposes of safety, sanitation, and general upkeep. This specifically relates to Physical Plant and Building Services employees. Police and Security officers may enter student rooms only in the case of an emergency where there is immediate serious threat to the safety or well-being of persons or property. The Vice President for Student Development and Dean of Students and/or the Dean Staff Member on Duty must give permission for Police and Security to enter for any other reason.

**Room Entry Procedures:**

- Have another Resident Adviser with you. Most often, you will call the Area Coordinator on duty or Police and Security to assist you with the situation.
- Knock and announce who you are and request that the student open the door.
- If the resident opens the door, identify yourself again and state the reason why you need to come in to talk with the resident. "I have reason to believe that there is a violation of University regulation. May I come in to talk with you?"
- If the resident does not open the door, announce that you will be entering the room if the student does not open the door. Contact the AC on duty or Police and Security and use the sub-master key to gain entry.
- Once in the room you may not look in any closed containers (e.g., closets, refrigerators, drawers, etc.). You may ask residents to open closets, refrigerators, and drawers. If they refuse, do not do it yourself, tell them you will make a note that they failed to comply on the incident report.

**Room Search**

If it becomes necessary, the Area Coordinator can conduct a room search only with the permission of the Vice President for Student Development and Dean of Students and/or the Dean Staff Member on Duty. Police and
Security can also conduct a room search only with the permission of the Vice President for Student Development and Dean of Students and/or the Dean Staff Member on Duty.

After being granted permission and before conducting the room search, an Authorization to Search form must be completed and disseminated to the resident(s).

**Seizure**

If a Residence Life staff member enters a room and discovers a threat to health, safety, and welfare, firearms, combustibles, or explosives, the staff member should contact Police and Security immediately (937-327-6321). If drugs or drug paraphernalia are discovered, the staff member should contact Police and Security, who will arrive to confiscate the items. If alcohol is discovered, the staff member should contact another staff member (e.g., RA, CA, or AC) to assist with the disposal of the alcohol. If the resident(s) is/are present, the resident(s) may assist the staff member with the disposal of the alcohol.

Resident Adviser should never confiscate a resident's personal property. If a Residence Life Staff member enters a room and discovers unapproved appliances, they staff member should contact another staff member (e.g., RA, CA, or AC) to assist with the removal of the appliance. RAs should not be responsible for removal appliances that are beyond their physical limits (i.e., a second refrigerator); rather the Area Coordinator should have the residents remove it themselves. The AC will make arrangements to ensure that illegal items are removed, mailed home, or they will offer to store it until the student leaves for a break period. University property (i.e., lounge furniture) may be removed from the room. If items are removed, document with an incident report.

**AA: Sexual Assault**

If the student is unconscious or severely injured call 911, notify Police and Security at 937-327-6363, and the Area Coordinator on duty. If the student is in need of medical treatment, offer to accompany him/her to the Emergency Room. Call Police and Security (937-327-6363) or an ambulance (911). Alert the Area Coordinator on duty. During business hours, 8:00am-5:00pm, Monday – Friday, you also have the option of consulting with medical staff at the Health and Counseling Center at 937-327-7811.

If the student does not have injuries requiring immediate medical assistance, indicate to the student that you would like to consult with the Area Coordinator for assistance in helping the student. You can further assist the student by doing the following:

- provide company/distance from attacker;
- listen to and believe her/him;
- reinforce that the assault or rape was not his/her fault;
- lay out options for immediate action;
- offer to call for additional support (see resource list below);
- help the student organize his/her thoughts, but let him/her make decisions on how to proceed.

The following are the student's options:

a. Regardless as to whether the student thinks he/she may wish to file charges he/she should be encouraged to have a medical examination (rape kit), to keep options open, and to address potential health concerns, such as sexually transmitted diseases, or pregnancy. There are trained Sexual Assault Nurse Examiners (SANE) at the local hospital. He/she should go to the hospital emergency room, and should not shower or change clothing before doing so. If the student has already changed clothing, ideally, the clothing worn at the time of the assault should be placed in a paper, not a plastic bag.

b. Resources:

   **Health and Counseling Center** (Monday-Friday 8:00am-5:00pm)
   003 Shouvlin Center
   937-327-7811
   Kathy McKee, MD (kmckee@wittenberg.edu)
   Cathy Saunders, RN (csaunders@wittenberg.edu)
   Linda Lauffenburger, LSW/Counselor (llauffenburger@wittenberg.edu)
Student Development (Monday-Friday 8:00am-5:00pm)
809 Woodlawn Ave
937-327-7800
Dawn White, Senior Associate Dean of Students (dwhite@wittenberg.edu)
Casey Stevens, Associate Dean of Students (cstevens@wittenberg.edu)

Human Resources (Monday-Friday 8:00am-5:00pm)
46 Recitation Hall
937-327-7517
Maureen Massaro, Director, Human Resources (mmassaro@wittenberg.edu)

GLBT & Ally Center for Diversity
641 West Ward Street
937-327-9210
Rick Incorvati, Adviser (rincorvati@wittenberg.edu)
gsa-information@wittenberg.edu

Talk One2One
24 Hour Telephone Counseling
1-800-756-3124

Springfield City Police Department
130 North Fountain Avenue
937-324-7680

Springfield Regional Medical Center
Sexual Assault Nurse Examiners (SANE) available
2615 East High Street
937-328-9372

Project Woman
1316 East High Street
1-800-636-9893

Clark County Health Department
STD/HIV Testing
529 East Home Road
937-390-5600

c. To make an anonymous report for University statistical records on crime: call Police and Security (937-327-6363) and report exact time and location of assault.

d. To make a complaint to the University involving assault by another student, report to the Associate Dean of Students at 327-7800.

Confidentiality is critical. Do not share this information with other students. However, you cannot keep confidential the fact that an incident occurred, you have a duty to report this.

BB: Suicide
In the case of a suicide attempt or an immediate threat to a student’s safety, call Police & Security’s emergency line (937-327-6363) and ask them to send an officer and that you need a squad. After contacting Police & Security call the AC on duty, who will contact the Dean Staff Member on duty.
For a non-immediate or vague suicide threat:
  * Clarify that the student is talking about suicide.
• If during the day, try to get the student’s agreement to talk to a Health and Counseling Services staff member that day. Offer to accompany the student and/or make the appointment.
• Contact the Area Coordinator on duty, who will contact the Dean Staff Member on duty and the Vice President for Student Development and Dean of Students, and any other appropriate resource persons for consultation.

Communicate with your AC immediately when students talk about or engage in harmful behavior. It is better to overreact than to under-react. Take every situation you encounter seriously.

**Suicide Prevention Procedures**

Suicidal thoughts and gestures are most often the result of a combination of life stresses. Below are guidelines for identifying and helping individuals through their crises situations.

**Identification**

To identify a person who may be experiencing a crisis, look for changes in mood or character in the following areas:

- Unhappy appearance, crying spells or irritability
- Loss of concentration
- Low self-esteem
- Comments about seeing no point in living
- Radical increases or decreases in activity
- Changes in everyday functions
- Avoiding friends
- Loss of appetite or overeating
- Insomnia
- Loss of sex drive
- Giving personal items away

Of course, everyone is different. One resident’s crisis behavior may be normal or usual behavior for another. Identification requires some knowledge of the person over a period of time.

**Approaching the Person**

Once you are sure that the resident’s mood is unusual for him/her, engage him/her with a direct statement of concern such as, “I’m concerned about you because you seem depressed (i.e., confused, angry, etc.).” This shows that you are interested and willing to help. Show that you take the resident’s feelings seriously, listen carefully, and ask questions. If the resident acknowledges feeling badly, ask how badly it is for him/her and if their problems seem manageable or not. If it seems pretty bad, ask if it is to the point where the resident has been thinking about taking his/her own life.

Do not guarantee confidentiality when dealing with individuals who are talking about suicide.

If no suicidal thoughts have occurred, encourage the resident to seek assistance. Provide the resident with the names and contact information of campus resources, such as the Health and Counseling Services.

If seeking assistance from a psychologist is an unacceptable choice to this resident, suggest other helpful resources:

- Area Coordinator
- Associate Dean of Students/Director of Residence Life
- Associate Dean of Judicial Affairs
- Vice President for Student Development and Dean of Students
- University Pastor
- Clark County Mental Health
- Family Service Association

If indicators are present and persistent, find out what his/her immediate plans are (i.e., what is he/she planning to do in the next hour or so? Stay with a friend or stay alone?). If the student has no constructive activities in mind, see
if he/she will agree to spend time with a friend for a while to alleviate loneliness (stress that feelings of discomfort are not permanent and that things will get better). Stay with the resident until you know that some kind of constructive activity will be pursued and you have agreed on a time to check back with the resident. This process may be time consuming and tiring but it will be extremely beneficial for the well-being of your resident.

If the student does not respond, continues to threaten destructive behavior, and has a method, call Police and Security and the AC on duty immediately.

During business hours (8:00am – 5:00pm), Resident Advisers should contact Health and Counseling Services (937-327-7811) to request the University counselor's assistance. After business hours, RAs should contact Police and Security (937-327-6363) to request assistance from the University Counselor. If Police & Security are unable to reach the University counselor, contact Mercy Mental Health (937-399-9500) for assistance. Identify yourself as Wittenberg personnel calling for a consultation. Whoever you call will take over from there to give you further direction.

The Area Coordinator on duty will inform the Associate Dean of Students/Director of Residence Life and the Vice President for Student Development and Dean of Students and arrange follow-up plans.

Wittenberg students also have access to a 24-hour hotline, Talk One2One. Talk One2One is a confidential hotline offering student counseling services. If your resident is interested in talking to a certified counselor in the phone, you can provide the Talk One2One toll-free number (1-800-756-3124).

CC: Tornado

Tornado warnings and tornado watches are identified over the radio and television. When the weather is hot and muggy and changes quickly or when it appears there is a “calm before the storm,” each Residence Life staff member should monitor the weather via the TV or the internet. It is important to know the difference between a tornado warning and a tornado watch. If severe weather does occur, it is important to share this information with hall staff members and residents.

Tornado Warning

Tornado warnings are issued when an eyewitness has reported a tornado or a tornado has been detected by radar (note: radar detects only about 50% of tornados). It is the take cover announcement for those in the storm's path and is issued for specific counties or parts of counties. It generally is for a period of about an hour.

In the event of a tornado warning, Police and Security will notify the Associate Dean of Students/Director of Residence Life and/or the Vice President for Student Development and Dean of Students, who will notify all Area Coordinators and other Residence Life staff members of the emergency. Resident Advisers will be advised that all occupants of their building should:

- Close all drapes on outside windows
- Close all outside windows
- Close doors to outside rooms
- Move to save areas (e.g., restrooms that do not have windows, fire-protected stairways, interior rooms that have no glass, basement areas with no glass)

In response to a tornado warning signal, staff should immediately begin procedures to get hall residents to shelter according to each building's tornado emergency plan. Do not attempt to leave the building – it is safer in the building than outside or in a car. Do not go to the first floor lobby of your building – the lobbies have windows which can cause injury. The follow areas are locations that have been designated as safe zones in the residence halls:

- Ferncliff Hall: lowest floor or internal hall
- Firestine Hall: middle of hallways
- Myers Hall: first floor, basement, others to bathrooms via northwest stairwell
- New Hall: first floor away from windows
- Tower Hall: Restrooms or internal hall
- Woodlawn Hall: first floor lounge
- Campus Ministries House: basement
**Polis House**: basement
Tornados seldom touch down in areas of high-rise buildings, however they are unpredictable and you must take precautions for you and your resident’s personal safety. The greatest danger to persons would be from flying glass and the possibility of furniture being tossed around if a tornado hits directly.

It is essential, as part of the overall hall safety program, that emergency procedures as well as tornado warning information be communicated in a timely manner to residents. This should be covered in floor meetings.

**Tornado Watches**
Tornado watches only mean that the atmospheric conditions are right for a tornado to develop. Area Coordinators and Resident Adviser should stay near and continue to check the weather via the TV or the internet to learn more information about the situation.

**DD: Transporting Students**
For routine appointments, students are expected to walk to the Health and Counseling Services and either drive or arrange transportation to an off-campus physician appointment. Because a nurse or counselor typically works alone in the Health and Counseling Services, staff members have been instructed not to leave their workstations to respond to outreach requests on campus. If you call the Health and Counseling Services, the nurse or counselor may be able to help you decide the best course of action, but will not be able to come to your aid at your location.

Students who become acutely ill on campus and are unable to walk can be transported to the Health and Counseling Services by Police and Security or they can be transported to the hospital by emergency squad. Resident Advisers should contact the Area Coordinator on duty so that the AC may notify Police and Security that their assistance is needed.

Because the Health and Counseling Services is not equipped to deal with life-threatening emergencies, the Springfield emergency squad should immediately transport dangerously ill or injured students to the hospital emergency room. In the event of an emergency situation:

- Call Police and Security’s emergency line (937-327-6323) and give the dispatcher:
  - Your name
  - Information explaining the situation and the student’s symptoms
  - Specific directions to your location
- Do not hang up with the dispatcher until you are told to do so.
- Attempt to get another Residence Life staff member (e.g., RA, CA, or AC on duty) to meet the emergency squad at the entrance of the hall.
- Write an incident report.

For reasons of personal liability, do not transport injured or ill students to the hospital. If you transport a student to the hospital, you must understand that you are NOT doing it as a Resident Adviser but you are rather transporting the student as a friend.

**EE: Vending Machines**
Coin operated vending machines are located in each residence hall. The number of machines and selection of food products depends upon the size of the hall and the needs of the residents. If a resident fails to receive their vending machine item, they should complete the Refund Sheet located on the front of the vending machine. These Refunds Sheets will be submitted by the Area Coordinator to Susan Swank on a regular basis so that refunds can be given in a timely fashion. Refunds are sent directly to student mailboxes. All vending machines are contracted outside the University.

If a machine is not functioning properly and/or needs service, the Resident Adviser should contact the Area Coordinator and plan an “Out of Order” sign on the machine. It is helpful to have an idea of what the problem is when contacting the AC.
SECTION IV: RESIDENCE LIFE PROGRAMMING
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A: The Goal of Programming
There are four basic programming goals in residence halls. They are:
1. To develop a community
2. To educate.
3. To involve students in their own learning
4. To provide an outlet for the release of emotions.

The development of community in a residence hall is enhanced when people have mutual respect for one another, respect one another's rights, trust one another, and have a commitment to the group as a whole. Programming that creates interaction among students on educational topics related to their common interests helps build understanding and acceptance within the group. As the group becomes mutually supportive and understanding of one another through personal experiences, a respect for others' positions and rights are gained.

Programming also serves the goal of educating. Through programming, people can learn new hobbies, develop new leisure time activities, and explore new interests. For example, a program on mountain-climbing may foster a sense of community and togetherness and at the same time provide information to students interested in exploring this aspect of their potential. Skill-development programs for personal growth in areas such as assertiveness training, time-management, and value-clarification also serve to educate the students. Parties, social exchanges, and dinners teach social and interpersonal skills that contribute to the resident's general education and may aid in the release of emotions.

Residents who participate in Hall Government or arrange programs are involving themselves in their own learning. People who spend time in a group discussing values or developing a workable study schedule are also involving themselves in their own learning. Programming brings about the opportunities for this involvement.

Programming also assists students in the release of emotions. Intramural athletics, aerobic dancing, any form of physical competition, canoe trips, overnight camping trips, and survival-training programs are examples of programs that aid in achieving this particular goal. Participation in these programs help students release aggressions, tension, stress anxiety, and similar emotions. The fun and excitement of the activity helps residents escape the pressures of college and provides an opportunity for students to renew their energy.

B: Community Building
What is "Community?"
Community means different things to different people – it is an almost indescribable set of feelings and circumstances. When does a group become a community?

Essentially, the term community refers to a group of people who work interdependently toward a common purpose. Typically, these people live in close proximity to one another, and share the responsibility for defining expectations and norms.

On a large scale, we usually think of a town or a city as a community – the residents of that town live close to one another, define expectations (laws), and share the responsibility of governance. Ideally, the common purpose is the safety and happiness of all citizens.

Students that choose to live in the residence halls should be able to consider themselves part of a community. This community includes the other residents of their floor or area and the Resident Adviser. As a RA, remember the specifics of a community:
- Common purpose
- Shared expectations
- Interdependence
- Close proximity
The Need for Community
As Residence Life staff members, we all take responsibility for fostering the development of our residents and the community in which they live. As such, education is a major part of the Resident Adviser position.

An atmosphere of community in your residence hall or on your floor can be one of the most positive aspects of your RA career. Building community is not the easiest task you will encounter, but it can be one of the most rewarding – for you and your residents.

A sense of community provides:
- Trust
- Support
- Friendships
- Group identity
- Personal growth
- Mutual respect
- Maturity
- Responsibility
- Leadership opportunities

In its healthiest form, community offers residents inclusiveness, vitality, and an opportunity for "...acceptance of diversity, self-exploration, and other student development goals" (Anchors, Douglas, & Kasper, 1993, p. 461). Community can offer a number of valuable experiences that will challenge a student, and offer a supportive environment for growth. Some of these experiences can include involvement in the planning of floor or area activities, election to hall government positions, and learning to appropriately handle confrontation.

Community Development
Community development includes the process of building on the collective strengths and needs of residents, working together to form expectations and guidelines, with the intent to shape the environment.

The Resident Adviser plays many roles in the community development process:
- **Role Model** – the RA demonstrates a personal commitment to community
- **Coach** – the RA "recruits" all residents and gives attention to those who might "slip through the cracks"
- **Adviser** – the RA encourages residents to take responsibility and does not do everything for them.
- **Teacher** – the RA fosters learning through doing, encourages implementation of plans, challenges residents to be open to new ideas and think creatively, supports a variety of working and leadership styles, offers clarification of purpose and procedure, and exhibits and understands of the "big picture"

At the beginning of the year, the Resident Adviser provides direction and motivation for community development. This is a continuous, ongoing process – all communities are in the process of becoming. As the year progresses and residents take a more active role in their living environment, the RA responsibility shifts. Guidance and recognition, however, are integral to continued success. Community does not just happen – it takes commitment and effort on the part of the RA and residents.

Getting Started
Now that you have a general understanding of community, how do you go about making those first steps toward building it? There are many ways and no set formula. There are, however, small "tools" that you can use to get started:
- Door decorations reflect the community theme for the semester, as well as something unique to the floor
- Bulletin Boards reflect community and area or floor theme
- Floor signs emphasize that the area or floor belongs to the residents - use positive language
- Provide communication on a consistent basis through newsletter or a posting area
- Be enthusiastic! Talk it up! Your attitude toward building community can be the best form of advertisement – encourage involvement.
• Create structured fun – if your residents have the opportunity to get to know one another and you, then they will be better able to work together
• Establish a floor identity – using particular characteristics of your hall or floor can be to your advantage
• Be a role model, be involved, and show an interest in community development
• Recognize even the smallest achievements among your residents

Remember: the little things that you do can really add up. Make your residents feel as if they are a part of something big and chances are they will be!

Keeping Community Once You Have It
As you read earlier, community is not an end – it is a constantly evolving process that requires some “maintenance” in order to stay healthy. As a Resident Adviser, you play as much of a role as your residents in maintaining community. Some ways to keep community are as follows:
• Trust – encourage trust, demonstrate trust, and earn the trust of others.
• Energy – pace yourself to keep up with the many things going on in your life and devote a part of your energy to the community you have worked to build.
• Responsibility – be prepared to carry through on what you have agreed to do
• Consistency – treat every member of the community with the same respect and consideration

(Adapted from Rick Mathis)

C: First Floor Meeting Agenda Template
All Hall/First Floor Meeting Agendas

I. Introductions: for AC, introduce RAs and Peer Helpers
   a. Get floor members to introduce themselves. Talk about what a RA is and some of the roles you play (i.e., programming, resource person, someone to take issues of concern to, someone who will relay maintenance request information to the AC, etc.)

II. Ice Breakers (Getting to Know You)

III. Services in the Hall
   a. Computer Lounges – location and new virtual desktop machines
   b. Lounges – Rules associated with furniture
   c. Washers and dryers – where they are located, explain how the high efficiency washers work, explain importance of only our residents using the machines or our cost will go up
   d. Vending Machines – refund sheet on front of machine
   e. TV – new flat screen TVs in some hall lounges
   f. Need to provide own cleaning supplies (e.g., vacuums, brooms/dustpans, etc.)
   g. Land Line Phones – available if needed, we do not provide phones, cannot dial long distance but can receive long distance, to dial out dial 9 then number
   h. Recycling- Glass, paper, cans

IV. Safety and Security
   a. Fire Alarm Procedures – where to go when evacuating the building
   b. Tornado Procedures – watches versus warning – where to go for safety
   c. Escort Service (937-327-7900)
   d. Emergency Phone Numbers (937-327-6363) Only use in case of emergency
   e. Emergency Blue Light Phones – you can press the red button, run away and still be heard 20 feet away, can also call on-campus numbers
   f. Exterior Doors – Propping Policy
   g. Room Doors – lock and take your keys, even when you are just visiting floor mates
   h. Key-in Policy - $2.00 Lock-out charge

V. Rules and Regulations
   a. Alcohol – absolutely NO alcohol if under 21. The fine for first violation is now $150.00, alcohol education class, reflection paper
   b. Guest policy – up to three nights a week, three times a year. Must accompany guests at all times.
c. Quiet hours/courtesy hours – 9:00am-9:00pm weekdays, 10:00pm-10:00am weekend, always 24 hour courtesy hours

d. Candles/Incense/Fire Hazards – minimize personal risk - $50 fine, $25/wick

e. Bicycles – shackle locks available at bookstore. Can be stored in room, not hallways/common space

f. Pets – NOTHING BUT FISH

g. Window Screens (keep them in) – $50.00 fine if they are missing at end of year

h. Electrical Appliances – go over list of illegal items

i. Sports in the hallway – absolutely not tolerated

j. No illegal downloading/file sharing, this is monitored by the RIAA

k. Nothing but scotch tape on doors - fine for tape residue at end of year

l. Read and be responsible for the Student Handbook

VI. Hall Government

a. Elections will be happening soon – get involved!

b. What they do, fun programs, budget, informational meeting

VII. Hall Closing for Breaks

a. Thanksgiving Break (Halls close at noon on Wednesday, November 27, 2013 and re-open at 10:00am on Sunday, December 1, 2013).

b. Winter Break (Halls close at noon on Saturday, December 21, 2013 and re-open at 10:00am on Sunday, January 12, 2014).

c. Spring Break (Halls close at 12:00pm on Saturday, March 8, 2014 and re-open at 10:00am on Sunday, March 16, 2014).

d. **Students MUST leave for these breaks and can NOT return early**

VIII. Student Activities and Organizations

a. Give a brief overview of what things they can get involved with

b. Talk About Union Board, Student Senate, Greek Life, Emerging Leaders

c. Student Involvement Fair & Picnic – Thursday, August 29th – 4:00pm – Chapel Lawn

IX. Health and Counseling Services (937-327-7811)

a. Business Hours (8:00am – 5:00pm)

b. University Counselor, Linda Lauffenburger

c. University Physician, Kathy McKee (has selective appointment times) (subject to change)

X. Programming

a. Ask residents for thoughts on programming – let them know your programming responsibilities and ask what they would like to see

XI. New Student Days

a. Pay attention to your schedule and make sure you attend mandatory NSD activities!

b. Hypnotist Jim Wand – Thursday, August 22nd – HPER Center

c. Witt Olympics – Friday, August 23rd – 6:30pm – Myers Hollow - remind residence of their hall color – wear it proud!

d. Casino Night – Friday, August 23rd – 9:30pm – HPER Center – food, prizes, games, and lots of fun!

Sponsored by Residence Hall Association (RHA)

XII. Questions

XIII. Survey

D: Student Wellness Concerns: A Monthly Index

Listed are student wellness concerns, commonly experienced throughout the academic year.

**September**

- Homesickness – especially for freshmen.
- Roommate conflicts caused by personality differences, lack of understanding and unwillingness to compromise, or new experience of having to live with someone for the first time.
- Initial adjustment to academic environment – feelings of inadequacy and inferiority develop because of the discrepancy between high school status and grades and initial college performance. Class size, particularly in mass lecture halls, lack of personal attention by professors, and performance expectations are also major factors.
- Values exploration – students are confronted with questions of conscience over conflict areas of race, drugs
and alcohol experimentation, morality, religion, and social expectations.

- New social life adjustments including new freedom of not having to check with parents about what time to be in, having the opportunity to experience new areas, making your own decisions on when to conduct social activities, and establishing yourself in a peer group.
- Initial social rejections create feelings of inadequacy when not immediately accepted in a peer group or into a social sorority or fraternity.
- In-locus parentis problems – students feel depressed because of real or perceived problems in restrictive policies and regulations of the University.
- Campus familiarization – includes becoming familiar with the campus, classrooms, buildings, and meeting places. This is especially true on large campuses.
- Long-distance relationships – torn between being loyal to your significant other back in the hometown and going out with new people. Can the expectations of both of the people involved be adequately met?
- Inadequate feelings, especially those of being left out, ignored, or resented, by the students who were assigned to temporary accommodations. This is especially true if the temporary area is a favorite commons area for students.
- Financial adjustment involves adjusting to a somewhat tighter budget now that they are in school as opposed to when they were still living at home. Students who are supporting themselves have to adjust to budgeting their money also.
- International student adjustment problems – experiencing a sense of confusion, vulnerability and a lack of any advocate in higher positions while trying to make a successful cultural and academic transition.
- Family problems seem amplified because the student may be either caught in the middle, relied on for the answer, or because they are so far away, feel helpless in helping to reach a solution.
- Adjusting to "Administrative Red Tape" – students soon realize that it is usually a long and frustrating process when trying to find an answer to what seems to be a simple question or trying to work something through the administrative process.

**October**

- Academic stress from midterms builds with great demand for studying and preparation. For some students this may be their first exam of the term. For many the midterm workload pressures are followed by feelings of failure and loss of self-esteem.
- Roommate problems continue but they are smaller in scope than in previous months.
- Values exploration continuing, especially in areas of sexuality.
- Dating, non-dating, and friendship anxieties are extremely high. Non-dating students sense a loss of self-esteem because so much value is placed upon dating. For women who do date, the pressure to perform sexually increases and consequently increases feelings of rejection, loneliness, and guilt and in some instances leads to unwanted pregnancies.
- Homesickness may still be felt by a number of students.
- Job panic for mid-year graduates starts with the onset of resume preparation and off- and on-campus interviewing.
- Students decide to withdraw from school because they realize college is not the place for them, they return home for personal reasons, or they transfer to another school.
- Grief from not being a part of a group develops because of inadequate skills for finding a group or from not being selected by one.
- Financial strain sets in from lack of budgeting experience.
- Homecoming blues develop because of no date for social affairs, and/or lack of ability/opportunity to participate in activities.
- Graduate school syndrome starts to emerge for graduating seniors – signing up for graduate school exams, wondering if you will be accepted, wondering which schools to apply to, and questioning whether graduate school is the right thing to do.
- Time conflicts between academic and social expectation emerges.
- Advance enrollment planning involves starting to think about what to take the following semester.
- Room reassignment planning involves starting to think about your housing options for next semester.
- Adjusting to new study habits includes not just being able to study the way they did in high school. More time and greater workload needs to be incorporated into their schedule for studying.
- Disenchantment with school-low reward level because students begin to realize that life at college is not as perfect as they were led to believe by parents, teachers, and counselors.

**November**
- Increasing thoughts/deliberation about suicide occur from inability to cope with the pressures of academic and social expectations.
- Academic pressure begins to mount because of procrastination, difficulty of work assigned, and lack of ability.
- Pre-finals stress starts to emerge as preparation begins for taking exams.
- Time management conflicts continue.
- Social apathy causes frustration because of academic pressures.
- Depression and anxiety increase because of feelings that one should have adjusted to the college environment by now.
- Economic anxieties increase because funds from parents and summer earnings begin to run out.
- Problems develop from increased alcohol consumption because students see this as an easy and acceptable way to relieve stress and from not knowing how to handle stress responsibly.
- Pregnancies start to show.
- Roommate problems may start to emerge again—this is mostly due to the pressure of school. Tempers become shorter and people are less tolerant of others.
- Deteriorating health starts to affect student performance. Reasons include the changing weather and either the lack of food quality or the negative feelings about institutional foods. Students tend to eat more ice cream and salads because they do not find as much red meat, yogurt, etc., on the line or the lack of new food items forces them to eat other places. Health is also affected by the perceived inadequacies of student health center.
- Students have given up making attempts to establish new friendships.
- Room reassignment tensions increase: Where will I live? Who will I live with? Should I move out? What do I tell my roommate?
- Living unit tension causes uncomfortable feelings with residents. Results from apathy, academic pressures, and need for vacation from school.

**December**
- Increasing thoughts/deliberations about suicide occur from inability to cope with the pressures of academic and social expectations.
- Final exam pressures including anxiety, fear, and guilt increase as exams approach and papers come due. Increased use of alcohol and drugs is related.
- Extracurricular time strains—seasonal parties, concerts, social service projects, and religious activities drain students.
- Financial worries occur with the thought of holiday gifts and travel.
- Pre-holiday blues emerge, especially for those who have concerns for family, those who have no home to visit, and for those who prefer not to go home because of family conflicts.
- Friendship tensions become high with onset of final exams.
- Pressure increases to perform sexually because of the approach of vacation and the extended separation.
January

- Anxiety about second semester performance begins because some students did not go as well as expected the previous semester and have added pressure of doing well to be able to stay in school or to keep their grades competitive with their colleagues.
- Some students lose a loved one, friend, or significant other by death or separation over break and find it difficult to share the happiness and joy others experience from their breaks.
- Moving into a new environment causes feelings of intrusion because students move on to a unit where most of the friendships have been established, priorities set, and expectations understood. Unfamiliarity with campus also creates some anxiety.
- Money problems begin because many students were unable to find jobs over the break.
- Post-holiday depression occurs at the beginning of the semester because students are away from the home security and positive strokes.
- Some students experience unwanted weight gains over the break with holiday foods and home cooking.
- Reincorporating social and academic life is difficult at first with not having to worry about school for an extended period.

February

- Hourly exams and other academic pressures approach.
- Depending upon the weather, some people will experience cabin fever if the weather forces them to stay inside for a lengthy period of time. With the lack of organized activities to compensate for this, antisocial behavior sometimes occurs, such as excessive property damage.
- Vocational choice anxieties set in with the onset of job interviews.
- Worry of hunting for a summer job begins. This is especially high for students who were unable to work during the holiday break.
- Relationship anxieties increase as couples begin to strengthen their ties (engagement) for the upcoming year.

March

- Increasing thoughts/deliberations about suicide occur from the inability to cope with the pressures of academic and social expectations.
- Academic pressure increase with midterm exams approaching.
- With the pressure of the end of the semester approaching, many students start to increase their use of drugs and alcohol. This can cause them many problems, both biologically and behaviorally.
- Existential crises for seniors. Must I leave school? Is my education worth anything? Was my major a mistake?
- Senior job interviewing causes increased level of anxiety.
- Living arrangement anxieties occur with the forcing of decisions. Should I move out? Live in the same building? Stay with the same roommate? Will a friend be left out?
- Summer job hunting will be heavy over spring break. Worry about finding a job or not will cause severe anxiety.
- Trying to find money to use for spring break is a problem, especially when your peers are going to a place other than home and you are unable to join them.

April

- Increased thoughts/deliberations about suicide occur from inability to cope with the pressures of academic and social expectations.
- Academic pressures increase with the end of the semester approaching.
- Papers and hourly exams approach.
- With the weather becoming nicer, there is a fear from women about sexual assault.
- Summer job pressures continue.
Senior job recruitment panic continues.
Financial strain from spring break affects social life.
Many students are forced to select a major and are not sure what field they would like to enter.
Social life pressures increase during this period – formal dances, parties, and concerts.
With spring arriving, everyone wants to fall in love. Many students go through rejection, fear of rejection, or envy towards their friends who have successfully found a significant other.
Frustration rises from becoming ill because the weather changes so drastically. Specifically, spring weather can result in colds, lethargic feelings, and limits their social commitments.
As the pressures build, students tend to become disenchanted with many normal services, and food service is the primary target. They tend to get tired of eating "the same old" institutional food.

May/June
- Increased thoughts/deliberations about suicide occur from inability to cope with the pressures of academic and social expectations.
- Anxiety develops because of the realization that the year is ending and a deficiency in a number of academic areas still exists.
- Finals pressures are at a critical level with papers, take-home tests and studying. Some of the major effects of this pressure include: increased use of coffee and other stimulants, an increase or decreased in food consumption, less sleep, and a lower tolerance level with friends/peers.
- Senior job panic about employment (or lack of) increases as well as trying to determine how to finance oneself until the first paycheck arrives.
- Summer job pressures increase for those who have not yet found one.
- Anxiety for those couples who will be parting for the summer. Also, the fear that their significant other will find someone else while they are separated.
- Depression over having to leave the friends and people that you have grown close to over the school year.
- Anxiety of having to go home after having been independent the past year, especially if they are having conflicts with their parents.

(Adapted from P. Larson and W. Laramee, spring 1977 NASPA Journal)

E: Steps to Programming

Step 1: Identify Program Interests
- Identify the interest and needs of the people for whom you want to program.
- Ask yourself:
  - What is the population you are programming for?
  - How many students are you programming for?
  - What are some of the characteristics of your population?
- You are programming for a specific population so you must know who they are.
- Implementing an interest survey is a great way to confirm your perceptions of the population.

Step 2: Develop a Program Purpose
- Once you know your population, there is a need for you to identify objectives for your programming efforts.
- Ask yourself:
  - What do you want your population to learn?
  - What types of programs do you want to provide?
  - What do you want to accomplish?
  - What needs will be satisfied?
• Objectives are important because they state clearly for you and others exactly who is to be affected, what specifically will be done, how it will be done, and how you will evaluate its accomplishments.

**Step 3: Initiate a Program**

• Brainstorming ideas is a creative way of thinking by a group directed toward a solution of a specific problem.

• Follow four basic rules:
  o withhold any criticism of ideas
  o the wilder the idea the better
  o quantity is desirable
  o combine and improve the ideas

**Step 4: Implement the Program**

• Submit Program Proposal form on the first business day of the month for approval from your Area Coordinator.

• Make sure funding is available in your budget.

• Identify possible dates, times, and places.

• Contact resource people early.

• Check for scheduling conflicts (e.g., exams, Witt Series, etc.)

• Arrange for a specific date, time, and place.

• Reserve room (if applicable) and secure program needs (e.g., AV equipment, food, etc.)

• Be accountable – when you delegate you are still responsible

**Step 5: Publicity**

• Your publicity should stand out and attract attention.

• Fancy and elaborate publicity is not generally necessary - creativity is the answer! It is more important to be creative in the way the program is advertised.

• Some publicity ideas that have been used successfully are:
  o a note about the program placed in a bottle hung in the shower of a residence hall
  o logos or buttons worn by students carrying the time, date and place of the program
  o table tents in the Central Dining Room (must be approved through Dining Services)
  o flyers in the resident hall restrooms, on the back of urinals, and on the mirrors
  o posters distributed around campus (see the Wittenberg advertising policy before posting.)

**Step 6: Final Checklist**

• Simply check what you have done. Go through every step and make sure that you have accomplished what you need to accomplish. The checklist should be a review of your program plan. This is the time for you to check with everyone who has been delegated something to do to confirm that he/she has completed it.

**Step 7: Implement the Program**

• Give a brief introduction of the speaker/group.

• Facilitate and direct the discussion if needed.

• Participate, relax, and enjoy the program.

• Remain visible in case of a problem or question you can step in and help out.

**STEP 8: Program Evaluation**

• Submit Program Evaluation form less than a week after the completion of your program.

• Discuss highs and lows of the program with your Area Coordinator during your next one-on-one meeting.

• Follow-up with all those involved in the programming process. Thank you notes should be sent to the presenter as well as anyone who gave special effort.
F: PASS IT ON Programming Model

The PASS IT ON Model

Goals/Learning Outcomes

- To create/build community among the students living in the residence halls.
- To connect the residents to the college community.
- To increase the Resident Adviser’s ability to know the residents living in their buildings and to enable them to reach out/target students who may feel disconnected, troubled, or “at risk.”
- To provide an outline for Resident Advisers to utilize when intentionally planning programs for their residents.
- To promote and enhance the values and mission of the University. To ensure that both staff and students know Wittenberg’s values and to ensure that we are addressing each of those values.
- To enable students to find their light.

Wittenberg University Values*

- Liberal Arts
- Intellectual Inquiry
- Wholeness of Person
- Community of Learners
- Lutheran Heritage
- Global Citizenship
- Calling
- Creativity
- Service
- Compassion
- Integrity

*For definitions of the Wittenberg University Values, please see Section I of this manual.

The PASS IT ON Programming Outline:

Personal Programming – During the first few months students are struggling with transitional issues. First year students are feeling homesickness, lonely, overwhelmed, nervous, and confused. Students need to find a sense of belonging on this new campus. Programs need to be designed to meet many personal needs. Resident Advisers could plan, find, or collaborate to create programs that cater to personal needs and developing a sense of fit and belonging to the Wittenberg University community, along with the hall community. Ice-breakers should be utilized.

Personal Programming incorporates Community of Learners, Integrity, Intellectual Inquiry, and Wholeness of Person.

Academics – Think about utilizing this dimension when residents are preparing for midterms and first tests of the new school year. New students will be realizing what it takes to be successful academically and probably starting to think about classes for spring semester. Other issues that might be important during this time are alcohol and time management. Focus on academic issues, such as grades, tests, studying, time management, note taking, and registering for classes.

Academics incorporates Community of Learners, Integrity, Intellectual Inquiry, and Liberal Arts.

School Spirit and Scholastics – Celebrate the liberal arts experience by attending campus sponsored events such as theatre, cultural expressions, and athletic events. This dimension has been created to combine academics and the social aspect of the Wittenberg community. Wittenberg is known for its campus programming, so think about how you can get your residents involved in the campus community and still maintain their academics.

School Spirit and Scholastics incorporates Community of Learners, Compassion, Creativity, Integrity, Intellectual Inquiry, and Liberal Arts.
Self-Awareness – It is not recommended to use as one of the first dimensions, but in the middle of the school year when residents are starting to figure out their place at Wittenberg. Who they are as college students is starting to make sense. You can begin to offer programming that allows for self exploration. Look at issues of returning home after the holidays, coping with change, academic pressures, wellness, health, nutrition, and mental health issues, or sexual assault education. You could also introduce programs addressing diversity, cultural-awareness, and spirituality. Think about reaching out to faculty and staff members about issues of interests.

Self-Awareness incorporates Calling, Community of Learners, Compassion, Creativity, Global Citizenship, Integrity, Intellectual Inquiry, Liberal Arts, Lutheran Heritage, Service, and Wholeness of Person.

Involvement – Encouraging involvement builds strong communities. Exposing or educating residents on the different activities and opportunities there on campus to get involved in and to benefit from is important to growth and connectedness. The goal is to get students to experience another community outside of the residence hall whether it be with another organization, a community service activity, or a FYE event. Plan something that takes your residents outside the hall and into another community.

Involvement incorporates Community of Learners, Integrity, Service, and Wholeness of Person.

The Environment – Understanding the need to go green in the residence halls is vital for the sustainability of higher education. Helping students learn and commit to protecting the environment now will benefit Wittenberg and future students. How can you and your residents go green?

The Environment incorporates Community of Learners, Creativity, Intellectual Inquiry, and Service.

Oppression Reduction – Cultural awareness is a dimension that involves creating awareness about the diversity present at Wittenberg, in Springfield, and the world. Though this dimension could be explored at any point during the year it is important to do programming that celebrates other people more than once. You can explore and educate students on differences in traditions, values, lifestyles, and beliefs. This also allows the Resident Adviser to share with the hall or floor differences about themselves or floor community.

Oppression Reduction incorporates Community of Learners, Global Citizenship, Integrity, Intellectual Inquiry, and Wholeness of Person.

New Knowledge – Celebrate the new knowledge that students have obtained throughout the year. It is important to provide closure to students when leaving a community. It is recommended that this be saved for one of the final months left in the school year. Decide on an activity that will bring your entire floor together to celebrate the new friendships, the ending of the year, and balancing their new found freedom as young adults. Focus on recognizing, awarding, and celebrating the memories made and the community in which your floor has built.

New Knowledge incorporates Calling, Community of Learners, Compassion, Creativity, Global Citizenship, Integrity, Intellectual Inquiry, Liberal Arts, Lutheran Heritage, Service, and Wholeness of Person.

Active Programming Minimum Requirements:
• One active program per month.
• Active programs that count to fulfill this programming requirement include programs that are:
  o Campus planned/sponsored
  o Self-planned
  o Co-planned
• At least 6 of the 10 programs need to be self-planned for individual residence hall.
• Active programming must still address one of the values/PASS IT ON dimensions.
• Host at least one program for each of the 8 dimensions described above.

Passive Programming Minimum Requirements:
• One passive program per month.
• Passive programs that count to fulfill this programming requirement include:
  o Bulletin boards
• Passive programming must still address one of the values/PASS IT ON dimensions.
• Creativity is expected to show up in all programs.
• Program proposals must be submitted by the first business day of each month.
• Program evaluations must be submitted less than one week after the completion of your program.
• You may prepare and distribute program evaluations at the completion of each program to attendees.
• Program proposals and evaluations must be submitted to your Area Coordinator.

G: Programming Resources

• Resident Assistant.com – www.residentassistant.com
• ResLife.net – www.reslife.net
• The Unofficial NCSU RA Resource Guide – http://www.lothlorien.net/collections/hr1/