Student Handbook

EDISON STATE COMMUNITY COLLEGE

EdisonState
COMMUNITY COLLEGE

Contents

Building Hours and Service Hours 5
Map of the College 5
Smoking 5
Student ID Cards....5
Bookstore 5
Payment Options for Classes....5
Telephones 5
Insurance 5
Weather Information 5
Emergency Procedures....6
Student Activities and Clubs/Organizations 6
Fitness Center....6
Athletics....6
Academics....7
- Academic Calendar....7
- Academic Standing 7
- Sample Grade Report 7
- Academic Probation 7
- Academic Probation 8
- Academic Suspension 8
- Readmission 8
- Dean's List....8
- Credit for Prior Learning....9
- Academic Advising....9
- Course Syllabi 9
- Change of Address....9
- Procedures for Accepting Academic Work from Non-Regionally Accredited Institutions....9
- Transferring Credit to Edison State 10
- Transferring Credit to Other Colleges 10
- Transcripts 10
- Attendance 10
- Dropping a Class, Withdrawing from College.... 10
- No-Show Policy.... 11

Support Services 11
- Student Wellness Center.... 11
- Tutoring Center 11
- Library.... 11

Job and Career Services 11
Student Financial Aid 11
Accessibility and Disability Support Services 12
CARE Team 12
Student Resource Center and Charger Station Food Pantries 12
You Matter 12
Student Emergency Assistance Fund 12
General College Policies 12
Core Values 12
Communication 13
Ethics 13
Critical Thinking 13
Community Awareness 13
Inquiry/Respect for Learning 13
Interpersonal Skills/Teamwork 13
Children on Campus 14
Computer Usage Policy 14
Social Media Policy 15
Study Abroad Policy 16
Notification of Rights Under FERPA for Edison State Community College 16
Record of Request for Disclosure 17
Directory Information 17
Family Educational Rights and Privacy Act (FERPA) Notice for Directory Information 17
Right of the College to Refuse Access 18
Refusal to Provide Copies 18
Student Compliance Policies & Procedures 18
Anti-Hazing Policy 18
Testing Your Faith Act Policy 19
Public Use of College Campus (Free Speech) Policy 19
Student Code of Conduct and Disciplinary Policy 20
Jurisdiction of Edison State's Student Code of Conduct 20
Prohibited Behavior and Activity 22
Procedural Protection 26
Procedures for Non-Academic Misconduct (non-Title IX) 26
Procedures for Student Conduct Hearings for non-Title IX Cases 27
Procedures for Title IX Prohibited Conduct Complaints 27

Procedures for Conduct Hearings for Title IX 28
Grievance Hearing Process:..... 28
Determination Regarding Responsibility..... 30
Appealing Hearing Committee Decisions for Non-Academic Misconduct, Including Title IX Cases 30
When an appeal is received, the College will:..... 30
Disciplinary Sanctions..... 31
Student Complaint Procedures 31
Student Academic Complaint Procedures..... 32
Student Non-Academic Complaint Procedures..... 32
Student Title IX Complaint Procedures 32

Building Hours and Service Hours

Current building hours can be found online at https://www.edisonohio.edu/Contact-Us/.

Map of the College

Maps of the Piqua campus, parking lots, and disc golf course are available in Student Services or accessed online by clicking www.edisonohio.edu/Maps/. Regional campus locations can be found at www.edisonohio.edu/Regional-Locations/

Smoking

In compliance with state regulations (Ohio Revised Code Chapter 3794), Edison State's buildings and facilities are designated as smoke-free. Smoking is permitted outdoors in designated areas.

Student ID Cards

Student ID cards are issued in Student Affairs at all campus locations.
Students must have a copy of their current class schedule and a valid picture ID to obtain an ID card.

Bookstore

Edison State utilizes eCampus as its official online bookstore. Students may order books and course materials and rent textbooks at https://edisonohio.ecampus.com/ To learn more about how to order and access course materials, return policies, and how to navigate your eCampus account, visit www.edisonohio.edu/ecampus/.

Payment Options for Classes

Payments may be made online via **MyESCC** or in person at all campus locations. A Deferred Payment Plan option is available. Please see www.edisonohio.edu/payment-options/ for more details.

Telephones

Emergency phones are available at various locations throughout the campus:

- **West Hall -** Ground Floor, Southwest Entrance, near Room 122 Second Floor, Center of Hallway, near Room 221
- **South Hall** - South Entrance, near Rooms 344-345
- **East Hall** - South Entrance, near Room 449 Northeast Entrance, near Room 415
- **North Hall** - Near restrooms, Room 060
- **Emerson Center** - Connector hallway to the Emerson Center near Weight Room & Emerson Center Atrium near room 511

Lift the handsets and call 911 or extension 7820. The Operator will determine what level of response is required.

Insurance

Edison State Community College provides student health insurance through Transamerica Life Insurance Company, effective August 1 of each year. The insurance agent is EJ Smith & Associates. Learn more and enroll online by clicking **www.ejsmith.com**.

Students who have questions regarding health or dental insurance plans should contact EJ Smith & Associates at 847.564.3660.

Weather Information

Edison State students are strongly encouraged to sign up for "Rave Guardian App"—Edison State Community College's free emergency alert system. In the event of an emergency or campus closing, an alert will be sent to your phone number and/or email address. To learn more, visit www.edisonohio.edu/dps/. ***Please note: You must have an Edison State Community College email address to sign up for Rave Guardian alerts as a student.***

Emergency Procedures

Fire

Upon the College's notification that a fire has been discovered in the building, the fire alarm bells will sound. The fire alarm produces a continuous ringing bell sound and flashing for hearing impaired. If you hear it, exit the building according to the instructions posted in your area. After exiting the building, move to a grassy area at least 100 feet from the building out of the way of emergency vehicles. Stay out of the building until the all-clear signal is given by Public Safety. The faculty and staff will help handicapped people exit the building. As soon as the alarm is sounded, the elevator in the West Hall will move to the first floor and remain there. There is an Evac chair at the top of the North stairs that should be used to evacuate anyone who cannot walk down the stairs.

Tornado

The tornado warning alarm is characterized by a high-pitched, interrupted wailing sound like that of a siren. When this alarm sounds, go immediately to the nearest shelter area according to the directions posted in your area or listed in the Emergency Procedures Manual. Stay away from all external and internal windows. If you do not know where to go, go to a restroom on the first floor.

Additional information about emergency procedures and policies may be found in the emergency procedures manual or by clicking here.

Student Activities and Clubs/Organizations

Information on all campus organizations and activities is available at www.edisonohio.edu/clubs-and-activities/.

Forming a New Student Club or Organization

- In keeping with Edison State's mission, the formation of recognized clubs must be conducted by currently enrolled Edison State students, faculty, or staff. Students who wish to create a new student club must identify an Edison State faculty or staff member to serve as the club advisor. Students, faculty, or staff who wish to create a new club should reach out to studentlife@edisonohio.edu for more information and next steps.

All approved clubs shall adhere to the following guidelines:

1. The club advisor must review procedures for requesting and spending funding which the club might receive.
2. The club will create and submit a Statement of Purpose and updated rosters annually.
3. Club advisors and all active roster members are required to complete anti-hazing training annually for the state of Ohio.

Fitness Center

The Fitness Center is available for all students during open building hours. Summer hours may vary with building hours.

Students shall abide by all rules of the Fitness Center, which are posted in the Center. Discounted and free exercise classes are available several days per week.

Athletics

Edison State is a member of the National Junior College Athletic Association and participates with numerous other junior colleges in Region XII. Edison State competes in the Ohio Community College Athletic conference (OCCAC) in four sports:

- Women's Basketball
- Women's Softball
- Women's Volleyball
- Men's Basketball

- Men's Baseball

The rules and regulations of the National Junior College Athletic Association apply to every student competing in intercollegiate athletics. To be eligible, a student must be enrolled in and maintain 12 semester hours per term. Additional eligibility rules must be verified by contacting the Athletic Office at 937.381.1555. More information about Edison State athletics can be found at https://athletics.edisonohio.edu/information/about_athletics.

Academics

Academic Calendar

The complete academic calendar for the current year is published in the Academic Catalog. A version of the calendar is on Edison State's website. Edison State offers a variety of options for students to schedule their classes according to their needs. We have 16-week semester classes, 8-week semester classes and 4-week semester classes.

Academic Standing

GPA (grade point average) is determined at the end of each semester a student receives an electronic grade report which includes grades, earned hours, quality hours, quality points and grade point average. This information is presented for both the completed semester and the student's cumulative program at Edison State. This information can be found on MyESCC.

Sample Grade Report

Course	Credit Hours	Grade	Points	Total
Personal Computer Application	3	B	3	9
Composition I	3	C	2	6
Introduction to Geography	3	C	2	6
Western Civilization to 1715	3	D	1	3
Microbiology Lab	1	A	4	4
Microbiology Lecture	2	B	3	6
Total	**15**			**34**
GPA = 34/15 = 2.27				

To determine your GPA: Multiply the grade value of each course by the number of quality hours for each course to determine the quality points. Add the quality hours and quality points. Divide the total quality points by the total quality hours to determine your GPA for the semester. To calculate your cumulative GPA (all semesters) add your total quality hours and total quality points for all semesters.

Academic Probation

If your cumulative grade point average falls below the following minimum grade point averages, you will be placed on academic probation. Students placed on academic probation are required to meet with a Career Pathways Advisor prior to registration. The advisor will determine an appropriate course load and may restrict the number of credit hours attempted and will develop an adjusted student plan.

Total Credit Hours Attempted*	Minimum Cumulative GPA
12–15 semester hours	1.7
15.01–30 semester hours	1.8
30.01–40 semester hours	1.9
40.01 or more semester hours	2.0

*Attempted hours do not include non-credit or non-graded courses.

A full-time student will continue on probation the following semester even though the cumulative GPA is below the minimum stated in the probation policy. However, the student must achieve at least a 2.0 GPA for each semester while on probation. "Academic Probation" will appear on the student's transcript for each term of probation status.

A part-time student whose cumulative GPA is below the minimum stated in the probation policy will continue on probation. However, the student must achieve at least a 2.0 GPA during the 15 semester(s) in which the next 12 credit hours are attempted*. "Academic Probation" will appear on the student's transcript for each term of probation status.

A special review of probationary status will be completed in the semester the student intends to graduate if 12 credit hours have not been completed since the last review.

Academic Probation

If your cumulative grade point average falls below the following minimum grade point averages, you will be placed on academic probation. Students placed on academic probation are required to meet with a Career Pathways Advisor prior to registration. The advisor will determine an appropriate course load and may restrict the number of credit hours taken during upcoming semesters.

Academic Suspension

A full-time student achieving less than a 2.0 GPA for the next semester following placement on probation and whose cumulative GPA is below the minimum stated in the probation policy will be suspended from the college.

A part-time student on probation, achieving less than a 2.0 GPA over the semesters in which the next twelve (12) credit hours are attempted following placement on probation, will be suspended from the college.

A full-time transfer student admitted on probation who achieves less than a 2.0 GPA in his/her first semester (first twelve (12) credit hours for part-time transfer students) will be suspended from the college.

"Academic Suspension" will appear on the student's transcript of any student suspended.

Readmission

Any student suspended for academic reasons for the first time qualifies for readmission on Conditional Status by remaining out of the college for at least one full semester (summer term excluded). He/she may also petition the Readmission Committee for immediate readmission on Conditional Status. Petitions will be decided on an individual basis.

Any student on Conditional Status may register during a regular semester for not more than seven (7) credit hours of course work nor for more than four (4) credit hours of course work in an eight-week session; unless special permission is obtained from the Readmission Committee.

Students readmitted after a first suspension, either by committee or by remaining out the required semester, will be suspended a second time if they do not achieve a minimum 2.0 GPA for the readmitting semester.

After a second suspension, the student will be eligible to apply for readmission to the college on Conditional Status only after remaining out of the college for at least one full semester. No immediate readmission will be considered except in extraordinary circumstances. Students readmitted after a second suspension must meet with a Career Pathway Advisor to have an appropriate academic course load determined. Students readmitted after a second suspension will be suspended a third time if they do not achieve a minimum of 2.0 GPA for the readmitting semester.

Students suspended for the third time will be required to remain out of the college for one full year. Applications for readmission following a third suspension shall be processed by the Readmission Committee on an individual basis.

Dean's List

A student must complete 12 credit hours with a minimum grade point average of 3.5 to be eligible for the Dean's List. A student carrying fewer than 12 credit hours will be eligible for the Dean's list for the

first time at the end of the semester in which 12 credit hours are earned if the cumulative GPA is 3.5 or higher.

Credit for Prior Learning

Edison State may award credit for college-level learning gained outside of college through a variety of methods which consider the knowledge adults acquire as they live, work and learn. These methods include:

- Credit by Examination
- Portfolio Evaluation
- Military service training recommended by the American Council on Education (ACE)
- Business or Government training recommended by ACE

To receive credit, a person's knowledge must be documented or verified through one of the above ways as being college level and appropriate for the degree program. A maximum of 30 semester hours may be earned.

Academic Advising

Students are encouraged to meet with an advisor prior to registration each semester. Advisors are available to assist students in long-term and short-term planning for their academic programs.

You should meet with your faculty advisor each semester to:

- Confirm that you are pursuing the right academic major to set you on your career path.
- Identify the courses you will need to accomplish your academic goals.
- Review your student plan, tailored to your lifestyle and work schedule.
- Learn about opportunities for internships and other experiences.

To schedule an appointment with your faculty advisor, contact the Academic Project Specialist of the Academic Division.

New students should meet with their assigned Career Pathway Advisor. New students must declare a career pathway and major upon application to the college. The Career Pathway Advisor will assist the new student with identifying career and educational goals, designing and creating a student plan and helping them learn ESCC technology systems to schedule and register for their upcoming classes.

Students who wish to meet with their Career Pathway Advisor may contact them directly or call 937.778.8600 for assistance.

Course Syllabi

Standard course syllabi for all classes may be obtained online by looking at the course description in the academic catalog. Specific course syllabi will be distributed in class. Syllabi for online courses are posted on the Blackboard site for those sections.

Change of Address

Students can provide their change of address by logging onto MyESCC. All changes made on MyESCC take 24 hours to process and will appear the following day.

Procedures for Accepting Academic Work from Non-Regionally Accredited Institutions

Accepting work from a non-regionally accredited institution will apply only to applied degree programs (AAB, AAS, and ATS degrees). Student petitions for review of this coursework will be on an individual basis, allowing for consideration of each student's knowledge base, recent use of course knowledge in the workplace, and supporting course work from educational experiences.

For the course work to be evaluated, the student should compile documentation demonstrating that the learning outcomes for that particular course are met. This documentation should include:

- Name and contact information for the student

- Edison State syllabus
- Transfer course syllabus, catalog course description
- Name, author and publisher of any texts used
- Copies of coursework for the course, including papers, projects, tests, and study guides that demonstrate the academic rigor and depth of the course.

The student should submit this documentation, in one packet, to the college Registrar.

The Registrar will distribute the packet to the Dean of the department for review. The Dean may contact the student for additional documentation if necessary.

After consultation with the faculty members in the department, the Dean will have the final decision concerning the transferability of credit.

The final evaluation will be completed, signed, and forwarded to the Registrar. A copy of the completed evaluation will be sent to the student.

Transferring Credit to Edison State

When a student is admitted to Edison State, transfer students must request official transcripts from all previous institutions be sent directly to the Registrar's Office. Upon receipt of these official transcripts, they will be evaluated, and credit will be granted for acceptable work completed at other approved colleges and universities.

To recognize courses appropriately and provide equity in the treatment of incoming transfer students and students native to the receiving institution, transfer credit will be accepted for all successfully completed college-level courses completed in and after fall 2005 from Ohio state-assisted institutions of higher education. Students who completed A.A. or A.S. degrees before fall 2005 with a 2.0 or better overall grade point average would also receive credit for all college-level courses they have passed.

Pass/fail courses, credit by examination, experiential learning, and other nontraditional credit courses that meet these conditions will also be accepted and posted to the student record.

Transferring Credit to Other Colleges

Edison State has partnered with several universities and colleges to provide students with a seamless transfer option. Edison State also holds over 50 transfer agreements with area colleges and universities. Information about university partnerships, transfer agreements, and transfer tools can be found at www.edisonohio.edu/univpartners/.

Transcripts

Edison State has partnered with Parchment to offer students and alumni a secure, electronic way to request and send transcripts. Current students and recent graduates may access Parchment's portal through MyESCC or by visiting www.parchment.com/u/registration/32455/institution.

Attendance

Students are expected to attend all class and laboratory sessions, including examinations. Individual instructors have both the responsibility and the prerogative for managing student attendance. Students may consult the syllabus for the attendance policy in effect for each class. If students must be absent, it is their responsibility to contact their instructor and ask if missed assignments can be completed. Excessive absences and work not completed may affect students' final grades and financial aid.

Dropping a Class, Withdrawing from College

Drops during the refund period and withdrawals after the refund period must be completed using MyESCC.

Failure to withdraw formally can result in a failing grade for the course and financial obligations if classes are not officially dropped during the refund period. Pertinent withdrawal and refund dates may be

found at the Business Office, on our website by choosing the specific year's academic calendar under the Calendar tab.

- If you drop a class during the refund period, the class cost will be removed from your student account and any payments adjusted accordingly. 11
- Withdrawing from a class after the refund period has ended does not release you from your financial obligation.
- Non-attendance of class or notification to instructor or department does not constitute official withdrawal. You must officially withdraw from the course using MyESCC.

No-Show Policy

Instructors are required to report students who have failed to attend their class within the first two weeks of the course. Students identified by the instructor as a no-show will be de-registered from the class with no tuition liability and the student notified of the removal via Edison State email. Appropriate changes will be made to their registration records, billing accounts and financial aid (if applicable). Federal financial aid will be denied for no-show students until attendance is proven. Federal financial aid students will be notified via Edison State email of the steps to take for reinstatement of federal aid.

Support Services

Student Wellness Center

Edison State's Student Wellness Coordinator can assist students by providing information about on-campus resources, as well as local community resources and services that support overall student wellness. In the case of an emergency, call 911.

Tutoring Center

The Edison State Tutoring Center provides free learning assistance and tutoring to all Edison State students. The Tutoring Center is located in the Library. E-Tutoring is also available to all currently enrolled students. Current in-person and e-tutoring schedules can be found on the Tutoring Center web page.

Tutoring Center Contact Information can be found at www.edisonohio.edu/tutoring-center/.

Library

The Edison State Library contains over 25,000 items. It is a member of the OhioLINK Consortium with its more than 120 academic libraries providing access to over 50 million items. Through this membership students can access 10,000 full-text electronic journal subscriptions, over 200 research databases and more than 80,000 e-books.

The library staff members are available to help students with their research needs. The library also provides access to multiple computer terminals, a color and black and white printer/copier/scanner, a fax machine and a laminator.

More information about the Edison State Library can be found at www.edisonohio.edu/Library/.

Job and Career Services

Job search and career planning assistance is available in Student Services. A career pathway advisor can meet with you individually to provide career and educational guidance.Students seeking employment or an internship are encouraged to register with the Career Service online job board. For more information or to complete a career assessment, visit www.edisonohio.edu/career-and-job-services/.

Student Financial Aid

The Student Financial Aid Office is located in Student Services. Financial Aid funds in the form of grants, scholarships, loans, or work-study programs may be available to assist with your college expenses.

For additional information on the FAFSA, types of financial aid, scholarship information, and important process related information, visit www.edisonohio.edu/financial-aid/.

Accessibility and Disability Support Services

The mission of Accessibility and Disability Support Services at Edison State is to enhance each student's individual educational experience by preventing discrimination on the basis of disability. Services are available to promote academic and vocational growth for individuals with physical, psychological, and learning disabilities. The Accessibility and Disability Support Services staff arranges for academic accommodations and support services that are individualized to each student's disability and functional needs.

Students should apply for services through Accessibility and Disability Support Services prior to enrollment. A pre-service interview and documentation of disability are required prior to utilization of our services. The purpose of the interview is to assess disability-related needs and to plan services accordingly.

Information regarding a student's disability is confidential. Any documentation and verification of a disability is kept in a confidential file.

More information is available at www.edisonohio.edu/disability/.

CARE Team

The Communication, Awareness, Response, & Evaluation (CARE) Team is a cross-functional team that utilizes behavioral threat assessment protocols to assist in determining the risk levels of observable behaviors and actions. If you are concerned about the behavior and/or wellbeing of a classmate or other member of the Edison State community, please complete a CARE Team Referral Form at www.edisonohio.edu/CARE-Team/.

Student Resource Center and Charger Station Food Pantries

To support all students with wrap-around needs outside of the classroom, a Resource Center and Charger Station Pantry location has been created on the Piqua campus in Room 060. This room holds a food pantry that provides snacks, toiletries, school supplies and take-home items for any student needing this assistance. It also contains local social services information, including childcare resources, mental health resources, food pantry, SNAP, rent assistance, utility assistance, etc. Regional campus locations also have Charger Station food pantries for students to utilize at any time. Please reach out to us at resourcecenter@edisonohio.edu for any assistance needed.

You Matter

To promote awareness of on-campus resources and off-campus supportive partnerships, the You Matter campaign is accessible online. Edison State recognizes how challenging it can be to manage life stresses and be a successful student. All the physical resources located in-person on our campuses are now available to all students at this site. Please click on https://www.edisonohio.edu/youmatter/ to learn more about available resources that promote health and wellness as well as financial support. In the event of a mental health crisis, call the Office of Public Safety at extension 7820. All Campus Police Officers have special crisis intervention training which includes emergency access to off-campus services.

Student Emergency Assistance Fund

The SEA fund is generously supported by the Edison Foundation and provides help for currently enrolled students who have emergency needs (outside of school) that if left unaddressed, would significantly compromise their ability to finish the semester. A student may receive these funds once per academic year. The SEA application can be found at www.edisonohio.edu/SEA/.

General College Policies

Core Values

The academic core values are a set of principles that guide Edison State in creating its educational programs and environment. The following is a list of values that Edison State incorporates into its educational experiences and environment:

Communication

Communication, a skill basic to all college students, involves listening, speaking, and writing for the purpose of understanding and of being understood. A lifetime process, communication also involves the ability to use appropriate and reasonable language and dialects, acknowledging that audiences are diverse.

Ethics

The ethics core value is defined in terms of decision-making. A distinction is made between "good" or "bad." Ethics either exist or do not exist. They are decisions and behaviors that are based on values. Thus, the faculty will endeavor to present material across the curriculum in a manner that will cause students to consider the decision-making process in terms of ethics.

Critical Thinking

Critical thinking is the ability to think with dimension. Thinking becomes the ability to apply internalized standards of thought; clarity, relevance, analysis, organization, recognition, evaluation, accuracy, depth and breadth. Critical thinking requires detachment, the ability to examine critically one's own ideas and thoughts as well as examining the ideas and thoughts of others.

Possessing the fundamentals of critical thinking enables an individual to reason across a variety of disciplines and domains and to critique one's own thinking from many perspectives. The development and use of critical thinking are a lifelong activity which enables us to continually improve our thought and consequent products of us though in our lives and society.

Community Awareness

Consider various perspectives of differences and awareness of local and global cultures.

Inquiry/Respect for Learning

Inquiry is the information gathering process through which the learner formulates essential questions, locates appropriate resources, and evaluates the applicability of the data for a particular situation. Students at Edison State will learn how to apply these learning processes in each field of study.

Interpersonal Skills/Teamwork

Interpersonal skills promote personal effectiveness when interacting with others, whether the interaction is one-on-one, in a small group, in an organization or with an audience. To be skilled interpersonally, a person must first assess any situation to determine the expectations of others involved, and then adapt to those expectations.

Students can expect to be introduced to all values and have them reinforced in the classroom and in all learning experiences at the college.

Children on Campus

Students are advised against bringing children to class or leaving children unattended on campus. The college assumes no responsibility for the supervision of unattended children.

Computer Usage Policy

Edison State makes available computing, communication and information system resources to its students, at its discretion and for the sole purpose of furthering the stated mission of the college—"Edison State Community College provides the learning opportunities, support services and commitment that enable students to complete their educational goals and realize their dreams." Use of these resources for other purposes is not authorized under the Information System Policy.

To protect your rights as a computer user at Edison State, the following guidelines shall be followed by all students:

- Each student is held accountable for his/her own actions while using Edison State electronic communications or computing facilities.
- No student may copy any part of a computer software product licensed to Edison State.
- No student shall use Edison State-owned computers to make unauthorized copies of software licensed to any party or other proprietary media for use on or off campus.
- No student may use unauthorized software copies on Edison State owned computers.
- The College reserves the right to examine, at any time, suspected unauthorized software copies or other personal software.
- Information stored by students on Edison State computers is not held as confidential and is subject to review to investigate suspected offenses.
- The College may confiscate unauthorized copies of Edison State licensed software.
- Student misuse of Edison State computing facilities or network resources can result in disciplinary action in accordance with the Student Code of Conduct.
- Viewing obscene or pornographic material on Edison State computers is prohibited.
- Use of email or messaging services to harass, intimidate, threaten, make abusive or defamatory remarks about another person (including forwarding unsolicited messages) is strictly prohibited.
- Regarding use on local area networks or on multiple machines, Edison State students shall use the software only in accordance with the license agreement. Access to Blackboard© or other online/distance learning programs is only permitted by the student assigned that username and password. Students are responsible for confidentiality of their account information and all activities that occur under their password or account and responsible for notifying their instructor of any unauthorized use of their account or any breach of security. Students are responsible for logging out of Blackboard© and closing the Internet browser at the end of each Blackboard© session.
- The Blackboard© email tool shall be used only for necessary course communication.
- The Blackboard© digital drop box shall only be used to store course-related documents.
- Blackboard© may not be used to post or link to obscene or pornographic material.
- Unauthorized reproduction of software can be subject to civil damages of $50,000 or more and criminal penalties, including fines and imprisonment. No defense or indemnification by Edison State shall be provided to a student whose copying gives rise to a copyright infringement claim.
- Students who require access to classroom computer labs may gain access during non-class periods by obtaining a pass from their instructor. Open labs are available in the Library, Learning Center and Internet

Social Media Policy

Thousands of current and future students, faculty, staff, alumni, and donors are using mediums such as Facebook, Twitter, LinkedIn, YouTube, and others to stay connected. Edison State believes that presence in these areas will allow the College to broadcast information and interact with the public. To operate within these mediums effectively, Edison State has developed a social media policy to ensure that all interactions on behalf of Edison State represent the College's best interests.

These guidelines are broad enough to accommodate any differences in online venues while maintaining a universal code of conduct; the policy will be adjusted according to the situation and/or modality.

The Edison State Community College Social Media Policy only applies to social media accounts created to represent ESCC groups, departments, programs, entities, etc. It does not apply to private individual accounts.

Because the technology that drives web communication changes rapidly, this policy may be adjusted to address issues that may arise in the management and implementation of the page or for any other reason that supports the College's priorities for the page.

Facebook Use

An ESCC organization, department, group, program or sports team must work through their advisor, supervisor, or coach to request permission to create a College-recognized Facebook page. The advisor, supervisor or coach will work with the Dean of Enrollment Management & Student Affairs and the Marketing Communications Specialist to create the page and have it listed on the official ESCC's Facebook page under "groups." Inclusion in "groups" creates a link from the Edison State Community College page to the organization's page.

Account Administrators

All social media group pages officially recognized by Edison State Community College must always have an ESCC faculty or staff member as an administrator.

Should an ESCC employee who is an administrator of an account leave the College for any reason or no longer wish to be an account administrator, it is that individual's responsibility to designate another ESCC employee to be an account administrator prior to removing himself or herself from that role. If the administrator does not complete this, the Marketing Department or Dean of Enrollment Management & Student Affairs will appoint one. The Marketing Department must be notified when a new administrator takes over.

ESCC employees identified as administrators of group pages are responsible for managing and monitoring the content of their officially recognized pages. Administrators are responsible for removing content that may violate the College's Conduct Policies.

Requirements for Content of Officially Recognized ESCC Accounts

- Use good judgment about content and respect privacy laws. Do not include confidential information about the College, its staff or its students.
- You may post any content that is not threatening, obscene, a violation of intellectual property rights or privacy laws, or otherwise injurious or illegal.
- Representation of your personal opinions as being endorsed by the College or any of its organizations is strictly prohibited. You may not use the ESCC name to promote any opinion, product, cause or political candidate.
- By posting content to any social media site, you agree that you own or otherwise control all of the rights to that content, that your use of the content is protected fair use, that you will not knowingly provide misleading or false information, and that you hold the College harmless for any claims resulting from the content.
- ESCC has the right to remove any content for any reason, including but not limited to, content that it deems threatening, obscene, a violation of intellectual property rights or privacy laws or illegal.
- When using or posting online material that includes direct or paraphrased quotes, thoughts, ideas,

photos, or videos, always include citations. Provide a link to the original material if applicable.

Questions about this policy should be directed to the Marketing Department.

Study Abroad Policy

All persons traveling under the sponsorship of Edison State Community College are expected to uphold Edison State students' Code of Conduct standards as described in the Student Handbook: Code of Conduct and Disciplinary Policy. Even if the country visited has a legal drinking age of less than 21, Edison State travelers under age 21 are not permitted to consume alcohol. If travelers are caught with illegal substances in countries other than the US, they are subject to local laws, not US laws, and penalties can be severe. Further, association with persons using illegal substances is prohibited. Local and national laws on various subjects may not be the same as in the US, and participants in the Edison State program are expected to be aware of and obey local laws.

Notification of Rights Under FERPA for Edison State Community College

The *Family Educational Rights and Privacy Act* (FERPA) afford students certain rights with respect to their education records. These rights include:

1) The right to inspect and review the student's education records within 45 days of the day the College receives a request for access. A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2) The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.A student who wishes to ask the College to amend a record should write the College official responsible for the record, clearly identify the part of the record the student wants changed and specify why it should be changed. If the College decides not to amend the record as requested, the College will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3) The right to provide written consent before the College discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent:
   a) To school officials with a legitimate educational interest (§99.31(a)(1)). The College discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, and academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted as its agent to provide a service instead of using College employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the College. Upon request, the College also discloses education records without consent to officials of another school in which a student seeks or intends to enroll and will make a reasonable attempt to notify each student of these disclosures when made.

b) To another school in which the student seeks or intends to enroll (§99.31(a)(2)).
c) To authorized representatives of various federal and state agencies (specified in the regulations) for the audit or evaluation of, enforcement of, or compliance with federally supported education programs (§99.31(a)(3)).
d) For certain purposes related to financial aid for which a student has applied or has received (§99.31(a)(4)).
e) To state and local officials to whom information was specifically required to be reported by a state law prior to Nov. 19, 1974 (§99.31(a)(5)).
f) To organizations conducting research for educational agencies or institutions for developing, validating or administering predictive tests; administering student aid programs; and improving instruction (§99.31(a)(6)).
g) To accrediting organizations performing their accrediting functions (§99.31(a)(7)).
h) To parents of a dependent student (§99.31(a)(8)).
i) To comply with a judicial order or subpoena (§99.31(a)(9)).
j) To appropriate parties in a health or safety emergency under certain conditions (§99.31(a) (10)).
k) If the information requested was designated as "directory information" by the educational institution (§99.31(a)(11)).
l) To the parent of a student who is not an eligible student or to the student (§99.31(a)(12)).
m) To the victim of a crime of violence or a nonforcible sex offense when the information is related to the final results of the disciplinary proceeding conducted by the institution (§99.31(a)(13)).
n) In connection with a disciplinary proceeding at a postsecondary institution if it has determined that the student is an alleged perpetrator of a crime of violence or nonforcible sex offense and the student has committed a violation of the institution's rules or policies(§99.31(a)(14)).
o) To a parent of a college student regarding the student's violation of any law or any institutional policy governing the use or possession of alcohol or a controlled substance if the student is under 21 at the time of the disclosure to the parent, providing state law does not prohibit the disclosure (§99.31(a)(15)).
p) If the information concerns registered sex offenders provided under State sex offender registration and campus community notification programs (§99.31(a)(16)).
q) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

Record of Request for Disclosure

The College will maintain a record of information from a student's education records and these records become part of the student's education record. The record will indicate the name of the party making the request, under what authority, and for what purpose. Records of requests and disclosures will not be kept for requests made by the student himself or herself, requests for directory information or for those made by school officials.

Directory Information

Family Educational Rights and Privacy Act (FERPA) Notice for Directory Information

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Edison State Community College, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from education records. However, the College may disclose appropriately designated "directory information" without written consent, unless you have advised the College to the contrary in accordance with published procedures. The primary purpose of directory

information is to allow the College to include non-invasive information from your education records in a number of ways, such as inclusion in certain school publications, press releases or online media. Examples include:

- Dean's List or other recognition lists
- Graduation programs
- Sports activity sheets showing weight and height of team members
- On the Colleges website, Facebook page, or other online presence

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, may also be disclosed to outside organizations and individuals without a student's prior written consent.
If you do not want the College to disclose directory information from your education records without your prior written consent, you must notify the College Registrar in writing. Edison State Community College has designated the following information as directory information:

- Name
- Address(es)
- Telephone number(s)
- Email address(es)
- Photograph(s) and video(s)
- Major field of study
- Dates of attendance
- Grade level (such as freshman, sophomore)
- Enrollment status (undergraduate or graduate, full-time or part-time)
- Date of graduation and degree(s)/certificate(s) conferred
- Honors or awards received, including selection to a dean's list or honorary organization
- Participation in officially recognized activities and athletics
- Weight and height where the student is a member of athletic teams
- Most recent previous school attended

Right of the College to Refuse Access

The College reserves the right to refuse to permit a student to inspect those records which are excluded from the Family Educational Rights and Privacy Act (FERPA) definition of educational records.

Refusal to Provide Copies

The College reserves the right to deny transcripts or copies of records not required to be made available by FERPA in any of the following situations:

- The student has an unpaid financial obligation to the College.
- There is an unresolved disciplinary action against the student.

Problems or questions concerning the Edison State Student Records Policy may be brought to the Registrar in Student Services. Students also have the right to request an amendment to his/her educational records. If the student's request regarding an amendment is not resolved to his/her satisfaction, the student may request a hearing. Students also have the right to file complaints with the U.S. Department of Education, Family Educational Rights and Privacy Act (FERPA) Office.

Student Compliance Policies & Procedures

Anti-Hazing Policy

Edison State Community College prohibits hazing as defined in this policy. The College will investigate and respond to all reports of hazing.

"Hazing" means doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization or any act to continue or reinstate membership in or affiliation with any student or other organization that causes or creates a substantial risk of causing mental or physical

harm to any person, including coercing another to consume alcohol or a drug of abuse, as defined in section 3719.011 of the Revised Code.

The goal of this policy is to prevent hazing, and applies to all Edison State Community College students, student organizations, student groups, and employees. The policy applies to hazing that takes place between two or more people who are affiliated with the institution regardless of if the hazing occurs on or off campus. This Policy also applies to volunteers acting in an official capacity that advise or coach student organizations and/or student groups and who have direct contact with students. This Policy is effective from matriculation to commencement, including breaks in the academic year and Edison State Community College has jurisdiction whether the conduct occurs on or off campus.

All students seeking membership in a registered student organization or student group at Edison State Community College must complete the anti-hazing training provided by the College. Failure to complete the training will result in the student being denied the ability to participate in any recognized student organization or group. If a student is unsure if they have completed the required program, they should contact the Dean of Enrollment Management & Student Affairs to verify their eligibility to join a student organization or group. All employees of Edison State Community College are required to immediately report knowledge of hazing as defined in this policy to the College through the reporting option outlined below. NOTE: Employees who are required by law to protect confidentiality are exempt from this requirement.

Reports of hazing should be sent to the Office of Public Safety at 937-778-7820. The legislation requires all reports of hazing to be sent to law enforcement and staff will include Campus Law Enforcement on any reports received.

Testing Your Faith Act Policy

Edison State Community College is committed to providing an environment that is respectful of the religious beliefs of its students. The College will accommodate sincerely held religious beliefs, observances, and practices of its students.
Religious accommodation will permit students up to 3 days of absences per semester for faith, spiritual belief, or participation in organized activities of a religious/spiritual organization with no academic penalty as result of an absence.
Students will be given alternative accommodations for examinations/academic requirements for absences if:

- Sincerely held beliefs severely affects the students' ability to take an examination or meet an academic requirement and
- Student provides a list of dates to each faculty member within 14 days of the first day of instruction in a particular course in which the accommodation is needed.

Faculty will accept without question sincerity of belief and keep requests for alternative accommodations confidential. Faculty can schedule alternative dates to be before or after scheduled dates of absence but does so without prejudice. The absence notification form can be found here.

A non-exhaustive list of major religious holidays or festivals for the next two academic years will be posted on the College website on the Student Resources section of the Student Life page. For questions or concerns about this policy, contact Dr. Melissa A. Wertz, Provost at mwertz@edisonohio.edu.

If you encounter a problem with this policy, you can fill out a Student Complaint Form online. The form can be found on the Edison State Community College website under the Student Resources section of the Student Life page.

Public Use of College Campus (Free Speech) Policy

It is the policy of Edison State Community College to promote the free exchange of ideas and the safe and efficient operation of the College by:

- Fostering free speech, assembly and other expressive activities on College property by all persons, whether or not they are affiliated with the College. Expressive activities mean any lawful verbal, written, audiovisual, or electronic means by which individuals may communicate ideas, including all forms of peaceful assembly, protests, speeches, distribution of literature, carrying and displaying signs, and circulating petitions. 20
- Maintaining an appropriate educational and work environment for all persons present on College property, including but not limited to students, faculty, employees, customers and visitors.
- Maintaining the personal security of all persons present on College property and protecting the property of the College and of persons present on College property.

The College recognizes the constitutional freedoms guaranteed by the United States and Ohio Constitutions, including freedom of speech, press and assembly. The College also recognizes the need to preserve and protect its property, students, guests and employees of the College, and to ensure the effective operation of educational, business and related activities of the College. Expressive activities on the College's campus may be subject to reasonable regulation with regard to the time, place and manner of the activities. College employees will not consider the content of expressive activities when enforcing this Policy.

Current students, external organizations, or community members who are interested in gathering on the Edison State Community College should contact Edison State's Department of Public Safety at 937-778-7820 or security@edisonohio.edu for full policy language and any questions or concerns.

Student Code of Conduct and Disciplinary Policy

Edison State Community College provides an educational system which can offer students an education of the highest quality. College also provides an atmosphere which is conducive to study and educational growth, and which enables students to develop in a positive manner.

To assure this type of environment, the Board of Trustees has adopted standards of conduct for the students, faculty, staff, and visitors to the campus. The Board of Trustees also regulates the use of the grounds, buildings, equipment, and facilities of the college and the conduct of students, staff, faculty or other employees and visitors on property owned or controlled by the college.

The President of the college is authorized to establish procedures for the administration and enforcement of regulations and to take whatever disciplinary action is necessary and appropriate in instances of violations of applicable Ohio law and the regulations of the Board of Trustees. (Also see Disciplinary Sanctions)

Before action is taken, all judicial and appeals procedures will be followed except in cases when the possibility of eminent danger exists. In such cases, the college reserves the right to act against a student, or student organization pending resolution of the matter.

By virtue of enrollment at Edison State Community College, students consent to follow the policies and procedures of the College. This Student Code of Conduct shall not be construed to restrict constitutionally protected expression.

Jurisdiction of Edison State's Student Code of Conduct

1. The Student Code of Conduct at Edison State will apply to conduct that occurs on Edison State premises or Edison State property, at any location at Edison State sponsored activities, and in off-campus buildings occupied by students by virtue of their association with a group/organization given formal registration by Edison State. Off-campus also includes, but is not limited to, activities such as college teams traveling to events off campus; Student Senate and events of recognized clubs/organizations; any student or college sponsored group engaging in an event or activity off-campus, off-campus internships, community service, and study abroad. The Student Code of

Conduct may also apply off-campus, when the
administration determines that the off-campus conduct affects a substantial Edison State interest. A substantial Edison State interest is defined to include:

a. An allegation, arrest, charge or conviction of a criminal offense as defined by Ohio law, including repeat violations of any local, state or federal law.
b. Any situation where the student presents a danger or threat to the health or safety of him/herself or others.
c. Any situation that significantly impinges upon the rights, property or achievements of self or others, or significantly breaches the peace and/or causes social disorder.
d. Any situation that is detrimental to the educational interests of Edison State.

2. Each student will be responsible for his or her conduct from the time he or she applies for admission until the actual awarding of a degree, including the academic year, during breaks and between academic terms, before classes begin and after classes end, during periods between terms of actual enrollment, and including conduct whether or not discovered until after a degree is awarded. The Student Code of Conduct will apply to a student's conduct even if the student withdraws from the college while a matter is pending.
3. The Student Code of Conduct applies to situations where college students host guests. College students may be held accountable for the misconduct of their guests that violates the Student Code of Conduct. Visitors to and guests of Edison State are also protected by the Student Code of Conduct and may initiate grievances for violations of the Student Code of Conduct committed against them.
4. Student organizations may be charged with violations of the Student Code of Conduct for behavior occurring on or off campus. A student organization and its officers may be held collectively or individually responsible when violations of the Student Code of Conduct by those associated with the group or organization have received the tacit or overt consent or encouragement of the leaders, officers, or spokespersons. While student organizations not registered by Edison State are exempt from this Student Code of Conduct, student members of such organizations may be held accountable for their behavior under this Student Code of Conduct. When considering allegations involving collective responsibility, Edison State may make individual findings with respect to the involvement of each student.
5. Edison State will treat an attempt to commit a violation listed in the Student Code of Conduct as if the attempted conduct had been completed.
6. Edison State reserves the right to initiate an allegation and to initiate conduct proceedings without a formal allegation by the victim or witnesses of misconduct.
7. Edison State will not tolerate intentional false reporting of incidents. It is a violation of the Student Code of Conduct to intentionally make a false report of any policy violation or violation of any federal, state, or local law.
8. Edison State encourages the reporting of Conduct Code violations. To this end and at the sole discretion of Edison State officials, students who may have conduct violations related to the same incident and who report violations may be given amnesty and/or held less accountable for conduct violations and/or may be provided educational options in such cases.
9. Edison State reserves the right to notify parents/guardians of dependent students regarding any conduct situation when alcohol and/or narcotic/substance/inhalant abuse or violations are suspected. Edison State may contact parents/guardians of dependents or non-dependent students who are under age 21. Edison State may also contact parents/guardians to inform them of situations in which there is an imminent health and/or safety risk.
10. The Chief Student Affairs Officer (CSAO) or designee reserves the right to determine whether other Edison State officials have a need to know about individual conduct allegations pursuant to the Family Education Rights and Privacy Act (FERPA).

11. In accordance with federal law, victims of sexual misconduct and/or sexual harassment incidents have an absolute right to be informed of the outcome and sanctions of the hearing, in writing, without condition or limitation. Edison State may release publicly the name, nature of the violation and the sanction for any student who is found in violation of an Edison State policy that is also a "crime of violence," including: arson, burglary, robbery, criminal homicide, sex offenses, assault, destruction/damage/vandalism of property and kidnapping/abduction. Edison State may release this information to the victim in any of these offenses regardless of the outcome, but victims are cautioned that FERPA does not permit them to re-release this information to others. 22
12. Behavior conducted online can subject students to Edison State conduct action. Blogs, web pages, social networking sites and other modes of electronic communication are in the public sphere, are not private, and can subject a student to allegations of misconduct. Edison State does not seek out this information but may take action if and when such information is brought to the attention of Edison State officials. (See Social Media Policy and Computer Usage Policy).
13. Any question of interpretation or application of the Student Code of Conduct shall be referred to e CSAO or othor designee for final determination.
14. The Student Code of Conduct shall be reviewed periodically under the direction of the CSAO or designee.

Prohibited Behavior and Activity

The CSAO or designee is the person designated by the college to be responsible for the administration of the Student Code of Conduct.

Students are prohibited from engaging in, participating in, or aiding and abetting the following actions:

1. Obstruction or disruption of teaching, administration, disciplinary procedure, or other college activities including the college's public service functions or other authorized activities on college owned or controlled property. This includes the use of personal electronic devices, including but not limited to cell phones, beepers and other personal message devices, except those authorized by the instructor or coordinator.
2. Rioting or inciting others to riot.
3. Intimidating conduct or harassment that disrupts the work or educational environment or causes a reasonable person to fear for personal safety on college owned or controlled property or at any college sponsored or supervised function.
4. Making harassing or threatening telephone calls or sending threatening communication in any form (verbal, written, or electronic), including through the use of social media.
5. Prohibited conduct as defined in the College's Anti-Discrimination and Harassment Policy: #3358-3-07. Prohibited Conduct includes:
   A. **Harassment**—Unwelcome conduct, or an unwelcome course of conduct, toward an individual or group of individuals based on sex, race, color, religion, national origin, age, sexual orientation, gender identity and/or expression, disability, or veteran status or any other basis protected by law, that is so severe, pervasive, and objectively offensive that it substantially interferes with the ability of a person to work, learn, live or participate in, or benefit from the services, activities, or privileges provided by the College. In no event shall this provision be used to discipline a student for speech protected by the First Amendment of the United States.
   B. **Sexual Harassment**—In the employment context, sexual harassment is unwelcome, sex- or gender-based verbal or physical conduct that unreasonably (from both a subjective, i.e., the complainant's, and an objective, i.e., a reasonable person's, viewpoint) interferes with an individual's work performance or creates an intimidating, hostile, or offensive work environment.
   In the education context, sexual harassment is unwelcome, sex- or gender-based verbal or

physical conduct that unreasonably (from both a subjective, *i.e.,* the complainant's, and an objective, *i.e.,* a reasonable person's, viewpoint) interferes with, denies, or limits an individual's ability to participate in or benefit from the College's educational programs and activities.

It can take two forms: power differentials (quid pro quo) or hostile environment:

a. Quid pro quo sexual harassment exists when:
   i. There are unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature; and
   ii. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic status; or
   iii. Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions adversely affecting such individual.

b. Hostile environment in the employment context includes any situation in which there is harassing conduct that is sufficiently severe, persistent, or pervasive that it unreasonably (from both a subjective, *i.e.,* the complainant's, and an objective, *i.e.,* a reasonable person's, viewpoint) interferes with an individual's work performance or creates an intimidating, hostile, or offensive work environment. Hostile environment in the education context includes any situation in which there is harassing conduct that is sufficiently severe, persistent, and pervasive that unreasonably (from both a subjective, i.e., the complainant's, and an objective, *i.e.,* a reasonable person's, viewpoint) limits, interferes with, or denies educational benefits or opportunities.
   i. The determination of whether an environment is "hostile" is based on a totality of circumstances. These circumstances may include:

1. The degree to which the conduct interfered with the complainant's educational or work performance;
2. The nature, scope, severity, frequency, duration, and location of the incident or incidents;
3. The identity, number, and relationships of persons involved;
4. Whether the conduct was physically threatening;
5. Whether the conduct occurred in the context of other discriminatory conduct. A single or isolated incident of sexual harassment may be severe enough to create a hostile environment.

C. **Sexual Assault**—Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

a. <u>Rape</u>—The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
b. <u>Fondling or inappropriate touching of the private body parts</u>—The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
c. <u>Incest</u>—Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
d. <u>Statutory Rape</u>—Non-forcible sexual intercourse with a person who is under the statutory age of consent.

NOTE: Sex Offenses are criminalized under Ohio Revised Code as follows – Rape (ORC 2907.02); Sexual Battery (ORC 2907.03); Gross Sexual Imposition (ORC 2907.05; Sexual Imposition (ORC 2907.06); Unlawful Sexual Conduct with a Minor (ORC 2907.04)

D. **Disparate Treatment—**Treating employees differently regarding the terms and conditions of employment, including hiring, firing, transfer, and/or receipt of benefits based upon membership in a protected class.

E. **Domestic Violence**—Covered under the definition of domestic violence:

a. A current or former spouse or intimate partner of the victim
b. A person with whom the victim shares a child in common.
c. A person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner.
d. A person similarly situated to a spouse of the victim.
e. Any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

NOTE: Domestic Violence is criminalized under Ohio Revised Code 2919.25

F. **Dating Violence—**Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the parties' statements and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purpose of this definition dating violence includes, but is not limited to, sexual or physical abuse or threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.

NOTE: The following are criminalized under the Ohio Revised Code – Felonious Assault (ORC 2903.11); Aggravated Assault (ORC 2903.12); Assault (ORC 2903.13); Negligent Assault (ORC 2903.14); Kidnapping (ORC 2905.01); Abduction (ORC 2905.02); Unlawful Restraint (ORC 2905.03); Disorderly Conduct (ORC 2917.11).

G. **Stalking**—Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others, or to suffer substantial emotional distress.

a. "Course of conduct" means two or more acts, including but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person's property.
b. "Substantial emotional distress" means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.
c. "Reasonable person" means one under similar circumstances with similar identities to the victim.

NOTE: The following are criminalized under the Ohio Revised Code – Aggravated Menacing (ORC 2903.21); Menacing by Stalking (ORC 2903.211); Menacing (ORC 2903.22); Telecommunications Harassment (ORC 2917.21)

H. **Retaliation—**Inappropriate action taken against an individual who has sought relief under the College's policies and procedures when such action is motivated in whole or in part by the fact that the individual sought such relief. Examples include academic or employment reprisal against an individual who files a complaint or third-party report, or otherwise participates in the investigative and/or disciplinary process. The prohibition against retaliation extends to any person who opposes prohibited conduct, as defined by this policy, or who testifies, assists, or participates in any manner in investigation, proceeding, or hearing relative to prohibited conduct as defined by this policy.

NOTE: Domestic Violence and Stalking can also be considered as non-sex-based crimes and will be adjudicated through the Code of Conduct process if not addressed through the Title IX process.

6. Theft or deliberate or negligent destruction of, or damage to, malicious misuse of or abuse of College, faculty, or student property or equipment including but not limited to:
   A. Damaging items rented, leased, or placed on the campus at the request of Edison State.
   B. Selling or attempting to sell textbooks unless the seller is the owner of the textbook or has the permission of the owner to do so.
   C. Taking, attempting to take, or keeping items placed throughout the college for display.
7. Obstruction of pedestrian and vehicular traffic on college owned or controlled property.
8. Use, possession, sale or distribution of illegal drugs, narcotics, marijuana, and drug paraphernalia on college owned or controlled property.
9. Abuse or misuse of prescriptions or over-the-counter medications.
10. Consumption, possession, or sale of alcoholic beverages on college owned or controlled property except when expressly permitted by the college for an approved activity. The state of Ohio liquor laws will be strictly enforced.
11. Unauthorized possession or inappropriate use of deadly weapons on campus.
12. Storing deadly weapons on campus, including in personal vehicles parked on college-owned, and or leased property, without the legal authority to do so. Firearms are not permitted outside of the vehicle while located at an Edison State campus location.
13. Failure to comply with directives of college officials or law enforcement officials acting in performance of their duties, or failure to identify oneself to these persons when requested to do so.
14. Unauthorized entry to, or use of, college facilities and/or unauthorized possession, use, or duplication of keys or other methods of controlled access such as ID or access cards or codes.
15. Conducting, organizing, or participating in any activity involving games of chance or gambling except as permitted by law.
16. Commercial solicitation and sales to generate funds on campus are generally prohibited. An exception will be made for recognized student organizations that have obtained prior, written permission from the Director of Student Life and Athletics. Permission will be granted where the proposed activity aids achievement of the educational objectives of the College, does not unreasonably interfere with the operations of the College (e.g. teaching, studying, or create congestion on campus), and is not prohibited by law.
17. Dishonesty in any form, such as, but not limited to, cheating, plagiarism, knowingly furnishing false information to the college, forgery, alteration or improper use of college documents, logos, ID's or records, or identification with intent to defraud (Also see Academic Dishonesty/Misconduct Policy).
18. Illegal discrimination against a person or persons on the basis of race, disability, age, sex, religion, nationality or any other protected status.17.
19. Hazing of any individual or organization as prohibited by laws of the state of Ohio. (See updated hazing policy information online at www.edisonohio.edu)
20. Disorderly conduct, public intoxication or lewd, indecent, or obscene conduct or expression including but not limited to:
    A. Public urination.
    B. Sexual acts performed in public or on college premises.
    C. Taking pictures of another person in a gym, locker room, or restroom without that person's consent.
    D. Disrobing or Streaking.
    E. Possession or distribution of any obscene materials.
21. Intentionally causing, making, or circulating a false report of a crime, fire, bomb or other explosive

device that allegedly has been placed on school property.

22. Intentionally activating a false fire alarm or tampering with any type of safety equipment, including fire alarms, fire extinguishers, and smoke detectors.
23. Smoking in areas which are indicated as restricted or “non-smoking” areas. Helping, procuring or encouraging another person in the violation of any aforementioned offense.
24. Abuse of the Student Code of Conduct and hearing procedures; violation of prior disciplinary rulings or sanctions.

Procedural Protection

Students accused of violating the Student Code of Conduct are entitled to procedural protections as follows:

1. To be informed of the charge and alleged misconduct upon which the charge is based.
2. To be allowed reasonable time to prepare a defense.
3. To be provided with the evidence upon which the charge is based and be given an opportunity to respond.
4. To present evidence, including requesting that relevant witnesses be called forward and to question those witnesses. Cross-examination of witnesses is permitted.
5. To be assured confidentiality, pursuant to terms of the Family Educational Rights and Privacy Act.
6. In the instance that a hearing is conducted, to request that any member of College Hearing Committee be replaced due to personal bias or conflict of interest.
7. To be considered innocent of the charges until proven responsible for called actions by the preponderance of the evidence.
8. At the hearing, the accused student may appear alone or with another person, who may serve in an advisory capacity. The advisor may not participate directly in the hearing or address the College Hearing Committee without the permission of the Committee Chairperson.

Procedures for Non-Academic Misconduct (non-Title IX)

Any member of the college community may file a report about a student when a student’s conduct appears to violate college policies and regulations. In addition to the following procedure, other legal action as permitted or required in provisions of the Ohio Revised Code may be taken.

1. If a person wishes to report a student's violation of the Student Code of Conduct, he/she shall provide a written report to the Chief Student Affairs Officer (CSAO). Any reports should be submitted as soon as possible after the event takes place, preferably within thirty (30) calendar days.
2. The CSAO or designee may conduct an investigation to determine if the charges have merit and/or if they can be disposed of administratively by mutual consent of the parties involved on a basis acceptable to the CSAO. Such disposition shall be final and there shall be no subsequent proceedings.
3. A student will receive written notice of a violation of the Conduct Code. The student is then required to schedule a conference with the CSAO within one (1) week of notification.

   At the meeting, the student:

   - May admit responsibility for the violation and waive his/her right to a hearing by providing such waiver to the Dean of Enrollment Management & Student Affairs in writing. In this instance, the Dean of Enrollment Management & Student Affairs will proceed with a disciplinary conference with the accused student. Upon conclusion of the conference the Dean of Enrollment Management & Student Affairs shall have five (5) working days to provide the accused student with a written decision regarding whether the evidence supports a find of violation of the College Student Code of Conduct and the imposition of sanctions based on this determination.
   - May deny responsibility for the violation and choose to exercise their right to a student conduct

hearing with the Hearing Committee.

Procedures for Student Conduct Hearings for non-Title IX Cases

All members of the Hearing Committee are appointed by the President. The Hearing Committee shall consist of three voting members: One (1) administrator, one (1) other college employee from administration, professional staff, or faculty, and one (1) student. One additional administrator will be appointed Hearing Committee Chair. The Chair is a non-voting member.

All hearings shall be closed to the public to protect the students' rights of confidentiality. The student, however, may make a request for an open hearing to the Chair and may be granted if warranted by the circumstances as determined within the sole discretion of the Chair. Only individuals involved in the case will be allowed in the hearing or witness rooms. All others must wait outside until the Chair determines if the hearing will be open. If the hearing is allowed to be open, the Chair will permit observers to fill the seating. Information presented at the hearing is limited to only that information which is pertinent to the incident eliciting the formal charge.

The Hearing Committee shall evaluate the points of view presented by the parties in conflict and shall determine which is more credible using the preponderance of evidence standard, meaning more probable than not. The information presented at the hearing shall be considered during a closed session by the Hearing Committee members. A copy of the findings by the Hearing Committee including the procedures for appeal, shall be given to the student(s) within five (5) business days from the conclusion of the hearing.

Procedures for Title IX Prohibited Conduct Complaints

Reporting: All college employees are considered mandatory reporters and must report all violations of the Anti-discrimination and Harassment Policy to the Title IX Coordinator or the Deputy Title IX Coordinator. Any responsible employee who knew about an incident and took no action to stop it or failed to report it may be subject to disciplinary action. Students who report violations of this policy will be provided privacy protection. Students who wish to remain anonymous may report to the Coordinator of Health and Wellness Services. Confidential reports may not be able to be investigated and adjudicated due to information not being able to be provided to the Title IX Coordinator or Deputy.

When a formal complaint is received, the Title IX Coordinator will immediately contact the complainant to discuss supportive measures and consider their wishes. The College fully supports all students who wish to also make a criminal complaint. You may contact local law enforcement or the Edison State Police Department to file this complaint at any time. This will not delay the College's process.

Informal Resolution: The College's Informal Resolution process involves informal consultation to find an acceptable resolution for both parties without invoking the full investigation and adjudication process described herein. The informal process may include counseling the Complainant on ways to address the Respondent directly regarding their behavior if the Complainant is comfortable doing so, counseling of the Respondent by the Title IX Coordinator on changing their behavior, a facilitated discussion between the Complainant and Respondent, a mediated agreement between the Complainant and Respondent, or any other informal process that is appropriate under the circumstances.

The informal resolution process is voluntary. The College will not require that a complainant and/or respondent participate in informal resolution and waive the right to a full investigation and adjudication of formal complaints of Title IX Sexual Harassment in order to enroll or continue to be enrolled, or be employed or continue to be employed, or enjoy any other right granted by the College. The parties may choose to pursue a formal resolution and end the informal resolution process at any time prior to reaching a determination of responsibility.

The College is responsible for taking the following steps prior to facilitating an informal resolution:

A. Providing written notice to the parties of:
   a) the allegations,

b) the requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations, provided, however, that at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint, and 28

c) any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared;

B. Obtaining the parties' voluntary, written consent to the informal resolution process. The College will never offer or facilitate an informal resolution process to resolve allegations that an employee engaged in Title IX Sexual Harassment of a student. The Complainant and Respondent are permitted to bring an advisor of their choosing to any discussions as part of the informal resolution process. An advisor may offer their assistance to the Complainant or Respondent but may not speak for them during the process. Investigation: The College will conduct a prompt and impartial investigation of allegations of Prohibited Conduct. The College will notify the parties of all details of the process and will provide date, time, location, participants, and purpose of all hearings, investigative interviews or other meetings with sufficient time for the party to prepare to participate. When the investigation is concluded, there are three options that may occur: Dismissal: A formal complaint must be dismissed from the formal hearing process if the conduct does not meet the definition of sexual harassment, the conduct did not occur in the College's educational program or activity or the conduct did not occur against a person in the U.S. A dismissal does not preclude the College from taking action under another provision of the student Code of Conduct or other applicable College policy or procedure. Dismissal may also take place at the Title IX Coordinator's discretion if the complainant notifies the Coordinator in writing they wish to withdraw the formal complaint, the respondent is no longer enrolled or employed by the College or circumstances prevent the College from gathering evidence sufficient to reach a determination as to the formal complaint. Non-hearing Resolution: If the Title IX Coordinator determines there are no allegations of sexual harassment, the investigator will make a decision if any policy violations have occurred by using a preponderance of the evidence standard. If a policy violation did occur, the investigator will work with the Dean of Enrollment Management & Student Affairs to determine a proper sanction. Grievance Hearing Process: A live hearing will be scheduled and both parties will be notified of the date and time. A pre-conference hearing will be held with each party, the party's advisor, the Title IX Coordinator and the Hearing Committee representative at least 5 days prior to the live hearing to review expectations for behavior, witnesses, evidence and any requests for new evidence. *See below for more details.*

Procedures for Conduct Hearings for Title IX

Three Hearing Committee members will be designated by the Title IX Coordinator. The Hearing Committee Members are the decision makers for the hearing. One additional administrator will be appointed Hearing Committee Chair. The Chair is a non-voting member. All hearings shall be closed to the public to protect the student's rights of confidentiality.

Grievance Hearing Process:

1. There are six types of Prohibited Conduct that qualify as Sexual Harassment—Title IX: (1) *quid pro quo* sexual harassment, (2) unwelcome conduct sexual harassment, (3) sexual assault, (4) dating violence, (5) domestic violence on the basis of sex, and (6) stalking on the basis of sex. Each of these are defined in Policy 3358-3-03, and are subject to the following grievance hearing procedures. The Decision-Maker/Hearing Committee shall not consist of the either the Title IX Coordinator or the Investigator. The Hearing Committee shall consist of three decision makers. The Title IX Coordinator has discretion to appoint a single decision-maker or a committee depending on the particular case.

2. At least five business days prior to the hearing, a pre-hearing conference will be held with each party, the party's advisor, the Title IX Coordinator, and the Hearing Committee representative. At the pre-hearing conference, the party and advisor must disclose the witnesses that will be requested and the evidence that will be submitted for consideration. Evidence and witnesses may only be considered at hearing if they were submitted to the investigator, unless they were previously unknown or unavailable to the party during the investigation. The Hearing Committee representative will address any requests for new evidence and new witnesses at the pre-hearing conference. The Hearing committee representative will also discuss guidelines for appropriate behavior and decorum during the hearing. The party and advisor are encouraged to ask questions. 29
3. The College's grievance process will provide for a live hearing, during which: The Hearing Committee will permit each party's advisor to ask the other party and any witnesses all relevant questions and followup questions, including those challenging credibility.
4. Such cross-examination at the live hearing will be conducted directly, orally, and in real time by the party's advisor of choice and never by a party personally, notwithstanding the discretion of the College to otherwise restrict the extent to which advisors may participate in the proceedings. All questioning at the live hearing must be relevant, respectful, and non-abusive. No party will be "yelled" at or asked questions in an abusive or intimidating manner. If a party's advisor refuses to comply with restrictions set by the College, the College may remove that advisor from the hearing process and require that the party use a different Advisor.
5. At the request of either party, the College will provide for the live hearing to occur with the parties located in separate rooms with technology enabling the Hearing Committee and parties to simultaneously see and hear the party or the witness answering questions.
6. Only relevant cross-examination and other questions may be asked of a party or witness. Before a complainant, respondent, or witness answers a cross-examination or other question, the Hearing Committee will first determine whether the question is relevant and explain any decision to exclude a question as not relevant.
7. If a party does not have an advisor present at the live hearing, the College will provide without fee or charge to that party, an advisor of the College's choice, to conduct cross-examination on behalf of that party.
8. Any party or witness may choose not to offer evidence and/or answer questions at the hearing, either because they do not attend the hearing, or because they attend but refuse to participate in some or all questioning. The Hearing Committee Chair can only rely on whatever relevant evidence is available through the investigation and hearing in making the ultimate determination of responsibility. The Hearing Committee may not draw any inference solely from a party's or witness's absence from the hearing or refusal to submit to cross-examination or answer other questions.
9. A respondent's alleged verbal conduct, that itself constitutes the sexual harassment at issue, is not considered the respondent's statement, and constitutes part or all of the underlying allegation of sexual harassment itself.
10. The hearing may be conducted with all parties physically present in the same geographic location or, at the College's discretion, any or all parties, witnesses, and other participants may appear at the live hearing virtually, with technology enabling participants simultaneously to see and hear each other.
11. The College will create an audio or audiovisual recording or transcript, of any live hearing and make it available to the parties for inspection and review.
12. Relevant evidence is evidence that tends to make a fact that is important to the case either more probable or less probable. Relevant questions are those questions that are designed to elicit relevant evidence.
13. The Hearing Committee will evaluate all admissible, relevant evidence for weight or credibility. The degree to which any inaccuracy, inconsistency, or implausibility in a narrative provided by a party or witness should affect a determination regarding responsibility is a matter to be decided by the Hearing Committee, after reviewing the case file and after having the opportunity to ask questions of parties and

witnesses, and to observe how parties and witnesses answer the questions posed by the other party at the hearing. Corroborating evidence is not required.

Determination Regarding Responsibility

The Hearing Committee will issue a written determination regarding responsibility, based on the preponderance of the evidence. The written determination will include:

a) Identification of the allegations potentially constituting sexual harassment as defined in the College's Anti-discrimination and Harassment Policy 3358-3-07
b) A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;
c) Findings of fact supporting the determination;
d) Conclusions regarding the application of the College's student code of conduct to the facts;
e) A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the College imposes on the respondent, and whether remedies designed to restore or preserve equal access to the College's education program or activity will be provided by the College to the complainant; and
f) The College's procedures and permissible bases for the complainant and respondent to appeal.

The College will provide the written determination to the parties simultaneously. The determination regarding responsibility becomes final either on the date that the College provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely. The Title IX Coordinator is responsible for effective implementation of any remedies.

Appealing Hearing Committee Decisions for Non-Academic Misconduct, Including Title IX Cases

Appeals must be submitted in writing, within seven (7) days after notification of determination are received, to the Provost, who will appoint the Appeals Committee. The Appeals Committee will consist of five (5) members: two (2) administrators, one (1) full-time faculty member, one (1) professional staff member, and (1) student. An Appeals Committee Chairperson will also be designated by the Provost. The members of the Appeals Committee will be different than those of the Hearing Committee.

The College will offer both parties an appeal from a determination regarding responsibility, and from the College's dismissal of a formal complaint or any allegations therein, on the following bases:

a) Procedural irregularity that affected the outcome of the matter;
b) New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and
c) The Title IX Coordinator, investigator(s), or Hearing Committee had a conflict of Interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.

When an appeal is received, the College will:

a) Notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties;
b) Ensure that the Appeals Committee is not composed of any of the same members as the Hearing Committee, and does not include the investigators or the Title IX Coordinator
c) Ensure that the Appeals Committee not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent, and receives necessary training;
d) Give both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome;
e) Issue a written decision describing the result of the appeal and the rationale for the result; and
f) Provide the written decision simultaneously to both parties.

Disciplinary Sanctions

Behavior that interferes with educational objectives and programs of the College is unacceptable. Such behavior will result in disciplinary action. Disciplinary action may result in one or more of the following sanctions being imposed upon any student found to have violated the Student Code of Conduct:

1. **Warning**—A written notice to the student from the Dean of Enrollment Management & Student Affairs that the student is violating or has violated institutional regulations. This notice shall outline the regulation(s) violated, the future expectations of the student, and potential consequences for further violation.
2. **Probation**—A written reprimand to the student from the Dean of Enrollment Management & Student Affairs for violation of specified violations of the Student Code of Conduct. The probation shall include the specific violations, corrective actions to be taken by the student, a specified time period for correction of the violations, the specified duration of the probation, and potential consequences for further violations.
3. **Restitution**—Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
4. **Dismissal from Class**—The student is not permitted to attend a certain class or classes. The College may withdraw the student from the course(s) with no refund of tuition or fees dependent upon the situation and timing of registration/withdrawal periods.
5. **Limited Access to Facilities**—The student shall have specified limited access to campus facilities and activities to include classes.
6. **Suspension**—Separation of the student from the College for a specified period of time after which a student may be readmitted. To be considered for readmission, the student shall provide a written letter to the Registrar requesting readmission and providing rationale for the request.
   - In certain circumstances, to ensure the safety and well-being of College community and/or College property, to ensure the student's own physical or emotional well-being, or if the student poses a threat of disruption of or interference with the normal operations of the College, the Dean of Enrollment Management & Student Affairs may impose interim suspension prior to the hearing.
   - During the interim suspension, which is immediately effective, the student shall be denied access to all campus facilities and activities to include classes. The student may report to designated College premises only upon notice to appear for the hearing or business related to the hearing on a specified date(s) and time(s).
7. **Expulsion**—Permanent separation of the student from the College.
8. **Disciplinary HOLD**—While a HOLD on a student's admission, registration, transcript access or financial aid is not an independent penalty, it may be utilized by the college as a means to either direct a student's attention to subsequent participation in a pending disciplinary proceeding or obtain the student's compliance with a sanction which has been imposed or other action which has been taken under the Student Code of Conduct.
9. Other sanctions may include, but are not limited to loss of privileges, fines, and/or mandated mental health assessment or counseling by a licensed professional.

Other than suspension or expulsion, disciplinary sanctions shall not be made part of the student's permanent academic record but shall become part of the student's confidential record.

Student Complaint Procedures

Should you find yourself in conflict with a college process or policy—academic or non-academic—or if you are dissatisfied with the delivery of services provided by a college faculty or staff member, you can fill out a **Student Complaint Form** to seek resolution. Please read the following guidelines prior to filing a complaint. Students can complete the complaint form at www.edisonohio.edu/student-complaint-form-process/.

Student Academic Complaint Procedures

If you encounter a problem related to the classroom, follow these guidelines:

1. When appropriate, talk directly with the instructor and try to resolve the issue informally.
2. If dissatisfied with the outcome, complete all of the appropriate sections of the Student Complaint Form at www.edisonohio.edu/student-complaint-form-process/. You will be contacted within two business days concerning an appointment with the appropriate Dean.
3. If still dissatisfied, schedule an appointment with the Provost.

NOTE: The basis on which a grade was awarded may not be challenged under this complaint procedure. (See "Student Academic Grievance Procedure").

Student Non-Academic Complaint Procedures

If you have a non-academic concern with the college or with another student, follow these guidelines:

1. When appropriate, attempt to resolve the complaint informally with the person who may be responsible for the dissatisfaction.
2. If dissatisfied with the outcome, complete all of the appropriate sections of the Student Complaint Form at www.edisonohio.edu/student-complaint-form-process/. You will be contacted within two business days concerning an appointment with the appropriate supervisor.
3. If steps 1–2 do not resolve the complaint, schedule an appointment with the Chief Student Affairs Officer (CSAO).
4. If still dissatisfied, schedule an appointment with the Provost.

Based upon the nature of the written complaint, the respective administrator will meet with all parties involved and will issue any decisions/actions taken in writing.

Student Title IX Complaint Procedures

If you have information regarding a student or employee that may be involved in or a victim of sexual harassment on campus or during a campus-sponsored event, please contact the Title IX Coordinator or Deputy Title IX Coordinator immediately for assistance:

Title IX Coordinator: Kara Myers, Director of Human Resources
(937) 778-7832 or kmyers1481@edisonohio.edu

Disciplinary matters are kept confidential to the extent required by law.