Baldwin Wallace University
Student Handbook

2017-2018 Edition
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**In Case of an Emergency**
- Emergency (if on campus, dial “9” first): 911
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- BW Campus Security: 2000
- Dean of Students: 2111

For a complete listing please refer to [http://webapps.bw.edu/phone/](http://webapps.bw.edu/phone/).
On behalf of the Baldwin Wallace University community, I want to welcome each of you to campus during this exciting time in your life. As you begin your studies, please know that all members of the BW community – faculty, staff, and fellow students – are with you to both support and celebrate your success.

The BW faculty members represent expert knowledge and abilities from their respected fields and your classroom experiences will be both engaging and challenging. Likewise, the members of the BW staff provide professional direction while being incredibly warm and welcoming. They are ready to support you over these coming years.

Your experiences at BW will shape your future in significant ways. In the classroom you will develop critical thinking skills and begin the important journey toward a successful and meaningful career. Outside the classroom you will share with others the excitement of participating in a student club or organization or of competing on one of our great athletic teams. Theatre and musical performances are a part of the richness of our campus life. Internships and study abroad opportunities also will be a part of your life here. Together, these experiences form the BW experience that you will carry with you throughout your lives.

I know that at the end of your time at BW, you will look back at these years grateful for being a part of this community. And because you chose BW as the university to obtain your college degree, you will look forward with confidence to your future successes.

In all that we do this new academic year, then, let us strive for excellence as proud members of the BW community. Together, let’s explore all that our University has to offer and write the next chapter in your life, and the story of BW.

Go Yellow Jackets!

Bob Helmer
Baldwin Wallace University President
Welcome from the vice president of Student Affairs & dean of students

On behalf of the University and the Division of Student Affairs, I welcome you to Baldwin Wallace! The upcoming academic year offers all of the enthusiasm and excitement that new beginnings bring to our lives.

One of the best ways to get the most from your college experience is to become involved in some of the many activities and organizations BW has to offer. The Division of Student Affairs is here to assist you in becoming an active member of the community and we invite you to take advantage of the numerous opportunities for leadership development, academic enrichment through experiential learning and personal growth that are available.

Baldwin Wallace is committed to student success. We understand that, in order to grow both personally and academically, it is important to provide a safe, accepting and encouraging environment where each individual feels both welcomed and affirmed. Should the Division of Student Affairs be able to assist you in any way, we want you to know we are available to help or simply to offer a listening ear.

It is my hope that this handbook will be a helpful guide as you adjust to your new community and that your college experience will be a richly rewarding time in your life.

Sincerely,

Trina Dobberstein, Ph.D.
Vice President of Student Affairs and Dean of Students
Dear Class of 2021,

It is with great enthusiasm that on behalf of the student body, I welcome you to Baldwin Wallace University. You are about to embark on a journey that will lead you to the ultimate destination of graduation where you will receive not only a bachelor’s degree, but a key to your unique and individually designed and desired future.

It is my honor to be serving you as your Student Body President for the 2017-2018 term. For the next four years, Baldwin Wallace will serve as your home away from home. Student Body Vice President, Olivia Murphy, and I put in great effort to ensure that you are comfortable and heard on this campus. We hold a firm belief that academic success will come from our unity as a community of not only students, but faculty and staff as well.

With that being said, I have a challenge for you to take on the next four years as you spend your time here in the yellow jacket community. Find your passion, take that passion and transform it into community engagement. Academics will be, and should be your top priority here at Baldwin Wallace, but it is also important to be involved in our growing and diverse community. As an active student on this campus, you will be immersed and welcomed into the heart and soul of our community and grow as a student so you are able to graduate as an educated and experienced leader. You will quickly learn that you do not need a title to be a leader either. Every student has an equal opportunity to impact, and make a difference on this campus.

Baldwin Wallace University’s mission is to provide you with a rigorous academic program and supply you with a supportive environment composed of students, faculty, and staff who share a compassion for the arts and sciences. My Vice President and I will work with the rest of Student Government so that we can ensure the continuation of support of the Baldwin Wallace community as we focus on uniting together to make these four years a memorable experience in which you will cherish as you hold your degree in May of 2021. Good luck, and go Jackets!

Best Wishes,
Kevin M. Kaufhold
Student Body President, 2017-2018
Welcome from the Student Body Vice President

Welcome to BW!! #awwjackets

Hello Yellow Jackets!

Welcome to Baldwin Wallace University! My name is Olivia Murphy and I will be serving as your Student Body Vice President for the coming year. First and foremost, congratulations on making the best decision so far in your life! By committing yourself to Baldwin Wallace, you are promising to give all of your energy, heart, and effort into having the most life changing, impactful, and incredible four years. However, enrolling in BW is more than just a commitment- it is an opportunity for growth, adventure, questioning, discovery, mistakes, good times, and most importantly, forming connections that will stretch far beyond your years as an undergraduate student.

A unique characteristic about our beloved university is that every member of faculty and staff - ranging from coaches, to advisors, to professors- will encourage and push you to become a holistic individual in the coming four years. They will demand you step out of your comfort zone and explore unknown territories whether academically, physically, socially, or professionally, and they will provide you with all of the necessary tools to conquer these new and unfamiliar paths.

While BW has an abundance of skills to provide to you, you are expected to offer our university something in return. Conduct research, join a student service organization, write a play, begin a student initiative- anything! All we ask is that you share with us the same level of excitement and passion we have for you all!

Welcome to our BW Family. I look forward to seeing where these next four years take you all!

Best,
Olivia Murphy
Student Body Vice President, 2017-2018
Statement of Mission
Baldwin Wallace University is an academic community committed to the liberal arts and sciences as the foundation for lifelong learning.

The University fulfills this mission through a rigorous academic program that is characterized by excellence in teaching and learning within a challenging, supportive environment that enhances students’ intellectual and spiritual growth.

Baldwin Wallace assists students in their preparation to become contributing, compassionate citizens of an increasingly global society and encourages their pursuit of personal and professional excellence.

Non-Discriminatory Policy
As reflected in the University’s vision, mission, core values and strategic plan Baldwin Wallace challenges its students and employees to live out the spirit of inclusion in their daily pursuits. We maintain that the value of the diversity reflected at BW is far greater than the sum of its parts.

To this end, in concert with the principle of “Respect for Persons” as outlined in our Community Standards of Conduct, Baldwin Wallace University prohibits discrimination and harassment based on race or ethnicity, marital status, sex, age, gender expression or identity, sexual orientation, religion, national origin, disability or veteran status. Discrimination or harassment of members of the University community falls short of our community standards and will not be tolerated.

For information on discrimination report filing and sanction statements, please see pages 78-85 of this handbook.
BECOMING A YELLOW JACKET

SHOW YOUR SPIRIT

Colors: Brown and Gold
Mascot: Stinger the Yellow Jacket
Cheer: “Awww…JACKETS!”
Motto: “Creating contributing, compassionate citizens of an increasingly global society.”

HISTORY OF THE COLORS

Philura Gould Baldwin, the granddaughter of John Baldwin, selected the colors brown and gold.

BW Fight Song
Written by Katherine Olderman in 1928

Fight, Baldwin Wallace
Fight, Baldwin Wallace
Fight and win this game;
We’re cheering for you,
There’s glory for you,
We’re on the road to fame;
And in the battle,
We’ll prove our mettle,
We’re loyal, square, and brave.
Vict’ry will crown our might,
And in the breeze tonight
Our Brown and Gold shall wave!
Awww…JACKETS!

(Words altered to reflect July 1st, 2012 name change)

Alma Mater
Baldwin Wallace, Hail Thy Name
Written by Laurel Wagner Rittenhouse in 1952

Baldwin Wallace, hail thy name,
Praise to thee we bring,
Where’er we go throughout the land,
Our loyalty we’ll sing;
Thy wisdom and thy friendship true
Will inspiration be,
Forever, Baldwin Wallace,
We pledge our hearts to thee.

(Words altered to reflect July 1st, 2012 name change)
YEARLY TRADITIONS

Your introduction to campus life will begin with the Summer Orientation and Week of Welcome, when music, inflatables, and cook-outs on the quad will help you and your new classmates break the ice. The following are some of the other campus traditions you will come to know and love.

COMMUNITY DAY
Community Day unites Berea and the surrounding suburbs in the spirit of everything that is Baldwin Wallace. Local alumni return to share the day with friends while enjoying a football game and campus cookout on the North Quad.

HOMECOMING
Each fall, Homecoming weekend brings our community together in a display of school spirit. Class reunions, Hall of Fame inductions, a parade, and musical events make this weekend a festive time on campus. Before the football game, tailgating and cookouts in front of the stadium get fans ready to cheer the BW Yellow Jackets to victory.

CULTURE NIGHT
Students from across the globe present an evening of international cuisine, song, dance, and other entertainment in the Union Ballroom.

BACH FESTIVAL
The Baldwin Wallace Bach Festival, the United States’ oldest collegiate Bach Festival, was founded in 1932 by longtime Director of the BW Conservatory, Professor Albert Riemenschneider, and his wife Selma. The Baldwin Wallace Festival Choir and Orchestra presented their first Bach Festival in June 1933. Since that time, the Bach Festival has been annual event at Baldwin Wallace University.

DANCE MARATHON
The mission of the Baldwin Wallace University Dance Marathon, in conjunction with the Elizabeth Glaser AIDS Foundation, is to unite the community in a tradition of hope that one day children infected with AIDS will be cured.

APRIL REIGN
April Reign weekend brings together fraternity, sorority, independent, and commuter teams to compete for the title of April Reign Champions. Crowds of faculty, staff, students, alumni, and members of the surrounding communities cheer students on in obstacle course challenges, human pyramid building, tricycle races, and tug competitions, which take place both on campus and at the nearby Cleveland Metroparks. A concert or major entertainment event traditionally kicks-off the weekend.
SPIRIT & TRADITION

HISTORY OF BALDWIN WALLACE UNIVERSITY
Since 1845, Baldwin Wallace University has pursued the goals of its pioneering founders, offering a superior, personalized education that fosters personal and professional excellence and prepares students as contributing, compassionate citizens. BW’s historic relationship with the United Methodist Church, demonstrated through core values of respect and integrity, remains an important thread in the fabric of the institution.

FOUNDED WITH A GIFT AND OPEN ARMS
Baldwin Wallace was founded with a gift from John Baldwin of “a five-acre campus, 30 village lots and 50 acres of land.” Baldwin, a wealthy quarry owner whose mother had been denied entry to an eastern university because she was a female, was joined by other business and civic leaders–James Wallace, Fletcher Hulet and Josiah Holbrook–as he launched Baldwin Institute, a school committed to education “regardless of race, gender, creed” or ability to pay. In fact, the institution’s first graduate, Maria Poe, was female. It became Baldwin University in 1856.

Baldwin University's earliest classes included nearly as many women as men, and students who could not afford an education were offered jobs to help cover the cost of tuition.

MERGING, INNOVATING AND GROWING
With the increasing numbers of German emigrants relocating to Berea to work in the quarries, a German department was created at Baldwin University to teach their children. In the 1860s, neighboring German Wallace College grew out of that department. An early cooperative agreement allowed students to take courses in both schools.

By 1913, Baldwin University and German Wallace College merged to create Baldwin-Wallace College, combining resources to create greater financially stability and strength.

As the merged BW continued to grow in enrollment and stature, the university created opportunities for adult learners. During World War II, BW housed a Navy V-12 program on campus. After the war, BW recognized the challenges faced by these returning students, and became an innovator by offering night classes so that the veterans could hold a job and support a family while completing a college degree. In the 1970s, BW also was among the first to offer weekend degree programs for adult students.
A CONSERVATORY OF MUSIC IS BORN

In 1898, BW began a journey that would give birth to an internationally respected Conservatory of Music—one of the few in the nation housed in a liberal arts institution. That year, during his junior year at German Wallace College, Albert Riemenschneider began teaching music. Upon his graduation in 1899, Riemenschneider was appointed head of the music department, a position he held until 1947.

In 1932, together with his wife, Selma, Riemenschneider founded the Baldwin Wallace Bach Festival, which continues to receive acclaim as the nation’s oldest collegiate Bach Festival.

PROGRAM EVOLUTION AND A NEW NAME

In the mid-1970s, BW introduced thriving graduate programs in business and education, which now are among the largest in Ohio. More recently, BW added graduate programs in Physician Assistant, Speech Pathology and Leadership in Higher Education. At the undergraduate level, BW currently offers 75 major areas of study in seven academic schools and the Conservatory of Music, many of which are in pre-professional areas, including an accelerated Bachelor of Nursing degree and cutting edge programs in software engineering, neuroscience, national security and sustainability.

In 2012, to more accurately reflect the expanded breadth of those undergraduate and graduate academic programs, Baldwin-Wallace College officially became Baldwin Wallace University.

BALDWIN WALLACE UNIVERSITY TODAY

Today, Baldwin Wallace University has some 4,000 students enrolled in undergraduate and graduate programs on a 125-acre campus in Berea and online.

While BW continues to innovate on many levels, the institution’s community of learners is supported by enduring values of inclusion, support, engagement and excellence. The result is a distinctive student-centered experience that supports each individual in achieving his or her full potential in pursuit of big dreams, meaningful careers and an extraordinary life.
Points of Pride

THE INSTITUTION

- Founded in 1845; one of the first colleges to admit students without regard to race or gender, a spirit of inclusiveness which continues today.
- Every year for more than 20 years, U.S. News & World Report has ranked BW among the Midwest’s Best Universities.
- BW is highly ranked among the Princeton Review’s Best Midwestern Colleges and by Washington Monthly, Kiplinger’s, College Choice and Educate to Career (ETC).
- BW’s Riemenschneider Bach Institute is one of only ten institutions in North America containing manuscripts written in Bach’s own hand.
- The University’s campus-wide commitment to sustainability can be seen in its wind turbine, recycling and composting program, LEED certified buildings, solar power and five geothermal fields—including the first for a residence hall in Ohio—to heat and cool campus buildings.
- A distinctive collection of programs, including the NEO LaunchNET program, fosters entrepreneurship skills to prepare students for innovation and career agility.

THE STUDENTS

- Ninety-two percent of our graduates find employment or enter the graduate school of their choice within one year of graduation.
- Forty-eight percent of alumni report earning a graduate degree during their lifetime.
- Each year, BW students contribute more than 5,000 hours of service to the Greater Cleveland area through our Community Outreach programs; students give an additional 4,000 hours outside the region on BW-sponsored Alternative Break trips.
- Eighty-four percent of our graduates choose to remain in Ohio, providing an educated workforce, community leaders and volunteers.
- The Yellow Jacket football team has had 47 winning seasons in the last 50 years and the women’s basketball team has had 24 straight winning seasons. Since 1970, 95 student-athletes have been named Academic All-Americans and four student athletes have been selected as the Academic All-American of the Year in their category.

THE PROGRAMS

- **Neuroscience**: Recognized by the international Society for Neuroscience; since its inception in 1998, 95 percent of the program’s students who have applied have been accepted into graduate programs or medical school.
- **Music Theatre**: An acclaimed pipeline to Broadway with BW grads in more than 40 productions over the past decade.
- **Sustainability**: BW was the first college in Ohio to offer an undergraduate program in sustainability.
- **School of Education**: Graduates at BW score above the state and national averages on the Teacher Performance Assessment (TPA).
- **Nursing (ABSN)**: All of BW’s 2015 nursing graduates passed the National Council Licensure Examination (NCLEX) placing BW among the top-performing nursing programs in the state.
- **International Studies**: Ohio’s first international studies major now features a specialized national security track focused on assessing global and domestic threats.
- **Computer Science**: Northeast Ohio’s first baccalaureate software engineering major, developed with input from area technology employers.
- **Broadcasting**: WBWC 88.3 FM, the first totally student-funded and operated radio station in the United States, operating as “The Sting.”
- **Experiential Learning**: Every BW student applies what he/she learns in the classroom through experiential learning—travel, service, internships, field experience, research, clinics or other hands-on experience—required for all degrees.
BEREA AND BEYOND

A Place to Call Home

History of Berea

Berea got its name by the flip of a coin back in 1836. Henry O. Sheldon, a circuit rider and later Berea's first postmaster, selected Berea and Tabor as possible names for the community. The townspeople decided to simply flip a coin, and Berea won, thus becoming the town's name.

Information obtained from the Berea Historical Society reveals that a New Englander named John Baldwin is credited with being one of Berea’s founding fathers. He is also known as the founder of the Baldwin Institute, which later became our University. John Baldwin prospered in Berea by successfully transforming the sandstone along the banks of the Rocky River into a successful industry beginning in the early 1840s and lasting nearly a century. His invention, a lathe to cut slabs of stone into grindstones, would make “Berea Stone” world famous.

Living in Berea

Berea is a historic community located approximately 12 miles south of Cleveland, Ohio and two miles South of Cleveland's Hopkins International Airport in Cuyahoga County. Established in 1836, the town has a rich history in sandstone quarries, education, and transportation. The vein of superior quality sandstone, which surfaces in the area, became known the world over as "Berea Stone". Today, Berea is situated within five minutes of Interstate Highways, an International Airport and other big city amenities that make living here very attractive.

Berea offers excellent medical care with numerous physicians, dentists, and other health care professionals. The Southwest General Medical Health Center is nearby as well as four other major medical facilities.

Berea has five primary shopping areas; the Berea Commons and Downtown Triangle, River Park Center, West Valley Plaza, Berea Plaza, and the North End. Berea enjoys two major supermarkets, two drug stores, and almost 500 other businesses in the city.

Churches are an integral part of the community. Most have a full range of ministries including youth, preschool, singles and seniors.

Most housing is within walking or biking distance to the Metroparks and shopping. Public transportation is also available in the form of RTA, providing easy access to places you might want to go.

The City of Berea offers its residents a variety of annual events and a quality of life found in few other places. With its year round recreation center, softball and little league teams, band concerts at the Gazebo, Grindstone Festival, Cuyahoga County Fair, Cleveland Browns Training Camp, all the way to the Light Up Berea Holiday Parade featuring Santa Claus, Berea has a warm, inviting, little university town feeling with the benefits of a major metropolitan city.
Attractions

The Cleveland Metroparks
The Metroparks which circle the Cleveland area have always been a favorite. Look for bike and hiking trails, open fields, softball diamonds, swimming at Wallace Lake, fishing and others areas of recreation.

Coe Lake & Gazebo
The gazebo is used for a variety of events from concerts to weddings. With the addition of the Kiwanis Picnic Pavilion and other improvements, the Coe Lake area has become one of the most scenic sights in Berea.

Cuyahoga County Fairgrounds
Home to the annual Cuyahoga County Fair in August, but also host to other events like Berea’s National Rib Cook-off, Irish Festival, WGAR Country Jam, Oktoberfest, and other traveling shows and events.

Berea Arts Fest
A one-day, multi-arts festival that provides a creative environment for people of all ages and abilities. The fest is held at Coe Lake the second Sunday in September.

Cleveland Browns
Berea is home of the Cleveland Browns football training facility. Visit the training facility at 76 Lou Groza Boulevard for the Browns Training Camp in July and August.

Light Up Berea Holiday Parade
The annual parade is a good time for all children and adults alike to ring in the holiday season. Lolly the Trolley as well as many Berea merchants participate in the festivities.

Living in Greater Cleveland

Hop on the freeway and you are only 20 minutes from the nation's "All-American City" where you can take advantage of tons of cultural, recreational, and entertainment opportunities. Cleveland is home to outstanding museums and galleries, professional sporting events, world-class shopping, exciting nightlife, and an extensive park system.

Check out these events:

- Cheer on the Tribe, Cavs or Browns
- Visit the Cleveland Museum of Art
- Hear the world's greatest orchestra at Severance Hall
- Ride the new Valravn roller coaster at Cedar Point
- Sail Lake Erie
- Catch a Broadway show at Playhouse Square
- Rock at the Rock and Roll Hall of Fame
- Explore the Rainforest at the Cleveland Zoo
- Shop the Avenue at Tower City Center
- Investigate the Great Lakes Science Center
CAMPUS INFORMATION

You will come to find BW is a very safe campus. However, this does not mean we are not prepared for the worst. BW’s Emergency Response Plan is reviewed and updated on a regular basis and the Emergency Response Team, chaired by President Robert C. Helmer, is on call at any time if the need should arise.

A 12-member Safety and Security Department is augmented with a Student Auxiliary Staff that helps patrol the campus and provide escort to anyone twenty four hours a day, seven days a week. Their reach is extended by over 100 viewable, recording security cameras and nineteen emergency phones in high campus traffic areas. The Safety and Security Department shares radio communication with other campus departments as well as the Berea Police Department.

Solid Relationships with Local Authorities
We hire Berea police to help patrol the campus at various times of the day and they have access to many of our buildings. BW has shared a radio frequency with the local authorities for more than a decade. The result is that police know the campus very well and are able to respond almost instantly if needed.

Communicating Quickly
Being able to communicate quickly with all members of the BW community is central to the ability to respond effectively in a crisis. It is required for all new students to provide their cell phone numbers in case of an emergency. A mass text message is distributed by the University to inform the campus of what has happened and instructions for safety. Other social messaging systems may be utilized also to inform the campus community.

Faculty
Close relationships are at the heart of the BW experience. With class sizes averaging only 17 students, you can expect to get to know your professors and for them to get to know you.

Your professors will share their wisdom and experience with you on a one-on-one basis, helping you choose classes or assisting you in your search for the perfect internship. And do not think that you will only be able to contact BW faculty via voice or e-mail. Our faculty regularly gives out their home phone numbers. They really do mean it when they say, "call if you have questions."

From corporate executives and lifelong educators to environmentalists and practicing psychologists, BW’s more than 300 full-time and part-time faculty hold impressive credentials in their fields. They are dedicated and talented teachers who want to provide you with an educational experience that goes well beyond your textbooks. To see what our faculty teaches and what their current interests are, check out our faculty directory.

STATISTICS
Full-time faculty 207
Student-Faculty Ratio 12:1
Undergraduate Majors 80

Alumni Relations
Our more than 47,000 worldwide Yellow Jackets for Life alumni are a dedicated group of people who continue to live out the mission of Baldwin Wallace while staying involved in campus life in many ways – through their volunteerism, attendance at campus events, career preparation and networking, and financial support of today’s students. There are many opportunities to meet and interact with alumni each year at events like Community & Family Day and Homecoming in the fall, Alumni Celebration each spring, and at various BW athletic and cultural events. Consider becoming a Student Ambassador, a prestigious roles on campus, as a way to network with alumni who love BW just as much as you will.

For more information please contact the Alumni House:
Location: Northwestern corner of Front Street and Bagley Road
Phone: 440-826-2104
Email: bwalumni@bw.edu
Baldwin Wallace University

2017 – 2018 Fee Schedule

Full-time Students (12-18 Credit Hours):

<table>
<thead>
<tr>
<th></th>
<th>Liberal Arts</th>
<th>Conservatory</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Each Semester</td>
<td>Full Year</td>
</tr>
<tr>
<td>Tuition</td>
<td>$15,834</td>
<td>$31,668</td>
</tr>
<tr>
<td>Double Room</td>
<td>$2,640</td>
<td>$5,280</td>
</tr>
<tr>
<td>Jacket Express Card</td>
<td>$2,758</td>
<td>$5,516</td>
</tr>
<tr>
<td>Total (Residential)</td>
<td>$21,232</td>
<td>$42,464</td>
</tr>
</tbody>
</table>

Part-time Students (Tuition per credit hour):

<table>
<thead>
<tr>
<th></th>
<th>Undergraduate</th>
<th>Graduate</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Day (Liberal Arts)</td>
<td>$984</td>
</tr>
<tr>
<td></td>
<td>Day (Conservatory)</td>
<td>$1,090</td>
</tr>
<tr>
<td>Evening Classes</td>
<td>$700</td>
<td>LHE Courses</td>
</tr>
<tr>
<td>Weekend Classes</td>
<td>$700</td>
<td>Public Health</td>
</tr>
<tr>
<td>Field Experience</td>
<td>$700</td>
<td></td>
</tr>
<tr>
<td>Independent Study</td>
<td>$700</td>
<td></td>
</tr>
<tr>
<td>Summer 2017 Only</td>
<td>$525</td>
<td></td>
</tr>
</tbody>
</table>

Audit per Credit Hour:
- Undergraduate - $366
- Graduate - $532

(Note: For full-time students, there is no charge for up to five extra hours per term)

*Subject to Annual Adjustment

2017 – 2018 Due Dates

Tuition, room, and board charges for the Fall Semester are due August 25, 2017; the spring semester due date is January 12, 2018. All miscellaneous charges are due on the dates specified on the monthly billing statements, which are mailed out approximately twenty days after tuition billing.

The finance charge rate for late payment is a 1.33% monthly rate, (16% ANNUAL PERCENTAGE RATE) (APR), charged on all balances not paid by the payment due date shown on each billing statement. Specified minimum payments are required. Each semester's charges must be paid in full prior to registering for the next term.

For more information, please visit our website:  http://www.bw.edu/finaid/tuition
ACADEMIC SERVICES

ACADEMIC ADVISING
Are you unsure of your major? Want to talk about how your academic work, co-curricular involvement, experiential learning, and career planning can all fit together? Need help understanding your Academic Program Evaluation (EVAL)? Want to make changes to your academic program or advisor? We can help! Stop by Bonds 102.

What is Academic Advising?
Academic Advising at Baldwin Wallace University is a developmental process of faculty members working with students to strategize, develop and implement a plan related to students’ educational, career and personal goals. Through this interactive relationship, students learn how to utilize resources and tools to make effective, self-directed decisions. While this process is a collaborative effort, the ultimate responsibility for making decisions rests with the individual student.

Academic Advising is available to all students who are admitted to Baldwin Wallace University. Advising for full-time, undergraduate day students is provided by faculty and Learning Center specialists and is coordinated by the Office of Academic Advising. Students who have declared a major will be advised by faculty in that department or school. Students whose major is undecided, are advised by a faculty member in a department of interest, a faculty member who works with undecided students or by the Coordinator of Academic Advising.

What can I expect from my academic advisor?
Your advisor can help you adjust to BW, select classes for next semester, review your plan for graduation, and release you for registration. In addition, your advisor can recommend internships, employment and graduate school opportunities. Your advisor cares about how you are doing—academically, professionally and personally.

How can I contact my advisor?
Check WebExpress under Advisor Info for your advisor’s name and contact info. Email or call your advisor with your questions, or make an email appointment to visit your advisor in his/her office.

Core Curriculum
All students must pursue a course of study sufficiently varied to acquaint you with a broad spectrum of human knowledge. In doing so, you must also utilize and develop those skills, which are essential to success in academic work as well as in your personal and professional life. Core courses provide opportunities for you to develop your knowledge and skills in writing, quantitative methods, natural sciences, social sciences, humanities, diversity studies, international studies, fine arts, cultural literacy, and wellness.

Majors
Baldwin Wallace integrates the hallmarks of a traditional liberal arts education – critical thinking, problem-solving, writing and speaking skills – with an emphasis on professional and career preparation. More than 85 academic majors are available to traditional underclassmen, including nine in the internationally respected Conservatory of Music. For a complete and current list of majors and minors, please refer to the University Catalog. The University Catalog can be referenced at http://catalog.bw.edu.
Welcome to The Learning Center, the place where students come to achieve academic excellence! Students visit The Learning Center when they want to improve their academic performance, learn new study strategies, develop time and task management skills, or provide support to peers as tutors/SI leaders. Located on the top floor of Ritter Library, we provide students with an array of free academic support programs and services: Academic Coaching, Online Resources, Success Seminars, Supplemental Instruction and Tutoring (drop-in, individual and Smarthinking).

Our programs are designed so that students can participate in these academic support programs in several different ways: one-on-one, online or in a group setting. Individual appointments are made online through the BW SMART tab in Blackboard. Here you can also access Smarthinking, view schedules (Drop-in Tutoring and Success Seminars) and find other resources. Follow us on Twitter for program updates, study tips, contests and prizes.

**Our Mission** is to engage and empower Baldwin Wallace undergraduate students to become active, independent learners. We are committed to providing innovative, diverse support programs, services and resources designed to encourage unique student development and to promote academic excellence.

**Our Vision** is to foster an interconnected community of learners by offering progressive and enduring support services that cultivate the foundation for personal and professional excellence.

**Guiding Principles:**

1. Believe in the potential of every student; encourage self-advocacy and self-regulation.
2. Provide quality support and resources to maximize academic achievement and student retention.
3. Foster an environment that allows for easy access to programs and services.
4. Create opportunities to forge partnerships that focus on the holistic development of BW students.
6. Maximize the quality of our programs and services through on-going assessment and evaluation.

**Student Learning Outcomes** As a result of utilizing Learning Center programs and services, student will improve their academic performance by:

1. Demonstrating appropriate study strategies to achieve academic goals.
2. Modifying learning strategies to fit individual learning styles.
3. Employing effective collaborative learning techniques.

For more information on our programs and services, please see details below or contact us:

**Location:** 2nd Floor, Ritter Library #203

**Hours:** Monday – Thursday 8:30 AM – 6:00 PM and Friday 8:30 AM – 5:00 PM

**Web:** [http://www.bw.edu/LearningCenter](http://www.bw.edu/LearningCenter)

**Portal:** [https://my.bw.edu/Academics/Learning-Center/Pages/default.aspx](https://my.bw.edu/Academics/Learning-Center/Pages/default.aspx)

**Phone:** 440-826-2147  Email: lrncntr@bw.edu

**Twitter:** [https://twitter.com/BWLearnCtr](https://twitter.com/BWLearnCtr)

**Instagram:** [https://www.instagram.com/bwlearnctr](https://www.instagram.com/bwlearnctr)

**Pinterest:** [https://www.pinterest.com/BWLearnCtr/](https://www.pinterest.com/BWLearnCtr/)

**BW SMART.** BW SMART is our tab in Blackboard that provides access for all Learning Center programs and services. Here, students can schedule appointments through Accudemia (Academic Coaching, Reading Support, Tutoring and Writing Lab), see schedules (drop-in tutoring, Supplemental Instruction, Success Seminars), get information about upcoming Learning Center events, and access our online resources (Time Management forms, links to Quia Web and How To Study). Our Self-Management Academic Resources Tools provide undergraduate students, faculty and staff with 24/7 access to our programs and services.
**Academic Coaching.** Academic Coaching is a working partnership that focuses on the process of learning, academic concerns and barriers to success. During the first appointment, students will take the LASSI to determine areas they are in need of assistance. An academic success plan will be developed to help you better understand key factors related to strategic learning. Appointments can be made in Accudemia, located on the BW SMART Tab in Blackboard.

**COL 123, On Course: Strategies for Creating Success in College & in Life.** At the center of the success skills addressed in On Course is the students’ ability to make wise choices. On Course uses the students’ college experience as a laboratory where students practice making wise choices that support not only their academic success but their personal and professional success as well. This full semester course is graded S/U and available to freshmen and sophomores only.

**Math Bash+.** Math Bath+ is an interactive final exam and paper preparation event with food and raffle prizes. Multiple subjects are supported by faculty, staff, tutors and SI leaders in a relaxed and collaborative environment. This event is held on the Saturday (12/2 and 4/28) and Sunday (12/3 and 4/29) before final examinations on the 2nd Floor of Ritter Library. BW SMART Tab in Blackboard for the schedule information and available subjects.

**Math Resources.** Academic support for undergraduate students is offered through drop-in, individual tutoring and Smarthinking Online Tutoring. To access these tutorials, please visit our portal page: https://my.bw.edu/Academics/Learning-Center/Pages/Math-Resources.aspx.

**Math Specialist.** Our Math Specialist provides tutoring for students enrolled in any undergraduate math course at Baldwin Wallace University. During these 30 – 60 minute sessions, the math specialist will review material, explain concepts and help students learn how to solve problems. Assistance is also provided to undergraduate students looking to improve his/her mathematical study skills and overcome math anxiety. Appointments can be scheduled through Accudemia, located on the BW SMART Tab in Blackboard.

**Outreach Programs.** The Learning Center provides a variety of campus outreach seminars for students, faculty and staff. These seminars can be customized to fit the needs of a class or a student organization and can be facilitated in residence halls, classrooms, and sorority or fraternity houses. For more information, visit our portal page: https://my.bw.edu/Academics/Learning-Center/Pages/Test.aspx.

**Success Seminars.** These one-hour, interactive seminars focus on strategic learning strategies to help students become successful in college. Topics include: preparing for academic success, time and priority management, note-taking, reading strategies for success, learning styles, preparing for midterm and final exams. Please visit the BW SMART Tab in Blackboard for the seminar schedule.

**Supplemental Instruction or SI.** Supplemental Instruction or SI is an academic assistance program that targets historically difficult courses or courses with high rates of D, F or W. SI offers peer-led review sessions facilitated by SI leaders (students) who have completed the course with an A or B. Please visit the BW SMART tab for the current course list and schedule.

**Tutoring.** The Learning Center offers several options for tutoring services at Baldwin Wallace University. All tutoring services begin the second week of classes, with the exception of Smarthinking Online Tutoring which is available throughout the semester and summer. Tutoring begins the second week of each semester and ends the last day of classes.

- **Individual Tutoring** is available for many undergraduate courses. Please be sure to review policies and procedures before booking an appointment. Students who have three (3) no show appointments will be unable to schedule tutoring for the remainder of the semester. Individual tutoring is unavailable during the summer.

- **Drop-In Tutoring** is available for the following subjects: biology, business, chemistry, math, physics and writing. The schedule and location varies by subject, so please visit our website or the BW SMART tab in Blackboard for the current schedule. Drop-in tutoring is unavailable during the summer.

- **Smarthinking Online Tutoring** provides 24/7 access to tutoring in a variety of subject areas including: writing, reading, mathematics, science, Business, English for Speakers of Other Languages (ESOL), Spanish, computers and technology. Smarthinking can be accessed through the BW SMART Tab in Blackboard.
The Writing Center

The English Department’s Writing Center assists you with all aspects of writing, including:

- Brainstorming ideas
- Crafting a strong thesis statement
- Organizing or restructuring a paper
- Refining grammar and word choice

Professional writing coaches can also offer tips and techniques to enhance your writing process, including how to improve your own proofreading skills. You can bring any type of text to the Writing Center for feedback, including essays, research papers, lab reports, business reports, tech reports, cover letters, and graduate school application materials.

The Writing Center also provides ESL support.

What can you gain by visiting the Writing Center? Your writing coach can discuss a writing assignment with you to help generate starting ideas, if you’re not sure where to begin. And if you would like objective feedback on your written work, your writing coach can read through your draft with you, noting its strengths and weaknesses and offering helpful suggestions you can use to revise your paper.

To schedule an appointment with a writing coach, go to the BW Smart tab on Blackboard and click on the "Book your Appointment Now" link.

Career Services

At Baldwin Wallace University, it is our goal to produce career ready graduates who are competitive in the job market as well as prepared for graduate and professional schools. To prepare for life after BW, the office of Career Services encourages you to actively utilize our services beginning in your first year.

Career Services facilitates self-assessment, career exploration, experiential learning and connections with external partners (including employers, graduate schools and alumni) to support student career development and professional success.

Key Services Provided:

- Offering students resources and assessment tools for self-discovery, academic major selection and career exploration;
- Educating and informing students about opportunities to engage in experiential learning including student involvement and service, study abroad, internships, research, and participation in networking and career events;
- Preparing students for the job/internship search by teaching resume and cover letter writing and interviewing and professional networking techniques;
- Connecting students with alumni for mentoring, job-shadowing, career advice, networking and informational interviews;
- Connecting students to employers through the BW Career Network powered by Handshake (an e-recruiting system that personalizes job opportunities to a student’s profile and preferences) and events such as our annual Career and Internship Expo, the Northeast Ohio Teacher Education Day, Employer Meet & Greets, and our On Campus Recruiting Program; and
- Connecting students to graduate schools for program exploration, application and admission through our annual Graduate School Fair and graduate school workshops.

Career Advising

Experienced Career Advisors are available and look forward to meeting with you in an individual advising appointment. Simply stop by Career Services located in Bonds Hall, Room 101 or call 440-826-2101 to schedule your appointment.
Imagine earning BW credit while discovering the sand dunes of the Moroccan desert, taking a Japanese Art course in Japan, walking past the Eiffel tower in Paris every day, or working for the White House in Washington, D.C. These are just some of the exciting learning opportunities available through the Explorations/Study Abroad Center. Each semester, Baldwin Wallace students travel to countries throughout the world and study at overseas universities. While abroad, students earn credit for courses, develop valuable professional skills, and grow into broad-minded, global citizens.

The Explorations/Study Abroad office (2nd floor student union) has reference materials and applications from recommended partners around the globe including, but not limited to:

- York St. John University (England)
- Ewha University (Korea)
- Kansai Gaidai (Japan)
- Umea University (Sweden)
- Al Akhawayn University (Morocco)
- University of Osnabrueck (Germany)
- Christ University (India)
- MICEFA (France)
- American Business School Paris (France)
- University of College Dublin (Ireland)
- Hong Kong Baptist University (China)
- University of the Sunshine Coast (Australia)
- Kingston University (England)
- University Cape Coast (Ghana)

In addition to individual study abroad programs at partner institutions, Explorations also sponsors Faculty-Led Seminars. These Seminars expose a group of BW students to specific topics in locations throughout the world and vary in length from two to eight weeks. During Spring 2018, Explorations/Study Abroad will host five different faculty-led Seminars, including, “Coaching or Teaching in Ireland”, “Discover Guatemala”, “Discovering China”, “Seminar in Europe” and “Seminar in Germany”. These programs allow students to travel abroad with a group of BW students and faculty members. New programs are being planned for upcoming years. So regardless of your individual needs and interests, we can help you find the right study abroad program, whether it be a full semester independent program, a faculty-led seminar, or a summer program.

There are several misconceptions about studying abroad. Here are the facts:

**English is your only language. No problem!** While studying abroad is indeed a great way to learn another language first-hand, neither foreign language study nor proficiency is a requirement. Many foreign universities are located in English-speaking countries or offer courses taught in English. If, however, you wish to enroll in a foreign-speaking university, in collaboration with your advisor, we can help you find the appropriate institution.

**Graduate on time!** Studying abroad takes research and planning. This is particularly crucial with regard to enrolling in courses that will (a) transfer back to Baldwin Wallace and (b) help fulfill your academic requirements. As long as you work with the Explorations Office Staff and your advisor, and secure the necessary pre-approval from faculty, your courses should transfer without a hitch. Over 96% of study abroad students graduate on time.

**Affordable!** You do not have to be independently wealthy in order to study abroad. Not even close. These opportunities are available to all students, regardless of financial background. Both federal and institutional financial aid may be applied to the cost of recommended study abroad programs. Some programs offer additional scholarships to help ease expenses.

**Resume Builder.** It is time to set yourself apart from others! Less than 10% of college graduates study abroad. So, there is no better way to add diversity to your resume! College is about graduating with a diverse experience. Studying abroad will help you get your first job, guaranteed! So what are you waiting for? For more information and assistance in selecting a program, stop by the Explorations/Study Abroad Center. Go ahead...explore your world!

“Own what you can always carry with you...know languages, know countries, know people. Let your memory be your bag.” – A. Solzhen

**Generation Study Abroad™ Commitment Partner**

Baldwin Wallace University is a member of the Generation Study Abroad™ campaign, a national initiative of The Institute of International Education (IIE), whose goal is to double the number of students who study abroad by the end of the decade. By joining the campaign, BW continues to show its commitment and support for international education and has pledged to double the percentage of BW students who study abroad.
Ritter Library

Ritter Library, located on BW’s North Campus, provides extensive informational resources for student and faculty use. Over 500,000 eBooks, 100,000 print volumes, over 17,000 digital videos, 44,000 online journal subscriptions and access to more than 250 databases make Ritter Library an important resource for student and faculty research. Ritter Library’s website: http://www.bw.edu/library/ provides on- and off-campus access to all its resources. Through Ritter Library’s membership in OhioLINK, BW students and faculty can easily borrow materials from most academic libraries in Ohio, plus several major public library systems. You can also borrow multimedia equipment (camera, iPad, Microsoft Surface, projector, etc.) from the circulation desk.

Ritter Library’s professional reference staff provides direct assistance to library users at the Reference Desk on the main floor, and also by appointment, phone, email, texting, chat, and Twitter (see Getting Help on the library website). Reference librarians also provide library instruction for BW courses, teach information literacy instruction classes, develop subject guides and online tutorials, and are available for one-on-one assistance. The librarians serve as liaisons with academic departments, in order to build the collections and promote usage.

Scanners, printers (b/w and color), and photocopy machines are available as well as a 3-D printer. A computer lab with 23 workstations and 25 additional computer workstations are available throughout the building. Ritter has wireless internet access, study rooms, and student collaborative worktables. Study rooms can be reserved from the library homepage.

**HOURS**

<table>
<thead>
<tr>
<th>Day</th>
<th>Hours</th>
<th>Call or email us with questions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday-Thursday</td>
<td>8:30 AM - Midnight</td>
<td>Reference Desk (440) 826-2206</td>
</tr>
<tr>
<td>Friday</td>
<td>8:30 AM - 5:00 PM</td>
<td>Circulation Desk (440) 826-2204</td>
</tr>
<tr>
<td>Saturday</td>
<td>10:00 AM - 5:00 PM</td>
<td><a href="mailto:wwwlib@bw.edu">wwwlib@bw.edu</a> Twitter @ritterlibrary</td>
</tr>
<tr>
<td>Sunday</td>
<td>12:30 PM – Midnight</td>
<td>Text a question (440) 682-0559</td>
</tr>
</tbody>
</table>

*The library is open 24 hours (main floor and lobby). Summer hours, vacation hours, and holiday hours are posted in the library.

**Jones Music Library**

http://libguides.bw.edu/jones

The Ferne Patterson Jones Music Library is located on the lower level of the Merner-Pfeiffer building of the Conservatory of Music (enter through BMAC). All BW students may check out books, scores, CDs, and DVDs from Jones Library. The library also provides (on-campus and off-campus) access to various streaming media resources that include two million free tracks of music and video. Students may borrow iPads, Surface tablets, and audio and video recorders from Jones. Special collections in support of music education and music therapy are also available in Jones. The Riemenschneider Bach Institute, located immediately upstairs, supplements Jones’ holdings in music.

**HOURS:**

<table>
<thead>
<tr>
<th>Day</th>
<th>Hours</th>
<th>Call or email us with questions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday-Thursday</td>
<td>8:30 AM - 9:00 PM</td>
<td>440-826-2375</td>
</tr>
<tr>
<td>Friday</td>
<td>8:30 AM - 5:00 PM</td>
<td><a href="mailto:jonesml@bw.edu">jonesml@bw.edu</a></td>
</tr>
<tr>
<td>Saturday</td>
<td>1:00 PM - 4:00 PM</td>
<td></td>
</tr>
<tr>
<td>Sunday</td>
<td>2:00 PM – 7:00 PM</td>
<td></td>
</tr>
</tbody>
</table>

*Please see the website for summer, intersession, and holiday hours.
Riemenschneider Bach Institute Library

The Bach Institute houses the well-known Riemenschneider Bach Library, a unique collection of Bach oriented books, manuscripts, archival materials, and scores, includes rare items such as the Emmy Martin Collection of first-edition scores; the Riemenschneider Graduate Library Collection; the Hans T. David Collection of books, manuscripts, archival items, and scores (including a number of first-edition scores); the opera-oriented Tom Villella collection of phonodiscs, books, archival materials, and memorabilia and the Albert and Helen Borowitz Recording Collection (2007). The library also holds a collection of Cleveland Orchestra programs (1902-1974). Currently, the total Bach Institute “volume count” exceeds the 20,000 mark.

HOURS:
Hours available on the institute’s website
http://www.bw.edu/libraries/riemenschneider-bach-institute/index
Appointments available at http://bw.libcal.com/booking/music

Call or email us with questions:
440-826-2044
bachinst@bw.edu

Research

Research is an important part of the BW experience. In addition to being dedicated teachers, our professors are passionate scholars and researchers. Because our faculty cares both about their students and their work, they are more than willing to involve you in their latest project or activity. Regardless of your interest, you will have the chance to pursue research in almost every field. And you will not do it alone. You will be guided by an involved and conscientious mentor who will help you find a way to bring your passion to life. Most students find these types of research opportunities invaluable as they launch their careers or apply to graduate or professional schools.

Our Undergraduate Research and Creative Studies (URCS) Program can help provide you with these opportunities. The URCS programs include Summer Scholars, Ovation, Faculty-Student Collaborative Courses and funding opportunities to present your work off-campus.
The Center for Innovation & Growth (CIG), located on north campus, prepares tomorrow’s leaders to change their world. Students of all majors have the opportunity to learn – and practice – skills in creativity, innovation and entrepreneurship built upon a foundation of personal values and integrity. The Center’s mission is to infuse innovation and entrepreneurship campus wide and contribute to regional development.

**SIGNATURE PROGRAMS**

**Colloquia: Ratcliffe Student Fellows** (2 semesters) **|** **CIG Student-Athlete Fellows** (1 semester)

These seminar programs are open to all majors and offer students from a broad array of backgrounds a full academic year (Ratcliffe Student Fellows) or a single semester (CIG Student Athlete Fellows) turning passion into opportunity and exploring character-based leadership. Based on Aristotle’s classical virtues, the programs include visits from area innovators and hands-on project work (in the full year program). Prospective fellows are nominated for the colloquia by BW faculty, coaches, staff and peers. Upon program completion, fellows can apply for internships with the Center’s Growth Practice or residencies at CIG’s Student-Directed Learning Community House.

**CIG Growth Practice**

This professionally-led, student-supported consultancy is designed to give BW’s more experienced student entrepreneurs the opportunity to help start, grow, and reinvent real businesses and nonprofits. Students help to solve an organization’s most challenging issues, often with global implications, while building collaborative skills and functioning as fully-engaged, high performing, innovative teams. Interns often work on projects for CIG corporate partners, including Cliffs Natural Resources, OEC, Parker Hannifin Corp., Westfield Insurance and others.
**BW THRIFT | CIG Student-Directed Learning Community House**

BW Thrift is a student-run, second-hand store for the BW community. It is a CIG-sponsored start-up enterprise that promotes student entrepreneurship and supports campus sustainability. BW Thrift is part of the CIG Student-Directed Learning Community House located at:

**137 East Bridge**

**Open 9:30am-1:00pm | Day 2 of Orientation**

Come get everything you need to start your year off right! BW gear, bedding, clothing, dorm décor, laundry bags/baskets, backpacks, school supplies, rugs, shower caddies, pillows, fans and more!

We accept cash and Jacket Express!

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**CIG Network Speaker Programs**

CIG network events serve as gathering places and idea exchanges for the BW and greater northeast Ohio community. They are a place to connect, learn and have fun. CIG events are free for all BW students and open to everyone. Attendees hear from and meet some of the region’s – and world’s – most forward-thinking innovators.

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**LaunchNET**

LaunchNET is a co-curricular program providing free and confidential venture coaching, idea contests, pitch competitions, networking opportunities, in-class presentations, and a host of visiting entrepreneurs and activities that complement BW’s innovation and entrepreneurship courses. Open to students of all majors, faculty, staff and graduated alumni, LaunchNET clients have ideas to start something – from new businesses to nonprofits to student groups to events and more. The program is user driven. You’re in the driver’s seat – LaunchNET helps you navigate. Getting an idea started is as easy as filling out a Venture Form or stopping by for a visit. LaunchNET has a presence across campus with the main office located downstairs in the Union and in the Center for Innovation & Growth.

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**Contact Information**

Center for Innovation & Growth | 440.826.2393 | bw cig@bw.edu | www.bw.edu/cig

LaunchNET | 440.826.2472 | launchnet@bw.edu |
Honor Societies

**Alpha Lambda Delta** *Freshman Scholastic Honor Society*
To be considered for membership students must have earned a minimum cumulative GPA of 3.5 in their first year at BW, with no incompletes or failures. Qualified students are inducted into membership during the fall semester of their sophomore year.

**Alpha Sigma Lambda** *Adult and Continuing Education Honor Society*
Members are selected from the highest twenty percent of eligible adult students who have a minimum 3.2 GPA, at least 24 graded hours at Baldwin Wallace, and are matriculated in their first undergraduate degree program.

**Chi Alpha Sigma** *National College Athlete Honor Society*
Prospective inductees must be a current student-athlete in at least their fifth semester of college with junior standing, have lettered in their respective sport(s) and carry at least a 3.4 cumulative GPA.

**Dayton C. Miller Society** *Local Academic Honor Society for Outstanding Academic Achievement*
Students must complete a minimum of 70 semester hours, with at least 32 semester hours earned at BW. From those meeting the hour requirement, the top 100 students based on current GPAs are eligible for membership.

**Gamma Sigma Alpha** *National Fraternal Academic Honor Society*
Students must be a member of a Greek-letter social organization, with junior or senior standing, and have at least a 3.5 cumulative GPA.

**National Residence Hall Honorary** is a national honor society recognizing Residence Hall Leadership. NRHH recognizes outstanding leadership within and contributions to living on campus. Residents must live on campus for one semester before they can be nominated for induction by current members or Residence Hall professional staff. Upon nomination, the nominee will receive an application. Requirements for induction are a 2.5 GPA and current residency in campus housing. NRHH may only have a total inducted membership of 1% of the total number of students living on campus.

**Order of Omega** *National Fraternal Honor Society*
Qualifications for membership in this honorary are character, scholarship, service and leadership. Additionally, students must be a member of a Greek-letter social organization, have attended BW for one full academic year, be of junior or senior standing, have a cumulative GPA that is above the all-Fraternity/Sorority cumulative GPA and must be in good standing with the Office of Fraternity and Sorority Life.
Departmental Recognition Societies

**Alpha Kappa Delta**  *International Sociology Honor Society*
Sociology as a declared major; an overall GPA of at least 3.3; a GPA in Sociology of 3.3 or better; be of at least junior standing and have completed at least five courses in Sociology.

**Delta Phi Alpha**  *National German Honor Society*
Must be at least of sophomore standing; be enrolled in a German course beyond the intermediate level; have a cumulative GPA of at least 3.0, and have a GPA in German courses of a 3.333 (B+) or better.

**French Recognition Society**  *French Honor Society*
Sophomore standing or higher; enrolled at Baldwin Wallace University and majoring in French; have at least a 3.0 GPA in French courses and have completed at least two courses beyond French 221.

**Iota Tau Alpha**  *Athletic Training Education Honor Society*
Regular members shall be students enrolled in Athletic Training Education at BW; have completed at least three semesters of academic work toward an athletic training degree; have completed at least three term courses in Athletic Training Education with a minimum grade point average of 3.5; rank no lower than the highest 35% of their class in cumulative grade point average; and be in good standing according to their program retention criteria.

**Kappa Delta Pi**  *International Education Honor Society*
Full junior standing; minimum of 66 semester hours of university credit; minimum of 16 semester hours of graded work at BW; 3.4 or higher overall GPA; at least 12 semester hours of professional education courses completed and acceptance into teacher education program.

**Kappa Mu Epsilon**  *National Mathematics Honor Society*
Three semesters of college must be completed; three courses in mathematics including at least one in Calculus; 3.0 GPA in mathematics and rank in the top 35% of the class.

**Mu Phi Epsilon**  *International Professional Music Fraternity*
Must be a music major or minor and have at least a 3.0 GPA in music courses.

**Nu Rho Psi**  *National Honor Society in Neuroscience*
Open to students who are at least in their third semester of college, have completed at least nine semester hours of Neuroscience-related courses, have an undergraduate cumulative GPA of at least 3.2 and have minimum GPA of 3.5 in Neuroscience courses.

**Omicron Delta Epsilon**  *International Honor Society in Economics*
Open to students of junior standing with overall GPA of 3.5 or higher; 12 credit hours completed in Economics courses; and have a minimum GPA of 3.0 in Economic courses.

**Phi Alpha Theta**  *National History Honor Society*
Must have completed at least 12 credit hours of History courses; have at least a 3.1 GPA in History courses; and have at least a 3.0 GPA in all non-History courses.

**Phi Epsilon Kappa**  *Physical Education, Health, Recreation, Dance, Human Performance, Exercise Science, Sports Medicine, Sport Management*
Must be a full-time student within the BW School of Health, Physical Education and Sports Science; maintain a cumulative grade point average of 3.0 or higher; and complete at least five hours of community service per semester.
**Phi Sigma Tau**  
*International Honor Society in Philosophy*
Undergraduate students are eligible for active membership if they have completed three semesters, or five quarters, of the college course work, rank in the upper 35% of their class, and have completed at least two semester courses, or three quarter courses, in Philosophy with an average grade of over the second highest grade of the working scale.

**Pi Gamma Mu**  
*International Social Science Honor Society*
Must be a Sociology, Psychology, Economics, Criminal Justice, or Political Science major; have an overall GPA of 3.3 or better; have completed at least five courses in the social sciences with a GPA of 3.3 or better; and be of junior status.

**Pi Sigma Alpha**  
*National Political Science Honor Society*
Must be of at least sophomore standing; have completed at least four Political Science courses with an average GPA of 3.3 or better; have an overall GPA of at least 3.3; and have completed at least one upper level Political Science course (at the 300 or 400 level).

**Psi Chi**  
*International Honor Society for Psychology*
This honor society is open to Psychology majors and minors with second semester sophomore status who have completed at least 9 semester hours of psychology courses (unless transferring to BW, then the student must have 12 credit hours at BW). Students who apply for membership must have a 3.4 overall GPA and a psychology GPA of at least 3.0.

**Sigma Delta Pi**  
*National Honorary in Spanish*
Must have a minimum GPA of 3.0 in college level Spanish courses; have at least a 3.0 cumulative GPA; be of at least sophomore standing with three years of college level Spanish (or equivalent), including one course in literature or civilization.

**Sigma Iota Rho**  
*Honor Society for International Studies*
Must be of sophomore standing or higher; have completed at least four courses from the International Studies requirements with an average GPA of 3.2 or better; have completed at least one upper level International Studies course (300 or 400 level); and have an overall GPA of 3.2 or better.

**Sigma Tau Delta**  
*International English Honor Society*
Must have completed at least two collegiate courses in English language or literature, beyond the usual requirements of freshman English; must have a minimum of a B, or equivalent average, in English and in general scholarship, must rank at least in the top 35% of class, and must have completed at least three semesters of college course work.

**Upsilon Pi Epsilon**  
*International Honor Society for Computing Sciences*
Must have completed at least 64 semester hours of undergraduate credit, have a GPA of at least 3.5 in Computer Science or Computer Information System courses and must rank in the upper third of all students in the Computer Science or Computer Information Systems program.
**STUDENT SERVICES**

**DISABILITY SERVICES FOR STUDENTS (DSS)**

Our Mission is to create usable, equitable, inclusive learning environments for qualified students with disabilities by ensuring equal access to all University programs, services and activities. DSS works with students, faculty and staff in the development and implementation of appropriate accommodations while maintaining the academic standards and course integrity of Baldwin Wallace University.

Our Vision is to enhance services for students with documented disabilities through information dissemination, awareness training and professional development of faculty and staff while providing academic adjustments and promoting self-determination and independence.

Guiding Principles

- Believe in the potential of every student.
- Foster a safe environment that allows for easy access to campus resources.
- Ensure all policies, processes and procedures are consistent, streamlined, transparent and disseminated to the BW campus community.
- Serve as an advocate for issues regarding students with documented disabilities.
- Ensure equal access to education at Baldwin Wallace University.
- Collaborate and consult with faculty and staff regarding reasonable accommodations and compliance with legal responsibilities regarding instructional, curricular and programmatic modifications.
- Provide disability awareness training, programming and staff development to foster an understanding of policies, processes, practices and procedures regarding students with documented disabilities.

For more information on Disability Services for Students, please contact us:

Location: 2nd Floor, Ritter Library #203
Hours: Monday – Friday 8:30 AM – 5:00 PM
Website: [www.bw.edu/DisabilityServices](http://www.bw.edu/DisabilityServices)
Portal: [https://my.bw.edu/Campus-Life/Services/Disability/Pages/default.aspx](https://my.bw.edu/Campus-Life/Services/Disability/Pages/default.aspx)
Phone: (440) 826-2147   Fax: (440) 826-3832 (Confidential Fax)
Email: disability@bw.edu

**ELIGIBILITY FOR SERVICES**

To be eligible for disability-related services on campus, students are responsible for disclosing information about the disability to DSS and providing documentation of their disability as defined by the ADA Amendments Act (ADAA) of 2009, and Section 504 of the Rehabilitation Act of 1973. Under the ADA and Section 504, a person has a disability if he or she has a physical or mental impairment that substantially limits one or more major life activities (e.g., walking, standing, seeing, speaking, hearing, breathing, learning, working, or taking care of oneself), has a record of such an impairment, or is regarded as having such an impairment.

**GETTING CONNECTED WITH DISABILITY SERVICES FOR STUDENTS**

The process outlined below is for students with documented disabilities who have been offered admission and are looking to apply for reasonable accommodations and services at Baldwin Wallace University.

1. Self-disclose disability to DSS either in person or by email: disability@bw.edu
2. Complete and submit the online Application for Accommodations.
3. Submit appropriate documentation (see below).
4. Schedule and attend the Student Welcome Meeting. Upon receipt of the application and documentation, DSS will schedule a meeting to discuss the impact, nature and functional limitations of your disability; determine reasonable accommodations (if any); discuss policies, processes and procedures.
Documentation of Disability
Current documentation of the disability and the disability-related need for any specific accommodation(s) being requested is necessary for verification purposes and to determine reasonable accommodations. The cost of the documentation is the responsibility of the student. Submission of documentation does not guarantee approval of the requested accommodation(s).

School plans such as Individualized Educational Plans (IEP) or 504 plans are not sufficient documentation to determine eligibility for academic accommodations. However, current Evaluation Team Reports (ETRs) or medical/psychological reports may serve as appropriate documentation if they meet our documentation guidelines.

General documentation guidelines and verification forms are available on our website: www.bw.edu/DisabilityServices. These documents are designed to assist students and their treating/diagnosing professional(s) in preparing the required information to evaluate the accommodation request.

Please be advised:

- Appropriate accommodations are determined on an individual, case-by-case basis.
- Academic accommodations must be requested each semester through the new online system.
- Accommodations received in high school or at another university do not automatically “transfer” to Baldwin Wallace University.
- The process to request Accommodated Housing is different from what is outlined above.

REASONABLE ACCOMMODATION
A reasonable accommodation is a modification or adjustment to a policy, procedure or practice or auxiliary aid or service, provided to a qualified person with a disability that enables the person to (a) participate in educational programs and activities; (b) access BW facilities and events; or (c) have equal use and enjoyment of University housing.

There are three kinds of accommodations that are not considered reasonable:

1. It is not a reasonable accommodation if making the accommodation or allowing participation poses a direct threat to the health and safety of others;
2. It is not a reasonable accommodation if making the accommodation means making a substantial change in an essential element of the curriculum or a substantial alteration in the manner in which you provide your services; and
3. It is not a reasonable accommodation if it poses an undue financial or administrative burden.

REQUESTING ACCOMMODATIONS
Baldwin Wallace University is committed to providing reasonable accommodations for people with disabilities in compliance with applicable state and federal laws and regulations. Students requesting accommodations should complete the Getting Connected with DSS process listed above. Requests for accommodations are evaluated on a case-by-case basis. During the Student Welcome Meeting, DSS will discuss the impact, nature and functional limitations of the disability; determine what (if any) accommodations are appropriate; and discuss process, policies and procedures.

Faculty and staff are not obligated to provide accommodations unless they are in receipt of a Letter of Accommodation, LOA from DSS. Students who have completed the process are encouraged to meet with each professor early in the semester to discuss the LOA and how accommodations will be implemented for each specific course.
1. **Current Students**
   Unless otherwise stated below, any student with a documented disability seeking reasonable accommodation(s) is required to register with DSS. A student who approaches a professor or instructor for an accommodation will be referred to DSS. To determine if a student might be eligible for an accommodation and appropriate accommodations, students must complete the Get Connected steps outlined above. The exception is for service animals not residing in University Housing as noted below.

2. **Returning Students**
   Returning students are responsible for scheduling appointments with DSS and providing updated documentation when requested. Early consultation increases the likelihood that all the necessary services and accommodations can be in place by the beginning of each term. Faculty and staff who do not receive a Letter of Accommodation (LOA) from DSS will not provide accommodations to students.

3. **Housing Accommodations/Request for University Housing Accommodations**
   Except in the case of Service Animals not residing in University Housing, students who need Accommodated Housing need to register with DSS, complete a Request for Accommodated Housing Form and provide documentation. For more information, please visit our website.
   a. **Emotional Support Animals (ESAs)** - An emotional support animal (ESA) is defined as an animal that provides emotional or other support that ameliorates one or more identified symptoms or effects of a person’s disability. Unlike service animals, support animals are not required to be trained to perform work or tasks, and they include species other than dogs and miniature horses.
   b. **Personal Care Attendants** - Baldwin Wallace does permit students with disabilities who have a documented need for assistance with activities of daily living and/or nursing care within a residential setting, to retain the services of a Personal Care Attendant or PCA. A personal care attendant is defined as a person who provides personal care/assistance (chronic or temporary) to a student with a disability or other health care need with activities of daily living or assistance with normal life functions. BW does not provide, assume coordination or financial responsibility for personal care attendants. Students who require PCA’s must complete the Accommodated Housing Request and submit appropriate documentation to DSS that supports the medical necessity of a PCA. The student and PCA must follow the policies, procedures and guidelines as indicated on our website.
   c. **Service Animals** - The Americans with Disabilities Act defines a service animal as a dog individually trained to do work or perform tasks for an individual with a disability. If it meets this definition, an animal is considered a service animal under the ADA regardless if it is licensed or certified by a state or local government. Species other than dogs, except for miniature horses in certain circumstances, are not considered service animals for the purpose of this definition. Service animals perform some of the functions and tasks that the individual with a disability cannot perform for him or her. Guide dogs are one type of service animal, used by some individuals who are blind. There are also service animals that assist persons with other kinds of disabilities in their day-to-day activities. A service animal is not a pet.

**Responding to Accommodation Requests**

DSS will respond to a student request for accommodation within 14 days of having received the request and any supporting documentation. If additional time beyond the 14 days is needed for the interactive process, DSS will contact the student to notify him/her of the status of the request. Accommodation requests will not be unreasonably delayed. DSS will make a determination regarding any such accommodation and the determination is binding on all BW faculty and staff. If DSS denies the request for accommodation, such denial will be discussed with the student, along with notice as to how a complaint may be made. **DSS will keep incomplete accommodation requests (application and/or documentation) on file for approximately one academic year.**
Resolving Disagreements or Filing a Complaint

Baldwin Wallace University is committed to ensuring that no otherwise-qualified individual with a disability is excluded from participation in, denied the benefits of, or subjected to discrimination in University programs or activities due to his/her disability. The University is fully committed to complying with all requirements of the Americans with Disabilities Act as amended, and Section 504 of the Rehabilitation Act, and to providing equal educational opportunities to otherwise-qualified students with disabilities.

To that end, the University has established a four-step internal grievance procedure that is designed to achieve an equitable resolution within a reasonable amount of time. A University student who believes that he/she has been subjected to discrimination on the basis of disability, or has been denied access or accommodations required by law, shall have the right to invoke the Grievance Procedure. The Grievance Procedure is intended to address disputes regarding requested services or accommodations, or modifications to University practices or requirements.

The Grievance Procedure shall not supersede or replace any existing University dispute resolution policies and procedures. Students are encouraged to consult with the Director of Disability Services or respective designees regarding the most appropriate University policy or procedure to address a particular concern.

**Step One:** A student may bring a discrimination concern or appeal a denial of an accommodation request by submitting the Step One Grievance Form to the Disability Specialist for his/her consideration.

**Step Two:** If the matter remains unresolved after Step One, the student may submit the matter to the Director of Disability Services within fourteen (14) days of the Step One decision for a prompt and informal resolution. If the informal resolution arrived at by the Director is unsatisfactory to the student, the student may file a formal Step Three Grievance Form.

**Step Three:** This request for a Step Three formal review must be filed within fourteen (14) days of the Step Two denial or lack of resolution. The Director of Disability Services will then investigate the matter and issue a written decision within fourteen (14) days after receiving the grievance. The Director and the student may mutually agree on an extension of time if additional information gathering is necessary or some other unforeseen delay arises.

**Step Four:** If the student wishes to challenge the Step Three written decision of the Director of Disability Services, he/she has a right to file a Step Four Grievance with the Provost. In order to begin this process, the student must complete the Step Four Grievance Form.

A Step Four Grievance Form must be filed no later than thirty (30) days after the date of the Step Three written decision of the Director of Disability Services. The Provost reserves the right to refuse to investigate a Step Four Grievance that is filed more than thirty (30) days after the date of the written decision of the Director of Disability Services.

Upon receipt of a timely Step Four Grievance, the Provost or his designee shall investigate the matter. Investigation will ordinarily involve interviewing relevant individuals and reviewing reasonably available documents, including the Step One through Step Three Grievance Forms.

Upon completion of the investigation, the Provost or designee will issue a written determination to the student and the Director of Disability Services, which will specify findings, and, if appropriate, set forth the resolution of the matter. Such written determination shall ordinarily be issued within thirty (30) days of the date of the Step Four Grievance. Circumstances which may prolong the response of the Provost or designee include the intervention of a semester break and such other circumstances which may render unavailable persons necessary to an appropriate resolution of the complaint.
The Provost or designee shall maintain files and records relating to all Step Four Grievances. The right of the student to an equitable and timely resolution of a filed grievance shall not be impaired by his/her pursuit of other remedies such as the filing of a complaint with the responsible federal or state agency.

Office for Civil Rights (OCR) Complaint: Although students are encouraged to attempt to resolve complaints pertaining to disabilities by using this Grievance Procedure, they have the right to file a complaint directly with the U.S. Department of Education, Office for Civil Rights (OCR):
United States Department of Education
Office for Civil Rights, Cleveland Office
600 Superior Avenue East, Suite 750
Cleveland, Ohio 44114-2611
Phone: 216.522.4970 Fax: 216.522.2573 Email: OCR.Cleveland@ed.gov.

UNIVERSITY, FACULTY AND STUDENT RESPONSIBILITIES

Responsibilities of Students
Students with documented disabilities have the right to an equal opportunity to participate in programs offered through Baldwin Wallace University. Students who choose to exercise these rights have the responsibility to initiate and participate in the accommodation process. Recognizing this, students:

1. Have a responsibility to self-disclose their disability and need for accommodation to Disability Services for Students in a timely manner.
2. Have a responsibility to document how their disability affects a particular delivery system, instructional method, or evaluation criteria when requesting accommodation.
3. Have a responsibility to actively participate in the search for accommodations and auxiliary aids.
4. Have the responsibility of submitting a Letter of Accommodation (LOA) request each semester.
5. Have the responsibility to communicate to their professors their individual needs and work with the professor on methods of accommodation.
6. Have the responsibility to schedule accommodated test requests in a timely manner.
7. Have the same obligation as any student to meet and maintain the institution's academic and technical standards.
8. Have a right to be evaluated based on their ability, not their disability. If their disability affects the outcome of an evaluation method they are entitled to an evaluation by alternate means.
9. Have a right to an equal opportunity to participate in all aspects of the academic community at a comparable level that is provided to any student. If the location, delivery system or instructional methodology limits their access, participation, or ability to benefit, they have a right to reasonable adjustments (to be determined by University officials) in those aspects of the course (or program) to accommodate their disability.
10. Have a right to appeal decisions concerning accommodations (Please see Grievance Procedure).

Responsibilities of Faculty
Faculty are integral in providing academic accommodations to students with documented disabilities. As such, they have a responsibility in support of students with diagnosed disabilities that are connected (registered) with DSS. Faculty responsibilities include:

1. DSS Syllabus Statement. Include the DSS statement in their course syllabi: https://my.bw.edu/Campus-Life/Services/Disability/Pages/Syllabus-Statement-.aspx.
2. Review notification email. Faculty will receive an email from DSS with the student’s name, ID and appropriate accommodations. Please review the email, submit any requested information and consider the impact of the accommodations in the context of your course. If you have questions or concerns, please contact disability@bw.edu. Support DSS in providing appropriate academic accommodations as outlined in the Letter of Accommodation (LOA).
3. Maintain Confidentiality. Information concerning a student’s disability should remain private and disclosed only to those who have a legitimate “need to know.”

4. Web Access. All courses web pages, Blackboard sites and course documents must be constructed in an accessible format. Web pages need to be accessible across multiple platforms. If media is embedded into pages, descriptive text or captioning must also be provided. Please visit: http://www.washington.edu/doit/web-pages for more information.

Responsibilities of Baldwin Wallace University
Baldwin Wallace has a responsibility to identify and maintain the academic and technical standards that are fundamental in providing quality academic programs while ensuring access to students with disabilities. In meeting these obligations the University:

1. Has the responsibility to inform its applicants and students about the availability and the range of accommodations.

2. Has the responsibility to ensure that all of its programs are accessible.

3. Has the responsibility to make reasonable adjustments in the delivery, instructional method and evaluation system for a course to accommodate the specific manifestation of the disability.

4. Has the responsibility to consider academic adjustments/substitutions to requirements/courses that may be problematic because of the functional limitations imposed by the student’s disability. Reasonable accommodations shall be made to assure that assessment of the student’s achievement is not masked by disability related concerns.

5. Has the right to identify and establish the abilities, skills, and knowledge necessary for successful entrance into its programs and to evaluate applicants on that basis.

6. Has the right to identify and establish the abilities, skills, and knowledge that are fundamental to academic programs/courses and to evaluate each student's performance on that basis.

7. Has the right to request and review documentation in support of accommodation requests. Upon review by appropriately designated individuals, the University has the right to refuse an unsupported or unreasonable request.

8. Has the right to select between equally effective methods of accommodating a student with a disability.

9. Has the right to refuse an accommodation based on undue hardship as determined by designated University Officials.

APPENDIX A
DISABILITY CONDITIONS

Learning Disabilities
Learning disabilities are lifelong conditions, which affect learning in individuals with normal or above normal intelligence. These disorders affect learning processes, but not necessarily the capacity to learn. Students with learning disabilities may experience difficulties in one or more of the following ways: listening, speaking, reading, writing, mathematical reasoning, organizational skills, time management, and social skills. Students with Attention Deficit Hyperactivity Disorder (ADHD), which is not classified as a learning disability, often have coexisting learning disabilities, and/or their symptoms interfere with their acquisition and demonstration of knowledge in the classroom.

Physical Disabilities
Physical disabilities include deafness or being hard of hearing, loss of or limitations to vision, and/or loss of or impairment to limbs. Students with these conditions may use such aids as wheelchairs, canes, American Sign Language interpreters, part or full time care providers, service animals, or a wide variety of assistive technology including screen readers, visible alarms, and voice-to-text software. Personal care assistance must be arranged and paid for by the student, while most access-related building modifications and many types of assistive technology are arranged and paid for by the University.
Medical Disabilities
The types of disabilities covered in this category are generally chronic health impairments, such as cystic fibrosis, diabetes, sickle cell anemia, cancers, AIDS, hemophilia, epilepsy, muscular dystrophy, hepatitis, and many others. At times, these diseases can have acute phases requiring bed rest or hospitalization. These conditions may limit both cognitive and motor function and are often associated with fatigue. Accommodations for medical conditions can vary greatly depending on need.

Psychiatric Disabilities
Psychiatric disabilities can cause difficulties with attention, concentration, fatigue, thought processes, organization, motivation, and establishing and maintaining social relationships. Some examples of psychiatric illnesses include clinical depression, anxiety disorders, bipolar illness, schizophrenia, and eating disorders. Physical and emotional symptoms related to past history of substance abuse and discrimination related to past history of substance abuse is also covered by the Americans with Disabilities Act (ADA). It should be noted, however, that the ADA does not cover problems related to functional impairments based on a current and ongoing pattern of alcohol or illegal substance use.

APPENDIX B
SAMPLE SYLLABUS STATEMENT FOR DISABILITY SERVICES
To encourage disclosure of a disability, we ask that faculty members include the following statement in their syllabi:

Baldwin Wallace University is committed to providing all students equal access to learning opportunities. Students who have, or think they may have a disability (e.g. mental health, attentional, learning, vision, hearing, physical or systemic) and would like to arrange reasonable accommodations should contact Disability Services for Students (DSS) at (440) 826-2147 or disability@bw.edu. Students interested in determining their eligibility for services should visit the DSS Portal page, Get Connected.

APPENDIX C
ACCESSIBILITY/SNOW REMOVAL ROUTE
Baldwin Wallace University is committed to providing access for individuals with disabilities to the academic, social, cultural, and recreational programs we offer. In keeping with our commitment, BW has created an Accessibility Map of the BW Campus that outlines various routes that individuals with disabilities can use to travel from one campus location to another.

During snow and ice events, Buildings & Grounds will attempt to keep clear the priority snow routes shown in RED on the map. The priority snow route was designed to cover one entrance to every building, which will be the accessible entrance. Other helpful features on the Accessibility Map include the location of:
• Accessible entrances to campus buildings
• Names of campus buildings
• Accessible parking spaces
• Campus parking lots
• Blue emergency security telephones

The map can be found at: https://my.bw.edu/Employees/Human-Resources/Documents/Accessibility%20Route%20Map.pdf

JACKET ACCESS VAN
Disability Services for Students in conjunction with the Purchasing/Motor Pool Department provides limited transportation support services for students with permanent disabilities that would significantly affect their ability to travel around campus. Eligibility for transportation support services is determined by an assessment of a student's individual need by an appropriate staff member from Disability Services for Students.
STUDENT SERVICES

Financial Aid
Information on the different types of financial assistance, including gift assistance (scholarships and grants), student loans, and Federal Work-Study eligibility are available online at http://www.bw.edu/finaid/.

We also encourage students to contact the Financial Aid Office by email finaid@bw.edu, by fax 440-826-8048, or by phone, 440-826-2108. Students with questions about their financial aid eligibility may also make an appointment with an aid counselor or can simply drop by the office. We are here to help.

Student Employment Center (SEC)
Room 211, Bonds Administration Building 440-826-3177

Students seeking on campus employment, Federal Work Study or Non-Federal Work Study, are required to complete New Hire Payroll paperwork before they can begin to work on campus. The required forms can be found online on the MyBW Portal, Student Employment; https://my.bw.edu/Campus-Life/Your-Campus/Student-Employment/Pages/default.aspx or come to the SEC office to complete the forms. All forms must be on file in the SEC to be eligible to begin work.

Student Employment (work study) postings are listed through the BW Career Network powered by Handshake, which is hosted by the Office of Career Services. Students will receive an email from Career Services the first week of August with their login credentials for the BW Career Network site.

Bursar & Cashier’s Office
Any invoice or billing statement from the University is payable on or before the payment due date shown on the bill unless the student is participating in one of the University’s formal payment plans. See payment plan details below. Fees not paid by the due date will be assessed a monthly finance charge, on any unpaid account balance, until paid in full. The monthly finance charge rate is 1.33%. Online payments are accepted at the payment website for the Bursar’s Office, https://www.bw.edu/tuition/payments/. A 2.5% convenience fee will be charged on credit card payments (VISA, MasterCard and Discover only). Use a check online to avoid the convenience fee. Visit the cashier’s office located on the main floor of the Bonds Administration Building if paying an invoice in person. Please direct questions to the cashiers who may be contacted at 440-826-2217.

BW has a number of interest free monthly payment plans. Enroll online at the BW Monthly Payment Plan enrollment link, found under the Student Access tab at WebExpress or on the web page https://www.bw.edu/tuition/payments/. Choose Single Semester 5 Payment Plan (one semester only - $30 processing fee) or the Dual 5 Payment Plan (Fall/Spring plan consisting of 5 payments each - $60 processing fee). Students who are attending only one term are not eligible to use the Dual 5 Payment Fall/Spring Plan. Other payment plans of longer duration are available but are restricted to special programs.

Tuition charges: All students taking 12 credit hours or more will be charged the full-time rate. Students taking more than 18 credit hours, for any type of class, will be charged at the full-time rate plus the daytime student hourly rate for each credit hour over 18. Those registered for fewer than 12 credit hours will be considered part-time and will be charged on a per credit hour basis. See the catalog for the listing of fees and information about refunds. All tuition and related academic fees are due by the first day of class. Subsequent term registration will be permitted only when accounts are paid in full. Students who have not fully met their financial obligations to the University are subject to sanctions including holding back on degree conference or confirmation as well as the release of academic transcripts. Payment plans are permitted however and sanctions will not be lifted until accounts are paid in full.
Parking Services

All students who operate motor vehicles on campus are required to register their vehicles with the Campus Access Services (CAS) Office, located in the Union (Strosacker Hall).

Parking assignments are based on class rank and student residency. Students who only need a car for a few days each semester may apply for a temporary permit at no cost. These permits are valid for no more than 10 days each academic year.

Parking Services office hours in Fall and Spring semester are Monday through Thursday 8:30 AM to 7:30 PM and Friday 8:30 AM to 5:00 PM.

For more information and answers to most frequently asked questions, view the Parking Services website at www.bw.edu/resources/parking/.

Bicycles on Campus

We encourage the use of bicycles on campus. Bicycles must be secured at bike racks only and should be locked at all times. Securing bikes to trees, posts, handrails or other public areas is hazardous to pedestrians, particularly those with impaired sight or mobility, and could result in serious injury. Bikes stored in an unsafe manner, anywhere other than bike racks, may be removed. Contact the Department of Safety and Security at 440-826-2336 for information.

Drive Slowly through Campus Lots

Slow is the only way to go. Lots can be very busy at any time of day. For your safety and that of pedestrians, cyclists, and vehicles, drive slowly at all times.

City of Berea Parking

Overnight street parking is not permitted in the City of Berea. No parking is permitted on any street within the city between the hours of 3:00 AM and 6:00 AM. There is also no parking on the fire hydrant side of city streets at any time.

For questions regarding city parking, please call the Berea Police Department non-emergency phone number: (440) 826-5870

The Union, Strosacker Hall

The Union is the campus community center where you can study, buy books, shoot billiards, meet your friends for a snack, attend a lecture, and much more! The Union is the hub of college activities.

On the lower level of the Union, you will find the Cyber Café coffee bar and games area, bookstore, NEO LaunchNET, and the Sandstone meeting rooms. Student offices located on the lower level include Campus Entertainment Productions, Student Government offices and chambers (Quarry Room, which can also be reserved for meetings), Commuter Activities Board, The Exponent newspaper, Grindstone yearbook, The Mill literary publication, and Allies.

On the main floor, you will find the Union Ballroom which serves as the primary dining location on campus during the day, and can also be used at night for larger programs. Also on the main level, you will find a 72” HD cable TV in the Hive, the Union Service Desk, Buzzy’s Deli and General Store, the Colony Dining Room buffet, several meeting rooms, Dining Services, Catering, Campus Access Services for parking permits and Jacket Express ID cards, and a PNC Bank ATM.

The second floor of the Union houses a variety of offices including the Student Life Center, Office of Student Activities, Office of Community Outreach, Explorations/Study Abroad, Union Scheduling and Administration, WBWC radio station, and student organization mailboxes. Also featured is an International Flag Display welcoming international BW students, faculty, and staff.

The Circle of Warmth Fire Pit, a gift from the 2006 Senior Class is just adjacent to the Union and can be reserved by student groups for a recreational fire. Firewood and starters are provided. The Circle of Warmth can be reserved through the Union Scheduling Office.
**Cyber Café**

Located on the lower level of the Union, the Cyber Café is the perfect place to hang out, relax, or study in a comfortable lounge and cafe area while enjoying specialty coffee, gourmet desserts, or other delectable snacks. Small lunch entrees are available daily as well as a full line of both hot and cold espresso-based beverages. The Cyber Café also has three billiard tables, a table tennis table, and foosball to help pass the time between classes and are free to use with your BW ID card. Several group collaboration areas complete with LCD screens, whiteboards, and plenty of power are perfect for collaborating on that group project or just meeting with friends.

**Service Desk**

Located in the heart of the action on the main level of the Union, the Service Desk sells candy, magazines, postage stamps, and movie tickets, as well as offering services such as reserving the main showcase display space, an all-campus lost and found, on and off campus phone numbers, lamination, notary, and a check cashing service. To cash checks, there is a $25.00 limit, a $35.00 limit on BW payroll checks, and a $.25 service charge. Students must also have a valid BW ID card. Two-party checks cannot be cashed.

The Service Desk is open seven days a week for all your campus needs. Call 440-826-2359 or visit the Service Desk for more information about any of these services.

**Scheduling Office**

Meetings, special events, lobby tables and programs that will be held in the Union, Center for Innovation & Growth (CIG), Student Activities Center (SAC), and various outdoor spaces such as the Union West Lawn, Carmel Lawn, & North Quad are scheduled through the Union Scheduling and Administration Office located on the second floor of the Union. This office will assist in making arrangements for the use of facilities for your meeting or event.

Reservations for meetings should be scheduled at least two weeks in advance for proper arrangements, but it is possible for some space to be reserved with less notice. Special events, such as lectures, dinners, ceremonies, etc., should be reserved at least one month prior to the event.

To make a reservation, you can stop by the scheduling office, call 440-826-2354, or email Union@bw.edu.

**Advertising**

The Union offers several opportunities for departments and recognized student organizations to advertise their events such as displays/monitors throughout the building, table tents in the dining areas, and several bulletin boards for posting flyers. All advertising done in the Union needs to be approved by the Scheduling and Administration office. For more information on how to advertise in the Union, please visit the Union site on the portal, or email Union@bw.edu.
CAMPUS ACCESS SERVICES (CAS)
JACKET EXPRESS CARD & PARKING SERVICES

The BW Jacket Express card is your official form of identification and is your key to campus-wide privileges. Every registered student is assigned one during orientation. The card should be carried with you at all times.

- Provides security and ease of use
- Used to access many campus facilities, including your residence hall, rec center and library
- Can be used to purchase meals, books and numerous other items on campus (see Jacket Express Account)
- Allows you admittance to numerous campus events and activities.

JACKET EXPRESS ACCOUNT
Jacket Express is a no-cost feature of a registered student’s BW ID Card:

Residential and BW Apartment/House Students
- Receive an account automatically at the beginning of each semester.
- The monetary amount applied to the account changes yearly. 2017 it will be $2758.00
- Will be billed to your BW Student Billing account (STAR)
- Is accessible as soon as your card is activated, normally around August 1st and Dec 14th
- Becomes a purchasing card for your spending on campus
- May add additional amounts at any time to their Jacket Express Account

Commuter Students
- Enjoy all of the same privileges as a Residents student
- Can add money to their account after your card is activated normally around August 1st and Dec 14th.
- It is not done automatically

In most cases, all students may open or apply additional amounts at any time to their Jacket Express account by stopping by the Campus Access Services (CAS); or completing the Account Application/Terms and Conditions form at: https://fs22.formsite.com/bwtest1/form40/index.html

On Campus locations accepting the Jacket Express:  
BW Bookstore  Lou Higgins Recreation Center  
BW Printing Services  Parking  
Copiers & WEPA Print  Service Desk  
Health Center  Special Campus Events  
ID Services  Theater  
IT Services  YJ4L Scholarships

Campus Dining:  
Buzzy’s  
Cybercafé, Smoothie Bar  
Colony Room  
L.B.’s Café/CIG  
Union Dining Hall

Outside Restaurants Berea Locations:  
Boca Loca  
Dominos  
Lang Dining Halls  
Vending

Card Access to Facilities & Campus Activities:  
Math & Computer Science Computer lab  Kleist Center for Art and Drama  
Kulas & Boesel Conservatory Buildings  Ritter Library and The Chapel  
George Finnie Stadium  Lou Higgins Recreation Center  
Midnight Madness Events  Residence Halls, BW Apartments/Houses  
Telfer, Ward and Neuro

LOST YOUR CARD
To prevent unapproved use of a lost card, IMMEDIATELY deactivate your card by visiting:
- CS GOLD WEB MANAGER or contacting Campus Access Services (CAS) during business hours at 440-826-2410.
- After business hours and weekends contact BW Safety and Security Department at 440-826-2336.
- Active cards that are worn or broken will be replaced at no charge.
- To replace a lost card, stop by Campus Access Services (CAS). A fee is charged for a lost card replacement.
- Card must have all pieces.
- All lost cards become inactive at the time of replacement and cannot be used.
CONTACT INFORMATION
Campus Access Services (CAS) is Located in Strosacker Student Union, 1st floor
Phone: 440-826-2410 Email: idoffice@bw.edu
Academic business hours: 8:30 AM – 5:00 PM Monday-Friday. Excludes Holidays and Breaks. To verify hours of operation please visit our website at: https://my.bw.edu/Campus-Life/Your-Campus/ID/Pages/default.aspx
ACCOUNT TERMS AND CONDITIONS – Are posted at my.bw.edu; then search for ID Office
Located on the lower level of the Union - Strosacker Hall, the Campus Store offers both new and used textbooks, textbook rentals, digital versions of textbooks where available, and all course materials and supplies.

- We are your source for textbook information for all courses taught at the University.
- We offer textbook price comparison with online sources quoted live on our website. You will find a broad selection of popular general trade books, reference books. Special order is available for general trade books, music and instrument parts (strings, mouthpieces…).
- Master Book List available 6 weeks before classes begin. Watch for e-mails and social media for announcements.
- **General Trade Books are 20% off every day at the BW Bookstore.**
- Supplies, sundries, greetings cards and stationery, gifts and clothing are all conveniently located for you here in the Union.
- Technology supplies and other goods are competitively priced and also conveniently found here at the Campus Store. We offer Microsoft Surface, Dell, HP and more!

**Jacket Express Accepted for textbook purchases including textbook rentals.**
We also accept cash, personal checks (with a valid driver’s license and Jacket Express card), Discover, MasterCard and VISA.

**TEXTBOOKS**
- As a service to our students, the Bookstore can ship your textbooks directly to you by UPS.
- Order early to secure used copies and used rentals. Pick up when you move in at WOW.
- Visit, [http://campusstore.bw.edu](http://campusstore.bw.edu), for secure online ordering.

**Returns and exchanges are cared for at once so you can continue with your study!**

**BOOK BUY-BACK**
Used book buy-back is scheduled the final week (exam week) of each term; watch for notices and postings on campus for times and dates.

- **Note: rentals are the property of the University, return rentals by their due date.**

**BOOK STORE HOURS**

<table>
<thead>
<tr>
<th>Days</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>Monday through Thursday</td>
<td>8:30 AM to 6:00 PM</td>
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<tr>
<td>Friday</td>
<td>8:30 AM to 5:00 PM</td>
</tr>
<tr>
<td>Saturday</td>
<td>11:00 AM to 2:00 PM</td>
</tr>
<tr>
<td>Sunday</td>
<td>Closed</td>
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</tbody>
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Term start and summer hours vary.
Monthly store hour calendars are posted online.

Email = bookstor@bw.edu
Online = [http://campusstore.bw.edu](http://campusstore.bw.edu)
Instagram – Twitter = @bwbookstore
Facebook = Baldwin Wallace Bookstore
**Dining Services**

The staff of Baldwin Wallace University Dining Services cordially invites you to experience all that we have to offer. Our award winning dining services presents a satisfying experience at a reasonable price. We pride ourselves on the fact that we are the only university in the Greater Cleveland metropolitan area operating its own food service. All items served in our dining halls are prepared daily in our kitchen and bakeshop.

**Dining Areas & Services**

**Union Dining Hall:**
- Monday-Thursday 7:00 AM - 8:00 PM
- Friday & Saturday 8:00 AM - 8:00 PM
- Sunday 9:00 AM - 8:00 PM

**Emma Lang Dining Hall:**
- (Located on north campus in the basement of the Emma Lang Hall)
- Monday-Thursday 7:15 AM - Midnight
- Friday 7:15 AM - 6:00 PM

**Colony Dining Room:**
- Monday-Friday 11:30 AM - 1:30 PM
- Sunday Dinner Buffet 12:00 PM - 2:30 PM

*Available for parties by reservation*

Our all you can eat buffet restaurant serves faculty, staff, students and the general public with gracious dining facilities. On Sunday, a one-price, complete dinner buffet with chef-carved meat and dessert bar is offered. Reservations are requested and can be made by calling 440-826-2411.

**Cybercafé:**
- Monday-Friday 8:00 AM - 11:00 PM
- Saturday & Sunday 10:00 AM - 11:00 PM

Located on the lower level of the Union, the Cybercafé is designed for students who wish to sit back and relax in the lounge, surf the net, play billiards or just to come and sip a cappuccino, a latte, tea, smoothies, milkshakes, or flavored coffee with a gourmet dessert.

**L.B.’s (CIG Cyber):**
- Monday - Friday 8:00 AM - 4:30 PM
- Saturday & Sunday Closed

Located in the Center for Innovation and Growth Building on North Campus, L.B.’s is an internet Café serving Starbucks specialties. It is a great place to meet your friends for breakfast or lunch.

**Take-Out:**
Our Take-Out Service is available to our whole Baldwin Wallace community. A wide array of delicious selections are on our Take-Out menu for you to make your choice. You will find our menu on the Dining Services section of Baldwin Wallace’s website.

**Catering:**
Dining Service catering is available for any occasion - birthday celebration, receptions, or a student organization event. Whatever you have in mind, we can meet your needs. Private parties may be arranged for special occasions from small groups of 20 to large banquets of 100 or more. Catering menus and more details are available by calling 440-826-2412.
**Buzzy’s Deli/General Store:**
Monday-Thursday 10:30 AM - Midnight
Friday 10:30 AM - 11:00 PM
Saturday-Sunday 11:00 AM - 11:00 PM

Buzzy’s Deli/General Store is located just outside the Union Dining Hall at the east end of the Union. You can use your Jacket Express ID Card to buy a delicious deli sandwich, cup of soup or food items such as juices, snacks, and canned or frozen foods, as well as shampoo, toothpaste, laundry detergent, paper products, etc.

**Vending:**
BW Dining Service provides a variety of vending machines that are managed through Pepsi and BW. They are conveniently located about campus and equipped with ID scanning devices allowing the use of Jacket Express ID cards. Contact Dining Service at 440-826-2412 with any problems, questions, or suggestions.

**Merchant Delivery Program:**
Domino’s (subject to change) takes orders by phone and deliver pizza, subs and beverages to RESIDENTIAL AND COMMUTER students on campus, or students may pick up their orders. Payment can be made with the Jacket Express ID card during the hours listed below. Each purchase must be signed for by the residential student placing the order and his/her picture ID must be shown to the delivery person or store cashier.
If any problems with payment, food quality, or service should arise, contact Dining Services.

Domino’s 440-891-0030
Boca Loca 216-659-8475

Hours for delivery to your residence hall:
Monday - Friday 7:00 PM - Close
Saturday & Sunday 11:00 AM - Close

**Job Opportunities:** Dining Service has jobs available for BW students (Work-Study or Non Work-Study). Whether you can work two or 20 hours per week, we probably can find a job that fits your schedule. Remember you receive a free meal while on duty. If you are interested, call 440-826-2412.

**Website:** The Dining Service Department can be found at: www.bw.edu/resources/foodsvc/.

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**THE OFFICE OF COMMUTER SERVICES (OCS)**

As part of the Division of Student Affairs the mission of the Office of Commuter Services (OCS) is to provide direct support to traditional and non-traditional undergraduate and graduate students who commute to the Baldwin Wallace campus. Our mission is achieved through programs and services that assist students in making connections to campus life and involvement opportunities.

Along with serving as a resource to students, The Office of Commuter Services (OCS) is responsible for advising the Commuter Activity Board (CAB) and the upkeep of the Commuter Lounge in Heritage Hall, 114 Tressel Street, Berea, Ohio, right across from the Durst Welcome Center. The Commuter Lounge is available to all commuting students and can be accessed with your Jacket Express card. The lounge is open every day from 6:00 AM to Midnight when classes are in session. Lounge amenities include lockers, a refrigerator, microwave, computers, and a Keurig machine (bring your own K-cups).

Additional services provided by our office include special events such as Commuter Appreciation Week, Commuter Coffee Hour, Dine and Dash, and Rally Before the Reign.
Department of Safety & Security

Recognizing the need to insure a safe environment for the entire BW Community, the Department of Safety and Security Services works closely with the Berea Police Department in patrolling our campus. Other functions include student escort services, vehicle lockout assists, and crime prevention programs.

Anyone needing assistance or wishing to report a possible crime should contact the Department of Safety and Security Services at 440-826-2000. Those not having an emergency can contact the department at 440-826-2336. If you are missing something and suspect that it has been stolen, report the item to the Department of Safety and Security Services and to your hall director if you are a residential student. Insurance companies require that a theft report also be filed promptly with the local police department.

Crime Reporting
During the academic year, the Department of Safety and Security produces a weekly media report summarizing criminal incidents that are reported to Safety and Security by a victim or by other involved parties. This report is submitted to The Exponent, BW’s student newspaper, and is published at the discretion of the editors. There is a log of these summarized incidents available for public review, located at Safety and Security.

The Division of Student Affairs, in conjunction with the Department of Safety and Security, will make timely warning reports to the campus community regarding certain crimes that represent a continuing threat to the campus community. In addition to being posted in public areas, this information may be distributed by campus mail and/or electronic mail as well as text messaging and other social messaging.

In accordance with the Campus Security Act, Baldwin Wallace University provides crime statistics, fire statistics and security information to current and prospective students and current and prospective employees. The Safety and Security Department serves as the “clearing house” in the gathering of crime data and judicial referrals from those with “significant responsibilities for students and campus activities.” Upon request, the Berea Police Department, the Berea Fire Department, the Cleveland Police Department, the Beachwood Police Department, the Cleveland Metroparks Ranger Department, and the “non-campus” facility administrators report pertinent criminal incident information, from the required geographical areas, to Baldwin Wallace University Safety and Security. All gathered criminal and referral information is then compared to minimize multiple postings for the same reported criminal incidents or arrests, and then incorporated in the annual Safety and Security brochure. This complete pamphlet can be viewed on the BW Web site by selecting Safety and Security under the offices tab. The complete address is: www.bw.edu/about/offices/safety-security/index. A printed copy of this brochure will be provided, upon request, by contacting Safety and Security at 440-826-2336. Printed copies are also available for pick-up at the offices of Safety and Security, Admission and Human Resources.

University Vans & Transportation
Eight, seven-passenger mini-vans are available to transport members of the BW community to and from various academic, cultural, social, and extracurricular events. Advance reservations are required. For reservations call the Purchasing Department at 440-826-2444. Priority is on a first come, first serve basis. You must be or have a driver who has been authorized and certified to drive a University vehicle. Certification is obtained by taking a van training class that is offered through the University. For more information about this class, call the Purchasing Department.

Student Activities Center (SAC)
This facility west of the Union provides a club-like atmosphere for entertainment programming on campus. It features a pulsating sound and dance light system, a large video projection screen and projector, and a 20’ X 30’ stage. Comedians, live bands, receptions, formal dances, and everything in between attract students to many all-campus events held at this facility. The SAC holds up to 200 people on the main floor and 100 on the upper level.

The SAC is available for recognized BW organization events seven days a week by reservation only. The SAC is managed and staffed by a BW student staff, so all reservations must be made at least two weeks prior to the event to allow for proper scheduling. You can schedule the SAC through Union Scheduling & Administration at 440-826-2351 or emailing union@bw.edu. Food arrangements are made through Dining Services 440-826-2412.
CULTURAL & DIVERSITY

Academic & Cultural Events Series (ACES)

ACES provides an opportunity for an enriched learning environment by co-sponsoring many programs of intellectual and cultural interest with academic departments and student organizations throughout the year. ACES also assists with the coordination of special interest programs (i.e. Dr. Martin Luther King, Jr. Celebration Week, Enduring Questions Lecture Series, Hispanic Heritage Month, Black History Month), as well as presentations in the performing arts (music, dance, drama).

Furthermore, ACES collaborates with other offices, student organizations, and community area representatives in providing exciting, educational, and enriching events. Of particular note is our World Music Series, which focuses on globally diverse music and artists from literally around the world. The various art forms we present encompass unique instrumentation, vibrant cultural practices and traditions, and the highest in artistic quality.

All ACES events are open to the entire BW community and usually to the general public. Additionally, ACES is always looking for volunteers to help with ushering at events, hosting guests and speakers, and promoting our events on campus and in the community. With ACES, you always have a winning hand!

The Office of Diversity Affairs & Multicultural Student Services

The Office of Diversity Affairs is located in the President’s Office in the Bonds Administration building. This area of University life is fundamentally designed to move the institution forward in a variety of ways related to inclusive excellence. In collaboration with existing offices and organizations, Diversity Affairs works to promote systemic change by increasing social interactions and developing diversity and leadership training. Diversity Affairs along with

The Office of Multicultural Student Services (MSS), offers educational and social programming aimed at the personal development, retention, and success of its students. To that end, MSS works directly with a number of diverse student organizations on campus. Our objective is to help create an inclusive and welcoming environment for the entire BW community.

Explore diversity on the Baldwin Wallace campus through a variety of opportunities found in classrooms, clubs and organizations or on varsity and intramural athletic fields. Just a brief look at the services provided…

Diversity Affairs:
- Affinity Groups
- Diversity Talks
- Discrimination Complaint Resolution (Including Sexual Misconduct)
- Internships/volunteer opportunities
- Special Programming
- Upward Bound
- Voices of Praise

Multicultural Student Services:
- Black Cultural Center
- Cultural/Diversity Student Organizations
- Heritage Month Programming
- Intercultural Programming
- Internships/Student Employment
- Jacket Link Bridge Program
Multicultural Student Services continued:

- Multicultural Student Leadership Retreats (Fall/Spring)
- Multicultural Student Services Welcome Luncheon
- Student Conference opportunities
- The Obie Bender Multicultural Awards

Through continuing efforts to strengthen the Baldwin Wallace Community, we celebrate our heritage, acknowledge our challenges and promote a community structure that reflects diversity within a multicultural and intercultural world.

For more Information, visit us online and learn more:
https://www.bw.edu/student-life/services/multicultural/
https://my.bw.edu/Campus-Life/Your-Campus/Diversity/Pages/default.aspx
Health & Wellness

Health and Counseling Services is located at 207 Beech Street (across from the Recreation Center parking lot). All currently enrolled students are eligible for services.

Center for Alcohol & Related-Issues Education (C.A.R.E.)

CARE was established as a result of a federal grant awarded to BW in September 1993 by the Fund for the Improvement of Post-Secondary Education (FIPSE). The Center for Alcohol & Related-Issues Education is a student-driven resource at Baldwin Wallace that has a primary focus on reducing danger and high-risk behavior associated with alcohol.

CARE provides the resources and creates an environment in which students can learn the necessary tools to take responsibility for their personal growth and development. Our mission is to plan, implement, and promote educational activities that encourage the health and well-being of our students. It oversees two student organizations that fulfill the mission of CARE.

BWise (BW Informed Student Educators) is a peer education organization that engages students in fun educational activities that assist them in making informed decisions about personal wellness. HPGB (Health Promotions Grant Board) is a student led organization that oversees distribution of University funds to a variety of student organizations requesting funding for healthy social and educational events. Students interested in promoting wellness and responsible choices are encouraged to apply for positions. Visit http://www.bw.edu/stulife/care/organizations/ for more information.

Health Services

Health Center hours are: Monday through Thursday from 9:00 AM to 6:00 PM and Friday from 9:00 AM to 5:00 PM. For more information, call 440-826-2178.

Services offered by the Health Center include nursing and medical care for illness and injury and laboratory services. Also provided are contraceptive counseling, pregnancy testing, gynecological services and sexually transmitted infection information/testing/counseling. Health education on a wide range of topics is also available.

Most services are without charge or have a minimal charge. Medicines and laboratory work are charged at cost. Medical records kept at the health center are completely confidential. No information is released without student written consent. Records are retained for seven years from graduation or the date of the last visit. Health Services does not provide written excuses or verbal verification for missed classes.

Counseling Services

Counseling Services appointments are available Monday through Thursday from 9:00 AM to 8:00 PM and Fridays from 9:00 AM to 5:00 PM. Counseling Services appointments can be made by calling 440-826-2180 or stopping in the office. Students can be seen for emergency situations Monday through Friday 9:00 AM to 4:00 PM. We are located in the Health Center building at 207 Beech Street.

The Counseling Center is a place on campus where you can come and talk openly and confidentially about anything that is on your mind. Counselors are available to help you sort through personal and interpersonal concerns. The Counseling Center is staffed by two full-time licensed psychologists, one full-time licensed mental health counselor, two part-time licensed mental health professionals, a part-time psychiatrist and four to five graduate student trainees. Psychiatric services are available for a small fee, and require a referral from a counseling center staff person.

The Counseling Center also offers psycho-educational workshops and group counseling to help students get the most out of their university experience. Workshops focus on topics such as stress reduction, assertiveness, eating problems, and relationships.

If a student wishes or needs to obtain services in the community, staff members can make referrals to an extensive network of public and private mental health and human service agencies. For more information about the services offered at the counseling center and links to information on mental health topics, see our information on the BW Student portal: https://my.bw.edu/Campus-Life/Your-Campus/Counseling/Pages/default.aspx.
STUDENT INVOLVEMENT

THE STUDENT LIFE CENTER - THE HUB OF CAMPUS INVOLVEMENT

The Student Life Center (SLC), located on the second floor of the Union (Strosacker Hall), provides many opportunities to get involved. The Office of Student Activities, the Office of Fraternity and Sorority Life, New Student Orientation, and Leadership Programs all comprise the SLC. For more information on any of the following, contact the SLC at 440-826-2356 or stulife@bw.edu.

LEADERSHIP PROGRAMS

Leadership development is integral to a student’s college experience and overall educational process. Leadership Programs offers a variety of leadership development opportunities designed to assist students to identify and develop their leadership path. Take advantage by attending the Emerging Leaders Retreat (an overnight, 2 day immersive leadership experience), participate in the leadership student organization, STRIVE, take a moment each week to engage in LeadershipXpress hosted weekly in the Union Lobby, or engage in the many other leadership development events hosted throughout the year.

STUDENT ORGANIZATIONS

Getting Involved
Baldwin Wallace University offers over 90 campus clubs and organizations for student involvement. A complete list of recognized student organizations, including a brief description of their mission and contact information for each group, can be found on the Clubs and Organizations page on myBW.

Contact the Office of Student Activities, at 440-826-2356 or stuact@bw.edu, if you need information on how to become involved in any of the student organizations at Baldwin Wallace University.

The Office of Student Activities

The Office of Student Activities encourages the growth and development of Baldwin Wallace students by providing opportunities for involvement, leadership, fun and success through leadership retreats, clubs, and organizations.

The Office of Student Activities works with all student organizations, providing resources, guidance and support. Office staff members directly advise Campus Entertainment Productions (CEP), Night On The Town (N.O.T.T.), the Senior Class (responsible for end-of-year class celebration), the Sophomore Class (responsible for Homecoming festivities), the Student Giving Council (SGC) and Student Government.

Questions concerning policies and procedures of the University relating to student organizations or any type of programming should be directed to the Office of Student Activities at (440) 826-2356 or stuact@bw.edu. All student organizations remain under the general auspices of the University and are subject to all rules and regulations of the institution as well as local, state, and national law.
The Office of Fraternity and Sorority Life

The Office of Fraternity and Sorority Life provides opportunities for students to participate in community service, excel in academics, connect socially with BW’s campus and develop leadership skills through involvement in fraternal organizations. The office provides resources and leadership development opportunities for members of sororities and fraternities, and advises the chapters and councils.

The Mission of the Office of Fraternity and Sorority Life

The mission of the Office of Fraternity and Sorority Life is to encourage the growth and development of Baldwin Wallace University students by providing leadership development, support, and resources for members and leaders of the fraternity and sorority community. The Coordinator and the Graduate Assistants in the Office of Fraternity and Sorority Life serve as advisors, programmers, mentors, resource persons, and administrators.

If you have questions about Fraternity and Sorority Life or joining a fraternity or sorority, call the Office of Fraternity and Sorority Life at 440-826-2356 or stop by the Student Life Center on the second floor of the Strosacker Union.

Fraternities and Sororities have been traditionally active as centers of social life and community for many Baldwin Wallace students. The Fraternity and Sorority Community strives for high scholarship, service, and a sense of brother/sisterhood. Five National Panhellenic Conference (NPC) sororities and five North-American Interfraternity Conference (NIC) fraternities are currently active on campus. The Baldwin Wallace University Office of Fraternity and Sorority Life also has agreements with the National Pan-Hellenic Council, Inc. (NPHC) organizations that are city-wide chapters as well.

COUNCILS

Greek Council
Presidents: Lia French & Garrett Drake
Advisor: Devin Basile 440-826-2356

Greek Council is a programming organization that works with all of the campus sororities and fraternities to promote fraternal unity. It consists of the leadership of IFC and CPC. This council hosts programs during Week of Welcome (W.O.W), Fraternity & Sorority Life 101 (New Member Workshop), FSL Week, professional speakers, Student Life & Leadership Awards, the Fraternity/Sorority Judicial Board (FSJB), and other Fraternity & Sorority Life social and educational programs and events.

Interfraternity Council (IFC)
President: Garrett Drake
Advisor: Mattie Smyth 440-826-8115

The Interfraternity Council (IFC) is the governing body of the five NIC fraternities on campus. The IFC is affiliated with the North-American Interfraternity Conference (NIC), which is an organization that represents 66 men's fraternities across the United States. The IFC is responsible for communication between all chapters, as well as coordinating recruitment, service, and leadership events specifically for the fraternity community; including activities and events relating to the Five Pillars of Fraternity & Sorority Life. Primary Recruitment typically happens in mid-September. If you have any questions or want to learn more about joining, please contact an IFC Officer or advisor.
**Collegiate Panhellenic Council (CPC)**
President: Lia French  
Advisor: Craig Rowley 440-826-8118

The Collegiate Panhellenic Council (CPC) is the governing body of the five NPC sororities on campus. Each CPC chapter is a member of the National Panhellenic Conference (NPC) which is an organization representing 26 women’s organizations. The CPC discusses current issues, coordinates Primary Recruitment, and hosts service projects and workshops for its community. Primary Recruitment typically happens in late September. If you have any questions or want to learn more about joining, please contact a CPC Officer, advisor, or Rho Gamma.

**Order of Omega / Gamma Sigma Alpha / Fraternal Values Society**
Order of Omega, Gamma Sigma Alpha and the Fraternal Values Society are honorary groups that recognize fraternity and sorority students for their achievements and passions. Order of Omega recognizes fraternity and sorority members for leadership, scholarship, and service to their individual chapter as well as the FSL community. Gamma Sigma Alpha recognizes scholarly achievement. The Fraternal Values Society (FVS) exists to further the values conversation on campus and engage the fraternity and sorority community in critical conversations about how their actions impact their lives on a daily basis.

**Fraternities (NIC/IFC)**

<table>
<thead>
<tr>
<th>Fraternity</th>
<th>President</th>
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<tr>
<td>Alpha Sigma Phi</td>
<td>Alex Theofylaktos</td>
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<tr>
<td>Lambda Chi Alpha</td>
<td>Paul Peters</td>
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<tr>
<td>Pi Lambda Phi</td>
<td>Kevin Kaufhold</td>
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<tr>
<td>Sigma Phi Epsilon</td>
<td>D’Angelo Sanders</td>
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<tr>
<td>Phi Kappa Tau</td>
<td>James (Jimmy) Marousek</td>
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**Sororities (NPC/CPC)**

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<tr>
<th>Sorority</th>
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<tr>
<td>Alpha Gamma Delta</td>
<td>Stephanie Langenfeld</td>
</tr>
<tr>
<td>Alpha Phi</td>
<td>Francesca (Frankie) Haupricht</td>
</tr>
<tr>
<td>Delta Zeta</td>
<td>Karly Alexander</td>
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<tr>
<td>Zeta Tau Alpha</td>
<td>Kera Brady</td>
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<tr>
<td>Phi Mu</td>
<td>Cara Rinaldi</td>
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**NPHC, Inc. Groups**
Recognized on Baldwin Wallace’s campus

**Fraternities**

<table>
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<tr>
<th>Fraternity</th>
<th>BW Contact</th>
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<tr>
<td>Alpha Phi Alpha, Fraternity, Inc.</td>
<td>Office of Fraternity/Sorority Life</td>
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<tr>
<td>Kappa Alpha Psi, Fraternity, Inc.</td>
<td>Office of Fraternity/Sorority Life</td>
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**Sororities**

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<th>Sorority</th>
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<tr>
<td>Alpha Kappa Alpha</td>
<td>Office of Fraternity/Sorority Life</td>
</tr>
<tr>
<td>Delta Sigma Theta, Sorority, Inc.</td>
<td>Office of Fraternity/Sorority Life</td>
</tr>
</tbody>
</table>
The Brain Center for Community Engagement seeks to uphold the University’s mission of empowering students to become contributing, compassionate citizens of an increasingly global society. Through a student-centered leadership model rooted in social change, we catalyze community engagement among students, staff, faculty, and alumni. Find us on MyBW by searching Community Engagement!

SIGNATURE PROGRAMS

- **Weekly Service opportunities** – weekly programs allow BW students to explore service opportunities on a one-time or on-going basis. Volunteer with our Juvenile Justice program, hot meal program, serve women and children experiencing homelessness and other individuals served by our Weekly Program community partners.

- **Alternative Break trips** – travel, learn and serve with a group of BW students during your Thanksgiving, Winter, Spring or Summer break! All trips focus on diverse social justice topics and provide tools for students to become active citizens. Plus, fulfill your Experiential Learning graduation requirement with Alternative Breaks!

- **Saturday of Service events** – held each semester this is a great way to make a big impact in a short amount of time!

- **The Campus Kitchen at BW** – this student-led program recovers food from local grocers and restaurants in order to reduce food waste and prepare healthy meals for community partners. Sign up to volunteer in the kitchen or delivering meals to our partner sites! Sign up at our Brain Center MyBW page!

- **Project Affinity Summer Immersion** - our off-campus summer living-learning community service experience offered at BW’s Archwood House in Cleveland’s Brooklyn Centre neighborhood. Watch for applications in the Spring!

- **Brain Student Fellowship** – a 1 year civic leadership program focused on social change, participants study social change theory and implement their own social change project. Applications out in Spring Semester.

- **Special Projects** - including an annual Gift Drive and Martin Luther King Jr. Day of Learning.

- **Peace Corps Prep** – are you considering applying for the Peace Corps or doing international development work? Meet with us to explore how Peace Corps Prep can prepare you!

- **Urban Semester Program** - a 1 semester living-learning program where students live and take classes at the BW-owned Archwood House in Cleveland, OH, engage in a non-profit internship, and earn an Urban Studies Minor during the semester. Offered again Spring semester 2018!

SERVICE-LEARNING COURSES

Service-Learning courses combine community service with academic studies and bring learning to life! Look for classes with an “S” Designation. Plus, taking 2 “S” designated courses will fulfill your Experiential Learning graduation requirement!

STUDENT-LED COMMUNITY ENGAGEMENT

All Brain Center programs are initiated, designed, and led by BW students. Our student leadership team is made up of thirty five undergraduate students from a variety of majors. This leadership team coordinates the weekly service programs, mentoring programs, immersion programs, service trips and more!

“Act as if what you do makes a difference. It Does.”
**Student Media & Communications**

**BW TV**
BW TV strives to provide student participants with knowledge, experience and networking in the field of broadcasting.

**Exponent Campus Media**
*The Exponent* (open to anyone interested) works to keep BW up-to-date with campus, local, state, national and international news and happenings, through the printing of a newspaper. For more information contact exponent@bw.edu.

**The Mill Literary Magazine**
The Mill, BW's annual literary and art magazine, aims to showcase the creativity of the entire student body by accepting submissions of poetry, short stories, novel and drama excerpts, creative non-fiction, artwork and photography (guidelines for submissions are available each fall). Call 440-826-2199 for more information.

**WBWC 88.3 FM**
WBWC-FM is the student-operated, non-commercial music, educational broadcast facility of BW that provides public service and entertainment programming for student and community listeners of all ages, interests and musical tastes, reaching seven counties in Ohio. Call 440-826-2145 for more information, or 440-826-2187 to request your favorite song. For more information contact gm@wbwc.com and visit their website at www.wbwc.com.
STUDENT GOVERNMENT

Student Body President:
Kevin Kaufhold
kkaufhol14@mail.bw.edu

Student Body Vice President:
Olivia Murphy
omurphy14@mail.bw.edu

Student Body Treasurer:
Andrew Bianco
sentreas@bw.edu

Chief Justice of Supreme Court:
TBD
Contact SB President Kaufhold

Student Senate President:
Andrew Henthorn
senpres@mail.bw.edu

Student Senate President Pro Tempore:
Jack Gerber
senate@bw.edu

Student Government Administrative Advisor:
Ms. Jaime Yager
jyager@bw.edu

Student Government Faculty Advisor:
Dr. Jaimy Dyer
jmdyer@bw.edu

Legislative Branch
Student Senate is the official representative body of the students of Baldwin Wallace University. The Senate meets every Tuesday, at 6:30 PM, in chambers located on the lower level of the Union. All Senate meetings are open, and all students are welcome to attend. Senators meet regularly with University administrators and faculty to represent and express the opinions of the student body in matters affecting student life and to establish and fund official student organizations. Senate elections take place once per semester, while appointments can take place during the academic year when there is a vacancy. Any BW student in good standing, with a cumulative GPA of 2.7 or higher, is eligible to run for a Senate seat.

Executive Branch
The President and Vice President of the student body head the Executive Branch of Student Government. Both the President and Vice President work closely with the Senate to express the student body’s views to University faculty and administration. Elections for student body officers occur once a year in February. Candidates for both offices run together. Students in good standing with junior status and a minimum cumulative GPA of 2.8 are eligible to be President; those in good standing with sophomore status and a minimum cumulative GPA of 2.8 are eligible to run for Vice President. The Student Government Executive Branch acts as a liaison between students and administrators of the University. Students are encouraged to stop by the Executive offices located in the lower level of the Union.

Judicial Branch
The Student Supreme Court of the student body makes up the Judicial Branch of the Student Government. It hears cases pertaining to Student Government and the clubs it funds. They also advocate for students’ rights on campus. Occasionally seats on the court are open for joint appointment by the Student Body President and Student Senate President. For more information, contact the Student Body President.

Students interested in learning more about Student Government can visit the governing body’s myBW site or contact the Student Senate President (senpres@mail.bw.edu).
CLASS OFFICERS

All class officers are elected by their respective classes. The officers help in planning various events on campus and serve as Giving Ambassadors with the Student Giving Council (SGC) which works to educate the campus about philanthropy and to raise money for YJ 4th Year Scholarship, which offers financial assistance to BW seniors in need so they can finish their education as a BW Yellow Jacket.

Senior Class
The Senior Class Officers plan the annual Senior Class Celebration, an end-of-the-year dinner/dance, and serve as Giving Ambassadors with the Student Giving Council (SGC).

2017-18 Senior Class Officers:
-President: Andrew Bianco
-Vice President: Olivia Murphy
-Secretary: Cassidy Knauff
-Treasurer: Mara Mignogna
-Advisor: Jaime Yager, 440-826-2356

Junior Class
The Junior Class Officers plan and organize the competition events, which include human pyramid building, obstacle course, tricycle race and tug-o-war, for the annual April Reign Weekend. The Junior Class Officers also serve as Giving Ambassadors with the Student Giving Council (SGC).

2017-18 Junior Class Officers:
-President: Joshua Gunter
-Vice President: Tyler Nugent
-Secretary: Morgan Gilbert
-Treasurer: TBD
-Advisor: Seth Newell, 440-826-2356

Sophomore Class
The Sophomore Class Officers plan several events for the annual Homecoming Weekend. Such events include the election of a Homecoming King and Queen and a Jacket Prince and Princess, a pep rally, and parade. The Sophomore Class Officers also serve as Giving Ambassadors with the Student Giving Council (SGC).

2017-18 Sophomore Class Officers:
-President: Ryan Simmons
-Vice President: Faith Sloop
-Secretary: April Walter
-Treasurer: Klementyna Pozniak
-Advisor: Jaime Yager, 440-826-2356
Lou Higgins Recreation Center

Fitness & Recreation
The Lou Higgins Recreation Center is a multipurpose health, physical education, athletic, dance, and recreation complex. Recreational facilities consist of: a fitness room, jogging track, swimming pool, weight room, racquetball courts, and multipurpose court area on which basketball, volleyball, tennis, and badminton may be played. There is also a multi-purpose room where aerobic and fitness classes are held.

Updated information regarding facility usage and hours, intramurals, club sports, and racquetball court sign-ups may be obtained in the main lobby display case, at the information desk in the main lobby, or by calling 440-826-2286.

Intramurals
The intramural program at Baldwin Wallace University is a segment of the Recreational Sports & Services Department which provides the opportunity for students to participate in the activities offered, provided they comply with the specific rules of eligibility. An intramural sports handbook/calendar is printed each academic year with all the rules and regulations governing participation. These are located at the entrance in the main lobby.

2017-18 Intramurals:
Flag Football, Corn Hole, Volleyball, Beach Volleyball, Disc Golf, Basketball, 3 on 3 Basketball, 3 Point Contest, Ultimate Frisbee, Dodge ball, Racquetball, Soccer Tennis, Indoor Soccer, Billiards, Kickball, & Pickleball

Four Sports with a 4-Week Regular Season and Playoffs:
Flag Football, Volleyball, Basketball, and Indoor Soccer

Sport Clubs
The Sports Clubs are open to any Baldwin Wallace University student with an interest in one of our offered clubs. The Sports Clubs include: archery, crew, cheerleaders, outdoor adventures, racquetball, ski, indoor soccer, and volleyball. These clubs often offer extramural competition as well as off-campus activities. They are fun and place an emphasis on lifetime fitness activities. Sports Clubs that have Olympic sports status, based on their demonstration of organization and consistency, are cheerleaders, racquetball, and volleyball. These are programs that have coaches, required practices, and have scheduled competition in conference events.

Leisure Recreation Programs
Recreational Sports & Services offers a variety of aerobic activities including water and land classes. We also offer a Century Club program which is geared toward individual exercise. The goal is to achieve 100 exercise miles during the course of one semester using a variety of activities. Information and schedules are located in the display case in the main lobby.

Outdoor Recreation Programs
Our outdoor recreation programs are designed to offer a variety of outdoor activities such as camping, horseback riding, whitewater rafting, skiing, sailing, snorkeling, scuba diving, and other outdoor adventures.
Founded in 1899 by organist and Bach scholar Albert Riemenschneider, the Baldwin Wallace Conservatory of Music is nationally known for its professional music program enhanced by a liberal arts curriculum. The Conservatory hosts over 200 concerts and recitals each year. From September to May, ensembles, faculty members and students perform weekly in four different concert venues. Large concerts take place in Gamble Auditorium in the Kulas Musical Arts Building at 96 Front Street. Most concerts are free. All BW students are encouraged to attend and enjoy live music of exceptional quality. Concert listings can be found on the Conservatory web page at http://www.bw.edu/academics/conservatory/events/.

Non-Conservatory majors who are qualified musicians are encouraged to audition for an instrumental or vocal ensemble in the Conservatory. Ensembles can be taken for academic credit (except for Men’s Chorus, which is a Community Music School ensemble) or audited. The groups include:

- BW Singers
- Motet Choir
- University Choir
- Treble Choir
- Men’s Chorus
- Symphonic Band
- Symphony Orchestra
- Symphonic Wind Ensemble
- Brass Choir
- Percussion Ensemble
- Jazz Ensemble
- Jazztet

Interested students may audition at the beginning of the fall semester. Call 440-826-2369 for audition information (440-826-2365 for Men’s Chorus).

The Conservatory offers a number of courses designed specifically for the non-music major. All courses with the MUL prefix require no previous musical experience. For-credit private lessons with Conservatory faculty are available for non-music majors by audition only as staffing permits; they require an additional tuition fee. Call 440-826-2369 for further information. Non-credit private lessons and group classes are available for a fee through the Conservatory’s Community Music School. Qualified instructors in voice, instrumental music, and piano teach weekly in Kulas and BMAC. Please call 440-826-2365 for more information.
2017-2018
STUDENT CODE OF CONDUCT

Statement of Student Responsibility

Baldwin Wallace University based in the traditions of the United Methodist Church, “is a community committed to the learning and growth of students” (Baldwin-Wallace College, 1996-98 Catalog, p. 1). As a church-related university, Baldwin Wallace strives to maintain the highest standards of study and conduct and anticipates that each student will assist in this endeavor.

The University expects high moral and ethical conduct of its students. All students, faculty and staff members share the responsibility of maintaining this high level of behavior. When students are admitted to Baldwin Wallace University, it is assumed that they are aware of the established University policies and are endowed with a high level of responsibility for their personal behavior, as well as for the University.

The Baldwin Wallace University Community is committed to fostering a campus environment that is conducive to academic inquiry, productive campus life, and thoughtful study and discourse. A community exists on the basis of shared values and principles. At Baldwin Wallace University, student members of the community are expected to uphold and abide by certain standards of conduct that form the basis of the Student Code of Conduct. These standards are embodied within a set of core values that include integrity, fairness, respect, community and responsibility. When members of the community fail to exemplify these values, campus conduct proceedings are used to assert and uphold the Student Code of Conduct.

Philosophy

The student conduct process at Baldwin Wallace University is not intended to only punish or discipline students. Rather, it exists to protect the interests of the community, and to challenge those whose behavior is not in accordance with our core values. Sanctions are intended to challenge students’ moral and ethical decision-making and to help them bring their behavior into accord with our community values. When a student is unable to conform his/her behavior to community expectations, the student conduct process may determine that he/she should no longer share in the privilege of participating in this community. Students should be aware that the student conduct process is quite different from criminal and civil court proceedings. Procedures and rights in student conduct proceedings are conducted with fairness to all, but do not include the same protections of due process afforded by the courts.

Definitions

1. The term “University” means Baldwin Wallace University.

2. The term “student” includes all persons enrolled at and/or taking courses at the University, both full-time and part-time, pursuing undergraduate, graduate or professional studies.

3. The phrase “faculty member” means any person hired by the University to conduct classroom activities.

4. The phrase “University authority or official” includes any person employed by the University who performs assigned administrative or professional responsibilities.

5. The phrase “member of the University Community” includes any person who is a student, faculty member, University official, or any other person employed by the University.

6. The phrase “University property or premises” includes all land, buildings, facilities, and other property in the possession of or owned, used or controlled by the University (including adjacent streets and sidewalks).
7. The phrase “Residence Hall” includes all University owned and/or operated student housing facilities.

8. The term “organization” means any number of persons who have complied with the formal registration requirements of the University.

9. The phrase “conduct body” means any person or persons authorized by the Director of Student Conduct to determine whether a student has violated the Student Code of Conduct.

10. The phrase “Director of Student Conduct” means a University official authorized by the Vice President of Student Affairs and Dean of Students to administer the Student Code of Conduct.

11. The “Vice President of Student Affairs and Dean of Students” is that person designated by the President of Baldwin Wallace University to be ultimately responsible for the administration of the Student Code of Conduct.

12. The term “policy” is defined as the written rules of the University as found in, but not limited to, the Student Code of Conduct, graduate/undergraduate catalogs and the Student Handbook.

13. The term “procedures” means a series of steps followed in a regular definite order.

14. The phrase “Student Code of Conduct” refers to the written policies and procedures that guide student behavior at the University.

15. The phrase “in good standing” means that the student is making satisfactory progress toward the completion of their degree requirements and the student is not on probation.

**Authority of the Director of Student Conduct**

1. The Director of Student Conduct will meet with the accused student to discuss the alleged violation(s), review the complaint with the accused student, inform the accused student of any options that may be available, and engage in an informal hearing of the violation, if possible.

2. The Director of Student Conduct will oversee the formation and composition of all conduct bodies as well as determine which conduct body will be authorized to hear each complaint.

3. The Director of Student Conduct will develop policies for the administration of the conduct system and procedural rules for the conduct of hearings, which are not inconsistent with provisions of the Student Code of Conduct.

4. The Director of Student Conduct will design and implement training sessions on a regular basis for all participants in the administration of the conduct system.

5. Decisions made by a conduct body will be implemented pending the normal appeal process.

6. Following a student’s violation of the Student Code of Conduct, the Director of Student Conduct may, if appropriate, confidentially notify university official(s) of the sanctions imposed in order to obtain educational support for the student.

7. The President of the University is ultimately responsible for the implementation of the Student Code of Conduct. The President designates the Vice President of Student Affairs and Dean of Students as the administrator of the Code. Thereafter, the Vice President of Student Affairs and Dean of Students appoints the Director of Student Conduct as the day-to-day manager of the Code.

8. The Director of Student Conduct will report to the Vice President of Student Affairs and Dean of Students on a regular basis regarding the administration of the Student Code of Conduct.
9. Should a situation arise whereby the Director of Student Conduct is unable to perform his/her duties, the Vice President of Student Affairs and Dean of Students will select and appoint a person to serve with or in the place of the Director of Student Conduct.

Expectations for Student Conduct

A. Jurisdiction over Student Conduct

The Student Code of Conduct is maintained online for all students. Students are charged with the responsibility of having read, and agreeing to abide by, the provisions of the Student Code of Conduct and the authority of the student conduct process. The Student Code of Conduct and the student conduct process apply to the conduct of individual students and University-affiliated student organizations. Because the Student Code of Conduct is based on shared values, it sets a range of expectations for the Baldwin Wallace University student no matter where or when their conduct may take place. Therefore, the Student Code of Conduct will apply to behaviors that take place on the campus, at University-sponsored events, and may also apply off-campus, when the administration determines that the off-campus conduct affects a substantial University interest. A substantial University interest is defined to include:

- Any action that constitutes a criminal offense as defined by Ohio law. This includes repeat violations of any local, state or federal law committed in the municipality where the University is located.
- Any situation where it appears that the student may present a danger or threat to the health or safety of him/herself or others.
- 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.
- Any situation that is detrimental to the educational interests of the University.

The Student Code of Conduct may be applied to conduct that takes place during the time a person is enrolled as a student, including during intra-semester breaks and between semesters. Further, the Student Code of Conduct applies to guests of community members, whose host(s) may be held accountable for the misconduct of their guests. Visitors to and guests of Baldwin Wallace University are also protected by the Student Code of Conduct, and may initiate grievances for violations of the Student Code of Conduct committed by members of the Baldwin Wallace University community against them. Baldwin Wallace University may also extend its jurisdiction to misconduct that occurs prior to, but is not reported until after the graduation of the offending student, as long as the misconduct is reported within six months of its occurrence. Otherwise, there is no time limit on reporting of violations of the Student Code of Conduct, as long as the offending student is still enrolled at Baldwin Wallace University. However, the longer someone waits to report an offense, the harder it becomes for Baldwin Wallace University to obtain evidence and witness statements, and to make a determination regarding alleged violations. Those who are aware of misconduct are encouraged to report it as quickly as possible to the Office of Student Conduct and/or Safety and Security.

Violations of Law

Violations of federal, state and local laws are incorporated as offenses under the Student Code of Conduct. When an offense occurs over which the University has jurisdiction, the University conduct process will usually go forward notwithstanding any criminal complaint that may arise from the same incident. Should a student withdraw from the University when a criminal complaint is made, it is the typical practice of the University to pursue investigation and resolution of campus conduct matters, regardless of the fact that the student has withdrawn.

When a student is accused, arrested, charged or indicted for a violent or drug-related off-campus crime or another offense of concern, the University may elect to take action against that student for violation of the Student Code of Conduct, which incorporates violation of local, state and federal laws as code infractions.
When it has reasonable cause to separate a student from the community, the University may suspend a student for a reasonable time pending the scheduling of a campus hearing for violation of the Student Code of Conduct. The University reserves the right to exercise its authority of interim suspension upon notification that a student is facing criminal investigation and/or complaint. The University will permit a student who receives an interim suspension to request a meeting with the Vice President of Student Affairs and Dean of Students to show cause why an interim suspension is not merited. Regardless of the outcome of this meeting, the University may still proceed with the scheduling of a campus hearing.

When criminal charges are pending, the University may be delayed or prevented from conducting its own investigation, and moving forward with a campus hearing. In such an instance, the University will delay its hearing until it can complete an internal investigation, or obtain from law enforcement sufficient information upon which to proceed.

It may be in the best interests of students accused of crimes to withdraw from the University until the criminal charges are resolved. The University has a procedure for voluntary withdrawals under the following conditions. If the alleged victim of the crime is a student, the alleged victim must approve of the withdrawal and delay of the hearing. The accused student must comply with any and all campus efforts at investigation that will not prejudice their defense in the criminal trial, and the accused student must agree that in order to be re-instated to active student status, they must first be subject to and fully cooperative with a campus hearing, and must comply with any sanctions that are administered.

**Special Provisions**

1. In most circumstances, Baldwin Wallace University will treat attempts to commit any of the violations listed in the Student Code of Conduct as if those attempts had been completed.

2. As necessary, Baldwin Wallace University reserves the right to initiate a complaint, to serve as complainant, and to initiate conduct proceedings without a formal complaint by the victim of misconduct.

3. Baldwin Wallace University will not tolerate intentional false reporting of incidents. It is a violation of the Student Code of Conduct to make an intentionally false report of any policy violation, and it may also violate state criminal statutes and civil defamation laws.

4. When members of groups, individuals acting collusively, or members of an organization act in concert in violation of any policy, they may be held accountable as a group, and a hearing may proceed against the group as joint accused students.

5. Good Samaritan Policy: The Baldwin Wallace University Community encourages the reporting of crimes by victims to University officials and, if appropriate, law enforcement authorities. Sometimes, victims are hesitant to report to University officials because they fear that they themselves may be accused of policy violations, such as underage drinking at the time of the incident. It is in the best interests of this community that as many victims as possible choose to report to University officials. To encourage reporting, Baldwin Wallace University pursues a policy of offering victims of crimes immunity from policy violations related to the incident.

6. The welfare of members of our community is of paramount importance. At times, community members on and off-campus may need assistance. Baldwin Wallace University encourages you to offer help and assistance to others in need. Sometimes, you may be hesitant to offer assistance to others, for fear that you may get into trouble (for example, a student who has been drinking underage might hesitate to help take a sexual misconduct victim to the Residence Life staff or Safety and Security). Baldwin Wallace University pursues a policy of limited immunity for those who offer help to others in need. While policy violations cannot be overlooked, the University will provide educational options, rather than sanctions, to those who offer their assistance to others in need.
B. Standards of Student Conduct: Rules

These rules apply to all students, undergraduate, professional and graduate. Any student found to have committed the following misconduct is subject to the sanctions outlined in Section H. Unacceptable conduct includes, but is not limited to, the following:

**Integrity**

Students are expected to exemplify honesty, integrity and a respect for truth in all of their dealings. Behavior that demonstrates a lapse of integrity includes, but is not limited to:

1. Knowingly furnishing false, falsified, or forged information to any member of the University Community, such as falsification or misuse of documents, accounts, records, identification or financial instruments;
2. Acts of academic dishonesty as outlined in the Academic Honesty policy;
3. Unauthorized possession, duplication, or use of means of access (keys, cards, etc.) to any University building;
4. Action or inaction by someone in collusion with a wrongdoer which fails to discourage a known and obvious violation of University policy or law.
5. Violations of positions of trust or authority within the community;
6. Tampering with the election of any University recognized student organization.

**Community**

Behavior that violates this value includes, but is not limited to:

1. Misuse of access privileges to University premises or unauthorized entry to or use of buildings, including trespass;
2. Misuse or unauthorized use of University or organizational names and images;
3. Knowingly taking possession of stolen property;
4. Intentional and unauthorized taking of the property of the University or personal property of a member of the University Community which is on campus;
5. Intentional and unauthorized destruction or damage to University property or to the property of another;
6. Misuse of University computing facilities, equipment, network, passwords, accounts or information. Students who connect their personal computers to the campus network will be held responsible for any violation of this policy that originates from that computer. Examples of misuse include:
   a. Use of computing facilities to send harassing or abusive messages;
   b. Use of computing facilities to interfere with the work of other community members;
   c. Unauthorized access to a file or personal or group account;
   d. Use of computing facilities to interfere with normal operation of the University computer system; Anonymous or forged network news articles or E-mail messages; Disk usage over the allotted limit without prior approval; Unauthorized transfer of a file; Unauthorized use of another individual’s identification and password.
7. Gambling;

8. Possession (including storage in personal vehicles) of firearms, explosives, other weapons (including, but not limited to BB/pellet guns, slingshots, and sharp edged instruments, such as hatchets when used as weapons), or dangerous chemicals while on campus, unless properly authorized.

9. Violation of state, local, or campus fire policies, including:
   a. Failure to evacuate a University-owned building during a fire alarm;
   b. Improper use of University fire safety equipment;
   c. Tampering with or improperly engaging a fire alarm in a University building.

**Fairness**

Behavior that violates this value includes, but is not limited to:

1. Disruption of University operations, including obstruction of teaching, research, administration, other University activities, or other authorized non-University activities which occur on campus;
2. Obstruction of freedom of movement by community members or visitors;
3. Abuse, interference or failing to comply in University processes including conduct hearings;
4. Abuse of the campus conduct system, including:
   a. Failure to attend meetings scheduled for conduct code administration purposes;
   b. Falsification, distortion, or misrepresentation of information;
   c. Failure to provide, destroying or hiding information during an investigation of an alleged policy violation;
   d. Attempting to discourage an individual’s proper participation in, or use of, the campus conduct system;
   e. Harassment (verbal or physical) and/or intimidation of a member of a campus conduct body prior to, during, and/or after a campus conduct proceeding;
   f. Failure to comply with the sanction(s) imposed by the campus conduct system;
   g. Influencing or attempting to influence another person to commit an abuse of the campus conduct system.

**Respect**

Behavior that violates this value includes, but is not limited to:

1. Threatening or causing physical harm, verbal abuse, or other conduct which threatens or endangers the health or safety of any person;
2. Discrimination, intimidation, harassment, bullying;
3. Hazing (as further defined in the hazing policy)
4. Violence between those in an intimate relationship to each other;
5. Stalking, defined as repetitive, menacing pursuit, harassment and/or interference with the peace and/or safety of a member of the community;
6. Sexual misconduct, including:
   a. non-consensual sexual contact,
   b. non-consensual sexual intercourse,
   c. sexual exploitation (as further defined in the Sexual Misconduct Policy)
7. Inappropriate conduct which is disorderly, disruptive, or indecent while on campus or at functions sponsored by, or participated in by, the University;
8. Failure to comply with directions of University officials or law enforcement officers during the performance of their duties and/or failure to identify oneself to these persons when requested to do so;
9. Smoking, including the use of e-cigarettes, in any University building or in areas designated as non-smoking (per campus-wide policy). NOTE: A tobacco and smoke-free policy will be implemented in January 2017.
Responsibility
Behavior that violates this value includes, but is not limited to:

1. Use, possession, or distribution of alcoholic beverages except as expressly permitted by law and the University’s Alcohol Policy. This includes possession/consumption by those under the age of 21, providing alcohol to those under the age of 21, possession of a common source container (empty or full) unless they are part of an approved event (keg, beer ball, etc.), driving under the influence, and public intoxication by persons of any age (Detail provided in Alcohol Policy);
2. Use, possession, or distribution of narcotic, or other controlled substances, as well as drug paraphernalia, except as expressly permitted by law; (details provided in Drug policies and procedures)
3. Assisting in the violation of University policies or public laws;
4. Violations of federal, state or local laws which affect the interests of the University Community, whether on or off-campus;
5. The knowing failure of any organized group to exercise preventive measures relative to violations of this Student Code of Conduct by members;
6. Violation of other published University policies or rules; including Hoverboard and Drone Policy (described in detail on p. 90);
7. Intentionally or recklessly causing a fire which damages University or personal property, or which causes injury to any member of the community.

Conduct Policies and Procedures
A. Complaints

1. An incident report form may be filed through the Office of Residence Life/Student Conduct or through Safety and Security.
2. Any complaint should be submitted as soon as possible after the incident takes place, preferably within 24 hours, though complaints may be possible months or years after a violation, depending on the circumstances.
3. Written complaints will be prepared and filed with the Director of Student Conduct or the person designated by the Vice President of Student Affairs and Dean of Students as the individual responsible for the administration of the Student Conduct System.
4. Notice of conduct proceedings and related materials will be expediently sent to the student’s BW e-mail address.
5. A time will be set for a hearing, not less than three (3) nor more than fifteen (15) University business days after the student has been notified of the complaint. Time limits for scheduling of hearings may be changed for reasonable cause at the discretion of the Director of Student Conduct.
6. On occasion, as a result of the timing of a report or the University calendar, it will not be possible for the Director of Student Conduct to convene the appropriate board for a hearing. On such occasions, the Director of Student Conduct will determine the appropriate alternative hearing format to be used. The Director of Student Conduct will also take action if the appropriate board is unable to reach a decision within two class days after the conclusion of a hearing.

B. Student Rights in the Conduct Process (Applies to both complainant and the accused student, except where noted)

1. To view a copy of the written complaint and have the complaint explained clearly and fully at every level of the conduct process.
2. To request in writing to the Director of Student Conduct that separate hearings are conducted, if more than one student has been accused of a Code violation arising out of a common incident.
3. To hear testimony and/or see all written statements concerning the complaint.
4. To be informed of the names of all witnesses who will provide oral and/or written statements, unless the Director of Student Conduct makes special provision for a witness to remain anonymous, in the event that it is determined that the identity of the witness is not critical information necessary for a party to fully respond to the testimony/written statement.

5. To refute oral and/or written statements made by witnesses and other parties.

6. To have a fair and prompt hearing, and to have any delays in scheduling explained.

7. To be notified promptly of the resolution of the complaint.

8. To be advised of the appropriate appeal process (complainants do not have the right to appeal all types of violations).

C. Student Responsibilities in the Conduct Process

1. The University expects students to assume responsibility for their own actions during the conduct process.

2. Students are expected to appear when requested to do so throughout the entire process, and failure to do so may result in a complaint for failure to comply with the directives of a University official.

3. If the student fails to appear and proper notification has been verified, the hearing will proceed.

4. Sanctions may be imposed upon a student refusing to appear or cooperate.

5. Throughout the conduct process, students have the responsibility to present truthful information.

6. Any student found to have willfully presented false or misleading information will be subject to notice and a hearing on a complaint of abuse of the campus conduct system.

7. Students are expected to complete the sanctions issued at any level in the conduct process. Failure to do so may result in further conduct action.

D. Student Organization Responsibilities in the Conduct Process

1. Student organizations are expected to adhere to all applicable University rules.

2. The University reserves the right to determine the appropriate time, place, content, and manner for conducting organizational activities, as well as the posting and distribution of materials on campus. Consequently, the University may deny or restrict the activities of student organizations.

3. Student organizations are expected to exercise good judgment in planning and promoting their activities.

4. Failure to exercise good judgment may result in conduct action being initiated against the organization. Thus, policies, procedures and sanctions set forth within the Student Handbook apply to student organizations collectively as well as to individual students.

5. Officers of student organizations are responsible for assuring compliance with policies and for representation when conduct proceedings are initiated.

6. Whenever a student organization is involved in any proceeding under this Code, its president (or other officer if authorized by such organization) will represent such organization in all conferences and hearings under this Code.
E. Director of Student Conduct

1. The Director of Student Conduct may conduct an investigation to determine if a complaint has merit and/or if a complaint can be resolved by mutual consent of both parties involved. Such resolution will be final and there will be no subsequent proceedings.

2. If in the course of an investigation, a student accepts responsibility for the allegations of the complaint, the Director of Student Conduct will conduct an informal hearing. This hearing will be used to determine the sanctions, only after the accused student has accepted responsibility for a violation(s).

3. After reviewing the incident report, the Director of Student Conduct will determine how the complaint will proceed. A complaint can be dismissed (either because it does not constitute a violation or because there is insufficient evidence to establish reasonable cause) or a complaint can be assigned for a formal hearing to an administrative council.

4. Once the complaint is assigned to an Administrative Council, the Director of Student Conduct monitors the progress of the complaint through the system, ensures correct procedures are followed, observes deliberation and advises when needed, and maintains a final record of the complaint.

5. If an appeal is requested, the Director of Student Conduct determines if grounds for an appeal exist, and if so assigns the appeal to the appropriate conduct body and maintains a record of the resolution.

F. Complaint Assignment by the Director of Student Conduct

1. Informal Hearing (see E.2. above)

2. Administrative Council
   a. Membership: One or more trained staff from the Division of Student Affairs including Residence Life (Area Coordinators and Hall Directors), Student Life and members of the Division’s Senior Staff; University Faculty; and/or representatives from Academic Affairs.
   b. Training: Members will receive training on a regular basis. Any member who does not receive the required training cannot serve.
   c. Function: Hear all types of complaints, including, but not limited to, sensitive complaints that require a prompt decision, incidents of alleged violence, misconduct of a general or specific nature and academic dishonesty.
   d. Records of hearing: Maintained by Director of Student Conduct

G. Proceedings that Govern All Hearings by Any Conduct Body

Students have the right to fundamental procedural fairness within an impartial conduct system. A conduct body member who cannot hear the complaint in an unbiased manner must excuse herself/himself from the complaint. Students may only be found in violation of policy if evidence brought forward during the investigation and/or hearing persuades a majority of the conduct body members that it is more likely than not that the accused student’s actions violated the Student Code of Conduct. The conduct body may have access to records of previous hearings to aid in its sanction decisions, and in rare circumstances (such as sexual misconduct complaints where a pattern or series of offenses is suspected), records of previous similar violations of the Student Code of Conduct may be considered during the hearing itself. It is the responsibility of the Director of Student Conduct to bring this information to the attention of the conduct body. Conduct body members may not reveal the details of the proceedings, including deliberations, unless prescribed by the Director of Student Conduct, upon advice of legal counsel. Hearings will be conducted by a conduct body according to the following guidelines:
1. Hearings will be conducted in private. All student members of the conduct body must be in good standing with the University and have earned an accumulative GPA of at least 2.0. All faculty members must be full-time members of the University faculty.

2. Admission of any person to a hearing will be at the discretion of the conduct body. Likewise, witnesses and exhibits that are not timely disclosed in advance of the hearing may be excluded at the discretion of the conduct body.

3. In hearings involving more than one accused student, if one or both of the accused students has not already requested separation then the chairperson of the conduct body, in his or her discretion, may permit the hearings concerning each student to be conducted separately.

4. Proceedings may be taped using a recording device, at the discretion of the Director of Student Conduct, at the request of the complainant(s), or at the request of the accused(s).

5. At each hearing, the council of peers will select a chairperson to preside over the proceeding and a recorder to keep a summary of the hearing. If the conduct body consists of only one hearing officer then that individual will serve as recorder and chairperson.

6. The complainant and the accused student each have the right to have one advisor present at the hearing. They must inform the Director of Student Conduct of the name of the advisor at least one (1) University business day prior to the hearing date. The advisor must be a person employed by or enrolled at Baldwin Wallace University, unless the Director of Student Conduct grants special permission. The advisor cannot be an attorney. (Provisions pertaining to the Sexual Misconduct Policy may apply). The complainant and the accused are responsible for presenting their own arguments and, therefore, the advisor is not permitted to speak or to participate directly in any hearing before a conduct body. Advisor and advisee may exchange notes in the hearing, or talk outside during a break, but students must speak on their own behalf during the hearing. At any time, should the advisor step outside of their permitted role, he or she may be ejected from the hearing at the discretion of the Chairperson or Director of Student Conduct. The hearing will then proceed without an advisor for that party.

7. The complainant, the accused student, and the hearing chairperson will have the privilege of presenting witnesses, all of whom may be questioned by the conduct body and the parties. It is the responsibility of the complainant and the accused to contact their own witnesses, request their attendance at the hearing, and notify the Director of Student Conduct of the witnesses’ names at least one (1) University business day prior to the hearing date. The Director of Student Conduct may also contact witnesses to appear at the hearing. The hearing may proceed even if all witnesses are not present. The Director of Student Conduct or the hearing chairperson may limit the number of witnesses permitted to attend the hearing, if it is clear they will only offer redundant, repetitive or otherwise unessential testimony or information.

8. Complaint: The chairperson of the conduct body will read the complaint(s) to the accused student(s).

9. Response: The accused student(s) will accept or reject each accusation of the complaint.

10. Presentation by the Complainant: The complainant may present evidence, including witnesses, related to the offense.

11. Presentation by the Accused: The accused may comment upon the evidence and may present additional evidence, including witnesses.

12. Questioning: Each party may question the witnesses of the other, and the conduct body may also question witnesses and parties.

13. Clarification of the Evidence: The complainant and/or members of the conduct body may re-examine evidence against the accused student in view of the evidence presented during the hearing.
14. Summary Statement: At the conclusion of the hearing the complainant and the accused may each make a brief summary statement.

15. Pertinent records, exhibits and written statements may be accepted as evidence for consideration by a conduct body at the discretion of the Chairperson. All evidence considered by the body must be relevant and credible. The Chairperson has the responsibility to control all evidence that is inadmissible.

16. All procedural questions are subject to the final decision of the Chairperson of the conduct body, who may consult with the Director of Student Conduct where necessary.

17. The conduct body’s determination will be made on the basis of whether it is “more likely than not” that the accused student(s) is/are responsible for violating the Student Code of Conduct as alleged.

18. The conduct body will promptly determine (by majority vote if the conduct body consists of more than one person) whether or not the student is found responsible for each allegation and may orally communicate the resolution to the parties. The Chairperson will prepare a written deliberation report to be included in the student’s conduct file detailing the finding and how the conclusion was reached, the evidence cited by the body in support of its finding, and any evidence that the body excluded from its consideration, and why. This report should conclude with the recommended sanctions and must be submitted to the Director of Student Conduct within 48 hours after the end of deliberations. Within five (5) University business days of receiving the report the Director of Student Conduct will e-mail the results to the accused student, and implement any sanctions. Where the complaint involves sexual misconduct, the alleged victim is also entitled, without any qualification or condition, to know the outcome and sanction and to have such in writing. Where the complaint involves stalking, arson, assault, burglary, vandalism, kidnapping, or robbery, the victim may be informed of the outcome and sanction only if the accused is found to be in violation. Generally, sanctions will remain in place despite any appeals that are requested, unless the Vice President of Student Affairs and Dean of Students decides upon application to stay the implementation of sanctions.

19. A record, including incident report, resolution (and recording, if applicable), will be kept for all hearings before a conduct body. The record is the property of Baldwin Wallace University. The Director of Student Conduct will retain all written records for safekeeping for the standard maintenance period of the University. All recordings will be retained by the Director of Student Conduct until the student(s) has(ve) exhausted their right of appeal. For complaints that result in suspension or expulsion, the Director of Student Conduct for safekeeping will retain all recordings, if applicable, for two years from the time the final result of the complaint is reached.

20. If the party charged in a complaint has been properly served with a copy of the complaint and fails to attend the hearing, the judicial body may in its discretion continue the case for a reasonable time or may proceed to consider the alleged offenses, investigate the charges and arrive at a resolution.

SPECIAL PROVISIONS FOR SEXUAL MISCONDUCT/DISCRIMINATION COMPLAINTS

a) For sexual misconduct complaints and other complaints of a sensitive nature, whether the alleged victim is serving as the complainant or as a witness, alternative testimony options will be given, such as placing a privacy screen in the hearing room, or allowing the alleged victim to testify from another room via closed circuit.

b) The past sexual history or sexual character of a party will not be admissible by the other party in hearings unless such evidence is determined to be highly relevant by the Chairperson. All such evidence sought to be admitted will be presumed irrelevant, and any request to overcome this presumption by the parties must be included in the complaint/response or a subsequent written request, and must be reviewed in advance of the hearing by Director of Student Conduct.
c) The alleged victim in any complaint alleging sexual misconduct will be notified in writing of the outcome and any sanction and will be kept apprised of the status of any appeal requests or grants.

H. Sanctions

1. Baldwin Wallace University considers alcohol and drug violations matters of concern. Baldwin Wallace University reserves the right to remove students under the age of 21 who disrupt the living and learning community through Residence Hall or institutional suspension or expulsion.

Baldwin Wallace University reserves the right to notify parents or legal guardians of students who violate the alcohol or drug policy in accordance with federal law. Incidents involving serious behavior (as determined by the Vice President of Student Affairs and Dean of Students or his/her designee), or requiring medical attention, may also result in parental notification.

Failure to complete the required alcohol education program for first year students in a timely manner may result in the application of alcohol policy sanctions, as outlined below.

Minimally, students violating the University Alcohol Policy may incur:

First Offense
- $100 fine
- Educational project and/or residence life probation

Second Offense
- $200 fine
- Alcohol Assessment and Evaluation (Conducted by a licensed treatment center, the BW Counseling Center or other appropriate professionals at the student’s expense. This also includes an expectation of compliance with designated follow-up as determined by the Director of Student Conduct)
- Conduct Probation
- Educational project

Minimally, students violating the University Drug Policy may incur:

First Offense
- Successful completion of a drug assessment or education program, and compliance with designated follow-up off campus at an approved facility.
- Screening for Mental Health Online Self-Assessment with one follow-up intervention session with BW Counselor to interpret the results.
- $300 fine
- Conduct Probation

Second Offense
- Housing relocation or removal of housing privileges
- Conduct Probation with restrictions

Third Offense
- Suspension for one year or expulsion from BW.

2. The following sanctions may be imposed upon any student found to have violated the Student Code of Conduct:

a. Written Warning: A notice in writing to the student that the student is violating or has violated institutional policies. The letter informs the student that continued misconduct will result in further conduct action. Students will be notified via telephone or email of their letter. Letters will be held in the Office of Student Conduct for pick up. Otherwise, the letter will be sent to the student’s permanent residence via certified mail.
b. **Probation:** Probation for conduct or academic reasons is a written reprimand for violation of specified University policies. Probation is for a designated period of time and includes the probability of more severe sanctions if the student is found to be violating any institutional regulation(s) during the probationary period.

**Types of Probation:**

(1) **Conduct Probation:** assigned to students whose behavior on or off campus is in violation of established University policies and/or rules. Sanctions will be imposed for not less than one semester nor more than three semesters. The conduct body determines the beginning and ending dates of the probationary period. Students on Conduct Probation may incur additional sanctions for any subsequent violation of University policies and/or rules, whether or not this violation is related to the original violation for which Conduct Probation was imposed.

(2) **Residence Life Probation:** Complete compliance with all Residence Life and University policies as well as appropriate treatment and responsibility for the facility are required in order to remain in University housing. Failure to comply will result in removal from University housing.

**Probation Restrictions:** Students on probation may be subject to the following restrictions:

(1) May not hold any office or leadership role in any student or University organization or activity.
(2) May not participate in April Reign activities.
(3) May not pledge, nor be initiated into, a social fraternity or sorority.
(4) May not represent the University in any on or off-campus event.
(5) Ineligible to participate in varsity athletics.
(6) Other restrictions may be established for individual situations.

c. **Loss of Privileges:** Denial of specified privileges for a definite period of time. Privileges that may be lost include, but are not limited to, the following:

(1) **Residence Hall Transfer:** Reassignment of the offender to another residence hall, subject to the availability of space and approval of the Director of Residence Life.
(2) **Residence Hall Suspension:** Separation of the student from all residence halls for a definite period of time, after which the student is eligible to apply to the Director of Residence Halls for readmission. Suspension applies to all residence halls and includes visitation privileges. Conditions for readmission must be specified. Students suspended from housing are not eligible for a housing fee refund.
(3) **Residence Hall Expulsion:** Permanent separation of the student from all residence halls. Expulsion includes all residence halls and visitation privileges. Students expelled from housing are not eligible for a housing fee refund.
(4) **Restricted Access:** Offender may be restricted from entering specified buildings or areas on campus, from attendance at specified campus events, or from use of specified equipment or facilities for a defined period of time.

d. **Fines:** Previously established and published fines may be imposed. In addition, the conduct body may recommend that the University refuse: (1) to grant academic credits or degrees; or (2) to issue grades or transcripts to the student offender(s) or student member(s) of an offending organization, until such fine is paid. The method of payment will be specified by the conduct body imposing the fine. All fines collected under this Code will be deposited in a University fund. Alcohol fines are used to help fund BW activities.

e. **Restitution:** Compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement. The conduct body may recommend that the University refuse: (1) to grant academic credits or degrees; or (2) to issue grades or transcripts to the student offender(s) or student member(s) of an offending organization, until restitution is complete.
f. **Educational Projects:** Completion of an educational or developmental project such as, but not limited to, the following: taking the screening for mental health assessments, attending a specific workshop or program, writing an article or research paper on a specified topic, making an oral presentation to a campus group, participating in specified counseling, work assignments, and/or service to the University.

g. **Suspension from Baldwin Wallace University:** Separation of the student from campus, classes and all privileges for a definite period of time, after which the student is eligible to return. The offender may not be on campus at any time except to come to the Administration Building for matters directly related to the suspension. In cases where suspension prevents course work, the student will receive a grade of “W”, “WP” or “WX”. There will be no refund of tuition or fees. Any conditions for readmission will be stated in the order of suspension.

h. **Expulsion from Baldwin Wallace University:** Permanent separation of the student from the University. There will be no refund of tuition or fees, and a barring of the student from being present on-campus and at University-sponsored events.

i. **Academic Probation:** Those whose progress is slowed because of poor grades or inadequate planning in meeting University requirements are placed on one of several conditions of academic probation (See University Catalog).

3. The following sanctions may be imposed upon groups or organizations:
   a. Those sanctions listed above in, Section H, a through h.
   b. **Deactivation:** Loss of all privileges, including University recognition, for a specified period of time.

4. More than one of the sanctions listed above in Section H, a through h may be imposed for any single violation.

5. **Interim Suspension:** In certain circumstances, the Vice President of Student Affairs/Dean of Students, or a designee, may impose a University or a residence hall suspension prior to the hearing before a conduct body.
   a. Interim suspension may be imposed only:
      1. To ensure the safety and well-being of members of the University community or preservation of University property;
      2. To ensure the student’s own physical or emotional safety and well-being;
      3. To ensure that the student will not disrupt or interfere with the normal operations of the University.
   b. During the interim suspension, accused student(s) will be denied access to the residence halls and/or to the campus (including classes) and/or all other University activities or privileges for which the student might otherwise be eligible, as the Director of Student Conduct may determine to be appropriate.

6. Other than University Expulsion, conduct sanctions will not be made part of the student’s permanent record, but will become part of the student’s confidential record.

7. Upon graduation, the student’s confidential record may be expunged of conduct sanctions other than Residence Hall Expulsion, University Suspension or University Expulsion by the Director of Student Conduct.

8. Conduct records are maintained for seven (7) years.

**Right of Appeal**

1. A resolution reached by a conduct body may be appealed by the accused student(s) or the complainant(s) to the Director of Student Conduct or his/her designee. The right to appeal applies only in situations involving permanent record conduct actions (suspension, expulsion, and permanent removal from the residence halls). Appeals of sexual misconduct, violence and discrimination cases are outlined in related sections of the Code of Conduct.

2. The appeal must be made in writing using the BW appeal form and the Director of Student Conduct or his/her designee must receive the appeal within three (3) University business days of receiving the written resolution of the hearing body.
3. If an appeal is not filed with the Director of Student Conduct within three (3) University business days of the date the parties received the initial resolution, the right to appeal is waived and the original resolution becomes final.

4. An appeal, once written and properly requested, will be reviewed by the Director of Student Conduct for scope. The scope of the appeal, as identified by the appellant, will be limited to the following:
   a. New evidence, unavailable during the original hearing, surfaces that could be outcome determinative;
   b. Material deviation from written procedures that impacted the fairness of the hearing;
   c. Sanction(s) grossly disproportionate to the severity of the offense;
   d. The finding does not accord with the evidence;
   e. Bias on the part of a conduct board member that deprived the process of impartiality.

5. If an appeal is denied by the Director of Student Conduct, the appellant will be notified in writing within five (5) University business days and the Director of Student Conduct will retain a record of the denial. Denial of the appeal means the disposition of the complaint by the hearing body is upheld.

6. If an appeal is granted by the Director of Student Conduct, the appellant will be notified in writing within five (5) University business days. An appeal hearing will be promptly scheduled by the Director of Student Conduct with the Vice President of Student Affairs and Dean of Students or the Vice President for Academic Affairs.

7. The resolution of the appeal by the Vice President of Student Affairs and Dean of Students or the Vice President for Academic Affairs will be followed by all parties in the complaint.

8. Appeal to the President of Baldwin Wallace University
   a. A student/organization may request that the President of Baldwin Wallace University review a decision if and only if the resolution of the appeals body recommends suspension from BW or expulsion from BW as a sanction.
   b. A student/organization requesting the President to review a resolution from the appeals body must do so within 48 hours after receiving written notification of the decision by the Vice President of Student Affairs and Dean of Students, or the Vice President for Academic Affairs.
   c. At the President’s discretion, the accused may be requested to appear.
   d. At the President’s discretion, the complainant(s) may be requested to appear to discuss the facts of the complaint.
   e. The President may also request an appearance by the Vice President and Dean of Students, the Vice President for Academic Affairs, the Director of Student Conduct, or others.

Non-Exclusive Procedure
This Code is not intended to impair the right of the University, any member of the University Community, any student organization, or any other person to seek redress in the public judicial system for any civil or criminal injury which he/she believes has been done to him/her or it.

Amendment
1. Amendment by the Board of Trustees: This Code may be amended by action of the Board of Trustees of Baldwin Wallace University. Before the adoption of an amendment, the Student Affairs Committee of the Board will consult with the President, the faculty and the Student Senate concerning the proposed amendment, and after such consultation, submit its recommendations to the Board concerning the proposed amendment prior to the meeting at which such amendment is adopted.
University policies and procedures have been established to provide an environment conducive to human growth, to reflect the values to which Baldwin Wallace University (BW) subscribes, to recognize the proximity in which students live with one another, and to acknowledge the developmental capabilities of students as they progress through college. Baldwin Wallace’s expectations, policies and practices recognize opportunities afforded by the age of majority (18 years of age and older in Ohio) to the extent that they do not infringe upon the academic mission of the University, the sensibilities of others, the opportunities and settings that facilitate the coming together of persons of different persuasions and backgrounds, and the values that evolve from our heritage as a university related to the United Methodist Church.

**Academic Honesty Policy** can be found at [https://my.bw.edu/Academics/Academic-Affairs/Documents/Academic%20Honesty%20Policy.pdf](https://my.bw.edu/Academics/Academic-Affairs/Documents/Academic%20Honesty%20Policy.pdf) and is also made available through the Academic Affairs site on myBW (BW’s internal portal system).

**Alcohol Policy**

Baldwin Wallace University is located in a state and community which have laws and ordinances pertaining to the sale, possession and consumption of alcoholic beverages. Under Ohio law, a person must be 21 years old in order to consume or purchase beer or any other alcoholic beverage. It is against the law in the State of Ohio to carry an open bottle of any alcoholic beverage on the street or in a motor vehicle.

Additionally, students of legal drinking age are expected to act responsibly when consuming alcoholic beverages. As members of the BW Community, students have a responsibility to assist other students in duress due to irresponsible alcohol use.

In compliance with the law in the State of Ohio, and in the interest of the safety of all students, BW enforces the following alcohol policies.

- Baldwin Wallace prohibits the sale, possession, manufacture and consumption of alcoholic beverages in public areas of the University (including, but not limited to, areas outside University buildings, bathrooms, hallways, classrooms, stairwells, lounges).
- A person is not permitted to carry an open container of alcohol on the street, in a motor vehicle, on a motorcycle, or in public areas of the University.
- A person must be 21 years old to consume alcoholic beverages.
- Absolutely no alcohol is permitted in any residence hall room in which everyone present (including guests) is not 21 years of age or older.
- No alcoholic beverages are permitted in any of the freshman residence areas, the wellness halls, substance free living areas, or the SPROUT houses.
- If you are 21 years of age or older, you may consume alcohol in your room with the door closed.
- Public intoxication by persons of any age is prohibited.
- As student safety is the University’s main priority with regard to alcohol, we establish reasonable limits on alcohol amounts for those of legal age. The amount of alcohol allowed in a University-owned residence by a student who is of legal drinking age is limited to one unit per person of age, with a maximum of two units per room/apartment/house. One unit is defined as one case (24 – 12 oz. containers) of beer/malted beverage OR two (1 L) bottles of wine OR one (1 L) bottle of spirits, OR a reasonable combination of these types.
- All drinking games (such as quarters, beer pong, boat races, etc.), at registered or non-registered campus functions, are prohibited.
- University funds cannot be used for the purchase of alcoholic beverages.
- Common source containers (e.g., kegs and beer balls) are prohibited.
- Devices for rapid consumption (e.g., funnels) and all other alcohol-related paraphernalia are prohibited.
- Persons serving or providing alcohol to minors are in violation of the University Alcohol Policy.
- Empty alcohol beverage containers are not permitted within the residence hall rooms/houses of students under the age of 21.
Registered Party
A “registered party” is defined as a party wherein alcohol may be consumed. Registered parties are permitted in the following locations: Student Activities Center, Pop Collins Tennis Courts, North Quad, Klein Field, and the Union. There are two types of parties that must be registered:

- Bring Your Own Beverage (BYOB) party must be approved and registered with the Union Administration Office at least two weeks prior to the event.
- F-Class Permit party must be approved and registered with the State of Ohio. An F-Class Permit party is a party where alcoholic beverages are sold.

Procedure for Approval of a Registered Party
The group sponsoring a registered party must observe the following procedures:

- If alcohol will be served at the party, the sponsoring group must obtain a permit form from the Union Administration Office, complete the form, send the completed form to the State of Ohio, and submit the State’s approval/denial form to the Union Administration Office. (Processing takes 3-5 weeks.)
- If the party is BYOB, the sponsoring group must obtain a registration form from the Union Administration Office, complete the form, and submit the form to the Union Administration Office for approval at least three (3) University business days prior to the party.

At all parties:

1. University ID’s will be checked or scanned in order to ascertain that individuals attending a registered party are of legal drinking age.
2. Students of legal drinking age must be identified by a hand stamp or wrist band.
3. The bar must be placed in an area with only one entrance.
4. The bartender must check each individual’s hand stamp or wrist band in order to ascertain that he/she is of legal drinking age.
5. If alcohol is being sold, only one alcoholic beverage may be purchased at a time.
6. If alcohol is being sold, at least one security officer and possibly more officers (depending on the size of the party) must be hired and present at the party.
7. An adequate supply of food and nonalcoholic beverages must be provided.
8. Registered parties may only be held on Fridays and Saturdays (unless otherwise approved) and the parties must be concluded by 1:30 AM.
9. The sale and/or distribution of alcohol must cease at 1:00 AM.

UNIVERSITY PROCEDURES
All visitors must also adhere to these requirements. If a student is intoxicated and University staff views the person as unable to care for him/herself, the staff will have the student transported to the hospital. This action will be taken to protect the student and the community, and will be the financial responsibility of the student.

The University maintains the right to dispose of alcohol in instances when a person under 21 is consuming, even if a person over 21 years of age is present, or when there is alcohol in excess of the established limits. In accordance with state law, grain alcohol is prohibited. Driving under the influence is both a violation of campus policy and an offense for which referrals for prosecution are made to local law enforcement authorities.
FUNCTION GUIDELINES

A. All functions must be in accordance with all University requirements and state laws.

B. The number of invited guests must be limited according to local fire code regulations. Information on fire code regulations is available through the Offices Residence Life and Student Activities.

C. Only persons 21 years of age or older may sign function forms as purchasers of alcohol for a function. Some of the sponsors must be 21 years of age or older.

D. At least one sponsor per fifty function attendees must be present to monitor the function, and must abstain from alcohol use.

E. All sponsors, whether present or not, will be held accountable for any problems that occur, and sponsors are responsible for maintaining adequate insurance, and for providing proof of insurance with the function form.

F. Common sources of alcohol (i.e. kegs, beer balls) may only be made available through a third party vendor. Information is available in the Union Administration Office.

G. Underage drinkers, as well as function sponsors, will be held accountable under both state law and University policy if persons under age 21 are served alcohol at the function.

H. A system for clearly identifying those of age and those underage (such as bracelets) will be in place throughout the function, and sponsors will control access means to ensure that uninvited and/or underage guests cannot gain admittance.

I. Guest lists will be strictly followed.

J. Sufficient quantities of free food and non-carbonated, non-alcoholic beverages are to be available throughout the entire function. They must be readily accessible and kept in close proximity to any alcoholic beverages being served. All alcoholic and non-alcoholic beverages should be clearly and accurately labeled.

K. Persons who appear intoxicated may not be admitted into the function and may not be served alcohol. Proof of age must be required to be served alcohol, and birthdate lists should be supplied to servers of alcohol, where available.

L. Alcohol may not be given as a prize for any contest/party game and should never be used as part of a party game. Chugging, drinking games, initiations, and other potentially dangerous drinking activities are prohibited.

M. Alcohol-impaired guests may not leave the function without verification that they have safe transportation home.

N. Cups furnished for consumption of alcohol will be no larger than 12 ounces.

O. No alcoholic beverages may be brought into a function or activity whenever alcohol is sold on the premises.

P. Open containers may not enter or leave the function or activity premises.

Q. No University funds may be used by student groups and/or organizations to purchase alcoholic beverages.

R. All service of alcoholic beverages will end one-half hour before the scheduled end of the function.

S. Unused containers of alcohol will not be permitted to be transported to on or off-campus residences.
Discrimination or Intimidation
Baldwin Wallace affirms the principle that students, faculty and staff have a right to be free from any type of discrimination or intimidation by any member of the University Community or his/her guest(s) with respect to sexual orientation, racial or ethnic background, religious beliefs, disability, gender, or age. Discrimination or intimidation in any form is unacceptable conduct.

Drug Policy and Procedures
The use, possession, sale and/or distribution of illegal and unauthorized drugs is a serious matter involving violations of Federal and Ohio laws and against Baldwin Wallace University policy.

Reasonable suspicion of drug use may exist when marijuana is smelled and any one of the following circumstances occurs:

- Presence of drug paraphernalia such as, but not limited to bongs and clips
- Towels under a door
- Tape around a door
- Fans blowing in at otherwise unlikely time or manner
- Absence of ashtrays in presence of smoke or odor of smoking
- Open air freshener or laundry sheets
- Presence of paper towel cardboard cores
- Burning of incense or candles which are prohibited for safety reasons

Residents of the room are responsible for all behavior in the room, as are any other persons in the room at the time the offense occurs.

In determining the sanctions for violations of the drug policy, the University conduct body will consider all circumstances of the complaint, including the drug involved, the particular act, the number of prior violations by the student, and the threat to the safety and health of the University Community in general. The University considers the sale/distribution of drugs to others to be a particularly serious offense.

Failure to Comply
Being uncooperative or refusing to comply with the directions of a University official, including Resident Assistants and Hall Directors, is prohibited.

Fire Regulations
For your safety and the safety of the entire community:

- “Fire hazards, such as flammable decorative materials, combustible liquids, and dangerous accumulation of wastepaper, boxes, or other highly combustible materials are prohibited, even in storage rooms.” (Berea City Ordinance)
- Obstructions in the hallways, fire escapes, and exits are prohibited.
- Parking in, or obstructing a fire lane in any manner, is strictly prohibited.
- Individuals must evacuate a building when an alarm is sounding.
- Misuse of fire equipment is a serious infraction punishable by sanction, civil and/or criminal proceedings.
- Open flames (including candles, incense, and potpourri burners) are not permitted in the residence halls.
- Tampering with fire safety equipment, such as fire extinguishers, pull stations, fire alarms, and smoke detectors, is prohibited.
Gambling Policy
Students are expected to abide by the federal laws and the laws of the State of Ohio prohibiting illegal gambling, including online gaming. Gambling for money or other things of value on campus or at University-sponsored activities is prohibited except as permitted by law.

Such prohibited activity includes, but is not limited to, betting on, wagering on, or selling pools on any BW, University or professional athletic event; possessing on one’s person or premises (e.g., room, residence unit, car) any card, book or other device for registering bets; knowingly permitting the use of one’s premises or one’s telephone or other electronic communications device for illegal gambling; knowingly receiving or delivering a letter, package or parcel related to illegal gambling; offering, soliciting or accepting a bribe to influence the outcome of an athletic event; and, involvement in bookmaking or wagering pools with respect to sporting events.

Hazing
All acts of hazing by any individual student, or University registered student club or organization, or any of its members or alumni are prohibited. Students are entitled to be treated with consideration and respect, and no individual may perform an act that is likely to cause physical or psychological harm or social ostracism to any other person within the University Community. Accordingly, the following behavior is expressly forbidden as hazing when related to the admission, initiation, pledging, joining, or any other group-affiliation activity:

a. Physical abuse (on or off campus), including but not limited to paddling, slapping, kicking, choking, scratching, exposure to extreme water temperatures (i.e. cold or hot), and the consumption of disgusting and/or dangerous concoctions;

b. Causing excessive mental stress, including but not limited to placing prospective members of an organization or group in ambiguous situations which lead to confusion and emotional stress and sleep deprivation;

c. Verbal abuse, including but not limited to shouting, screaming or use of derogatory, profane, or obscene language; and

d. Subservience, including but not limited to any activity which promotes a class system within an organization or activities which facilitate inappropriate levels of authority over students.

This list is not exhaustive and any student or organization found to be involved in any hazing activity will face conduct action and will likely be subject to expulsion from the University. Violation of this policy exists irrespective of the voluntary or consensual participation in the hazing activity by the person being hazed.

Irresponsible Behavior
Participation in activities that elicit public alarm, disturb the public peace, threaten or endanger personal well-being or private property is prohibited.

Parking
Permits, including handicap permits, are not transferable between persons. Automatic sanction for fraudulent registration and/or transfer between members of the BW Community and alteration, reproduction or illegal use of parking permit, including handicap permit is a $200 fine billed to all participating students and employees.

The automatic sanction for illegal transfer/use of a handicap permit (state or BW issued) includes all penalties of illegal permit transfer/use plus an educational project to be determined by the Director of Student Conduct.
Sexual Misconduct Policy

Baldwin Wallace University (BW) seeks to assist students in their preparation to become contributing, compassionate citizens of an increasingly global society and encourages their pursuit of personal and professional excellence” (University Mission Statement). As a strategy to support this aim, BW seeks to build a Community of Trust by facilitating and supporting activities which serve to promote Civility, enhance Cultural Competence and articulate standards of Conduct. Trust allows us to freely seek the full benefits of membership in the BW learning community. Trust is eroded and replaced with apprehension and suspicion when members of the community have their rights to live, learn and work in an environment free from harassment and violence violated. To this end, this policy is designed to articulate University expectations and standards of conduct related to interpersonal interactions that are gender based and/or of a sexual nature. It is also a resource to inform the community of our commitment to significant efforts to prevent the occurrence of, and respond effectively to, acts of sexual misconduct.

Sexual misconduct often exploits a relationship between individuals of unequal power and authority (for example, the relationship between an employee and a supervisor or between a student and a teacher), but may also occur between social and professional peers. Sexual misconduct may involve the behavior of a person of either gender against a person of the opposite or same gender. Sanctions for sexual misconduct range from warnings and mandatory education about sexual misconduct issues to dismissal or termination, depending on the seriousness and frequency of the behavior.

SEXUAL MISCONDUCT OFFENSES INCLUDE, BUT ARE NOT LIMITED TO:
1. Sexual Harassment
2. Non-Consensual Sexual Contact (or attempts to commit same)
3. Non-Consensual Sexual Intercourse (or attempts to commit same)
4. Sexual Exploitation

1. SEXUAL HARASSMENT:
Sexual Harassment is unwelcome, sex or gender-based verbal or physical conduct that is sufficiently severe, persistent and/or pervasive. When these behaviors have the effect of unreasonably interfering with, denying or limiting someone’s ability to participate in or benefit from the University’s educational programs and/or activities, or fulfill their work responsibilities, it is in violation of this policy. Sexual harassment can be based on power differentials (quid pro quo), the creation of a hostile environment, or retaliation.

Examples include, but are not limited to: an attempt to coerce an unwilling person into a sexual relationship; to repeatedly subject a person to egregious, unwelcome sexual attention; to punish a refusal to comply with a sexually based request; to condition a benefit on submitting to sexual advances; sexual violence; intimate partner violence; stalking; gender-based bullying.

Three Types of Sexual Harassment Further Defined

A. Hostile Environment includes any situation in which there is unwelcome harassing conduct that is sufficiently severe, pervasive and objectively offensive that it alters the conditions of employment or limits, interferes with or denies educational benefits or opportunities, from both a subjective (the alleged victim’s) and an objective (reasonable person’s) viewpoint. The determination of whether an environment is unlawfully “hostile” must be based on all of the circumstances. These circumstances could include:
   1. the frequency of the conduct;
   2. the nature and severity of the conduct;
   3. whether the conduct was physically threatening;
   4. whether the conduct was humiliating;
   5. the effect of the conduct on the alleged victim’s mental or emotional state;
   6. whether the conduct was directed at more than one person;
   7. whether the conduct arose in the context of other discriminatory conduct;
   8. whether the conduct unreasonably interfered with the alleged victim’s educational or work performance;
9. whether the statement is a mere utterance of an epithet which engenders offense in an employee or student, or
offends by mere discourtesy or rudeness;
10. whether the speech or conduct deserves the protections of academic freedom or the 1st Amendment;
11. whether the conduct was welcome.

B. Quid pro quo sexual harassment exists when there are:
   1) unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual
   nature; coupled with
   2) submission to or rejection of such conduct which results in adverse educational or employment action.

C. Retaliatory harassment is any adverse employment or educational action taken against a person because of the
   person’s participation in a complaint or investigation of discrimination or sexual misconduct.

2. NON-CONSENSUAL SEXUAL CONTACT:
Non-Consensual Sexual Contact is any intentional sexual touching, however slight, with any object, by a person upon a
person that is without consent and/or by force.

Examples include, but are not limited to: Intentional contact with the breasts, buttocks, groin, genitals, mouth or other
orifice, or touching another with any of these body parts, or making another touch you or themselves with or on any of
these body parts; any intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts,
buttocks, groin, genitals, mouth or other orifice.

3. NON-CONSENSUAL SEXUAL INTERCOURSE:
Non-Consensual Sexual Intercourse is any sexual penetration, however slight, with any object, by a person upon a person
that is without consent and/or by force.

Examples include, but are not limited to: Vaginal penetration by a penis, object, tongue or finger, anal penetration by a
penis, object, tongue, or finger, and oral copulation (mouth to genital contact or genital to mouth contact), no matter how
slight the penetration or contact.

4. SEXUAL EXPLOITATION
Occurs when an individual takes non-consensual or abusive sexual advantage of another for his/her own advantage or
benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise
constitute one of the other sexual misconduct offenses.

Examples of sexual exploitation include, but are not limited to: Invasion of sexual privacy; prostituting another individual;
non-consensual video or audio-taping of sexual activity; going beyond the boundaries of consent (such as allowing others
to hide in proximity to witness sexual activity); engaging in voyeurism; knowingly exposing another unaware individual
to an STD or HIV; exposing one’s genitals in nonconsensual circumstances; inducing another to expose their genitals;
sexually-based stalking and/or bullying may also be forms of sexual exploitation.

OTHER OFFENSES WHICH MAY BE SEX OR GENDER BASED INCLUDE BUT ARE NOT LIMITED TO:
• Stalking defined as repetitive, menacing pursuit, harassment and/or interference with the peace and/or safety of a
  member of the community
• Threatening or causing physical harm, verbal abuse, or other conduct which threatens or endangers the health or
  safety of any person. This has particular application when the sex or gender based behavior is committed by a
  person who is or has been in a social relationship of a romantic or intimate nature with the victim (Dating
  Violence) or when it is committed by a person who shares a primary residence with the victim (Domestic
  Violence).
• Discrimination, defined as actions that deprive other members of the community of educational or employment
  access, benefits or opportunities on the basis of gender;
• Intimidation, defined as implied threats or acts that cause an unreasonable fear of harm in another;
• Hazing, defined as acts likely to cause physical or psychological harm or social ostracism to any person within the university community, when related to the admission, initiation, pledging, joining or any other group affiliated activity (as defined further in the Hazing Policy);
• Bullying, defined as repeated and/or severe aggressive behavior likely to intimidate or intentionally hurt, control or diminish another person, physically or mentally (that is not speech or conduct otherwise protected by the 1st Amendment).
• Other violations of any policy in the Community Standards of Conduct or BW handbooks for students, employees or faculty which are deemed by the University to be gender based may be processed through the lens of this policy and our institutional compliance with Title IX.

ADDITIONAL APPLICABLE DEFINITIONS:
• Consent is clear, knowing and voluntary. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable clear permission regarding willingness to engage in (and the conditions of) sexual activity.
  o Consent to any one form of sexual activity does not automatically imply consent to any other forms of sexual activity.
  o Previous relationships or prior consent does not imply consent to future sexual acts.
  o NOTE: There is no requirement that a party resists the sexual advance or request, but resistance is a clear demonstration of non-consent. The presence of force is not demonstrated by the absence of resistance. Sexual activity that is forced is by definition non-consensual, but nonconsensual sexual activity is not by definition forced.
  o In order to give effective consent, one must be of legal age.
  o Sexual activity with someone who one should know to be -- or based on the circumstances should reasonably have known to be -- mentally or physically incapacitated (by alcohol or other drug use, unconsciousness or blackout) constitutes a violation of this policy.
• Force is the use of physical violence and/or imposing on someone physically to gain sexual access. Force can also include threats, intimidation (implied threats) and coercion that overcome resistance or produce consent (“Have sex with me or I’ll hit you.” “Okay, don’t hit me, I’ll do what you want.”).
• Coercion is unreasonable pressure for sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another. When someone makes clear to you that they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.
• Incapacitation is a state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing consent (e.g., to understand the “who, what, when, where, why or how” of their sexual interaction).
  o This policy also covers a person whose incapacity results from alcohol or drug use, mental disability, sleep, involuntary physical restraint, or from the ingesting of “rape drugs”. Possession, use and/or distribution of any of these substances, including Rohypnol, Ketamine, GHB, Burundanga, etc. is prohibited, and administering one of these drugs to another student is a violation of this policy. More information on these drugs can be found at http://www.911rape.org/
• Use of alcohol or other drugs will never function as a defense to a violation of this policy.
• The sexual orientation and/or gender identity of individuals engaging in sexual activity is not relevant to allegations under this policy.
SEXUAL MISCONDUCT PERSONNEL
The University has designated the Chief Diversity Officer/Title IX Coordinator to oversee the institution’s response to allegations of sexual misconduct. He can be reached at 440-826-2426. The BW Discrimination Investigators (listed below) have the responsibility to investigate complaints of sexual misconduct and other discrimination allegations which have allegedly occurred within the Baldwin Wallace University Community. Any person wishing to lodge a complaint, learn more about the process or seek additional training may contact the following.

Nancy Gussett  Assoc. Professor of Psychology  440 826-2027  ngussett@bw.edu
Jay T. Hairston, Sr.  Assistant Dean of Students  440-826-2157  JHairsto@bw.edu
Charles (CJ) Harkness  Chief Diversity Officer & Title IX Coordinator  440-826-2426  charknes@bw.edu
Janet Leonard  Director of Benefits  440 826-2219  jleonard@bw.edu
Gerrie Paino  Coord. School of Natural Sciences, Math & Comp. Sci.  440-826-2111  gpaino@bw.edu

In addition to the Investigators, other adequately trained employees, at the discretion of the Title IX Coordinator, may serve as Sexual Misconduct Personnel during formal Conduct hearings, investigations, sanctioning considerations and appeals. These persons are typically employees in Human Resources, Safety and Security, Residence Life and Student Conduct.

HOW TO FILE A SEXUAL MISCONDUCT COMPLAINT
Any Baldwin Wallace student, employee, or campus visitor, including a bystander, having a complaint of sexual misconduct (hereafter, the complainant) is encouraged to do one of the following:

- Call, email or visit any of the Discrimination Investigators. An updated list of investigators can be found at: https://my.bw.edu/CampusLife/YourCampus/Diversity/
- Call, email or visit Charles (CJ) Harkness, Chief Diversity Officer/Title IX Coordinator at charknes@bw.edu, at 440-826-2426 or in Bonds Administration Building Rm. 202C.
- Call or visit Safety and Security at 440-826-2000. Their 24 hours dispatch center is available for reporting any crime or misconduct.
- Call email or visit the Assistant Dean of Students (Coordinates response to accusations of sexual misconduct against students). The Student Affairs Office is located on the first floor of Bonds Administration Building and calls can be directed to (440) 826-2772.
- Submit a report to the BW Bias Incident/Hate Crime Report found at https://fs22.formsite.com/bwtest1/form120/
- BW employees may also choose to call, email, or visit the Human Resources office at jleonard@bw.edu or 440-826-2220. The office is located on the second floor of Bonds Administration Building.

Providing a report to any of these entities will initiate an official complaint and prompt an appropriate institutional response including notification to BW Safety and Security for appropriate consideration in the annual crime statistics report. When sexual misconduct personnel are in receipt of a complaint, they will ask for a written summary (unless already provided) and refer promptly for review and resolution. The University will investigate complaints of sexual misconduct on a timely basis. Should one of the Discrimination Investigators be the respondent or the complainant, the University’s Chief Diversity Officer/Title IX Administrator will assume procedural responsibility.

Confidential Reporting Options (Please also see confidentiality statement)
The following are resources in the event that a BW student feels that they have been a victim of sexual misconduct. Faculty and staff may also access these offices for the purpose of better understanding all the resources available to them. While the resources listed below are alternatives to the resources listed above, it is most prudent in the investigation process that complainants or witnesses of sexual misconduct make direct reports to one of the contact points listed above. Due to privacy laws, confidential reports to the options below may limit the institution’s ability to adequately conduct an investigation. Confidentially reported incidents may, however, be included in the University’s annual crime statistics. Those wishing to report or seek services anonymously may do so through the following options:

- Call or visit or Counseling Services by calling 440-826-2180 or going to the Counseling Center on the corner of Beech and Bagley. You may also access a wealth of resources from the Counseling Center at: http://www.bw.edu/resources/counseling/sexualassaultinfo/
- Visit a Campus Trauma Therapist or Victim Specialist from the Cleveland Rape Crisis Center on campus in the Counseling Center or at the Cleveland Rape Crisis Center Facilities. For more information please see the MyBW Sexual Misconduct Information and Complaint Resolution page
Call or visit Health Services by calling 440 826-2178 or going to the Health Center on the corner of Beech and Bagley. More resources are available at: http://www.bw.edu/resources/health/
Call Baldwin Wallace’s Ethics and Compliance Hotline at 440-826-8557.

SUPPORT OF BYSTANDERS (Witnesses)
Baldwin Wallace encourages campus community members to assist others in need, including, in some circumstances, preventing sexual misconduct. Sometimes individuals hesitate to assist others in fear they themselves will face sanctions for various policy violations. While Baldwin Wallace cannot guarantee overlooking policy violations, it may provide educational intervention rather than discipline or sanctions to assisting bystanders.

INTERIM MEASURES
Following an allegation of sexual misconduct, Baldwin Wallace may provide interim measures, such as changes to academic, living, transportation or working circumstances. Interim measures might include, for example, informing a complainant of how to request changes to the above circumstances, providing awareness of financial aid services on leave of absences and loan repayment, or establishing a non-contact restriction between the complainant and respondent parties. These are meant as examples and may not be applicable to every case of a sexual misconduct complaint. Interim measures may or may not remain in effect after the resolution of a complaint.

RESOLUTION PROCESS
After a sexual misconduct complaint is filed, the Chief Diversity Officer/Title IX Coordinator or other appropriate administrator will determine the most prudent means of resolution. Prior to the formal investigation of a complaint, a review by the Title IX Coordinator and/or other appropriate administrators (i.e. V.P. Student Affairs, Asst. Dean of Students, Director of Safety & Security, etc.) will take place promptly to determine:

- If the potential health and safety of members of the University community exists which warrants immediate Institutional action (i.e. campus warnings, notification of law enforcement, restrictions of contact with persons or campus property, etc.)
- If the complaint, as presented, would constitute a violation of University Policy
- The desire of the complainant for the University to fully investigate (when no ongoing threat is perceived to exist)
- Any extenuating circumstances affecting the accused or the respondent which could impact an investigation
- The most prudent means of resolution (i.e. discrimination investigation, student conduct hearing, administrative review, application of interim measures, etc.)

When it is determined that the claims in an allegation rise to the level of potential policy violation(s) and evidence (including the accounts of complainants and witnesses) is available, a discrimination investigation, administrative review or Student Conduct hearing will occur. Typically, case resolution will take place in the form of a discrimination investigation. When an administrative review or a Student Conduct hearing are used, rationale will be articulated to all involved parties. More information about the Student Conduct process can be found in the Student Handbook HERE. If the respondent is a student, the matter will be referred to the Assistant Dean of Students who will coordinate response. Allegations against employees will be coordinated by the Title IX Coordinator. All student rights and responsibilities will be adhered to as listed in the Student Handbook. Please note that Baldwin Wallace University does not process allegations of sexual misconduct through mediation.

All forms of resolution will use a standard of preponderance (more likely than not) to determine whether or not policy has been violated. All forms of resolution will be conducted and any sanctions will be imposed by properly trained individuals without any demonstrable conflict of interest or bias against either the accuser or the accused. During any formal investigation or Conduct proceeding, both the complainant and the respondent will have equal opportunities to have others present, including an advisor of their choice (said persons may not represent the party or actively participate in the proceeding). Throughout any proceedings, both the accuser and the accused shall receive timely notice of meetings at which one or the other, or both, may be present and shall receive equal access to information that will be used in informal and formal meetings and hearings. After any formal proceeding concludes, the complainant and the respondent shall receive written (may be electronic) notification of the proceeding’s results and any available appeals process. At the discretion of the Title IX Coordinator, notification may be presented at separate, in person meetings with the complainant and respondent scheduled as closely together as possible.
**Discrimination Investigations**

Discrimination investigations are the preferred method of resolution for disputed allegations of sexual misconduct. The following represent typical activities in the process:

- Separate interviews of the complainant(s), respondent(s), and witnesses (both the complainant and respondent have the right to request that individuals who can provide substantive information which is germane to the corroboration or refuting of the claims be interviewed)
- A review of any evidence presented to the investigators
- Follow up interviews when deemed necessary by the investigators (may be conducted by others whom the investigators believe have a specific expertise necessary for understanding all of the evidence)
- Final review of all evidence presented and determination of finding
- Presentation of summary and findings to the Title IX Coordinator or designee.
- Presentation of summary and findings to the complainant(s) and respondent(s)

**Administrative Reviews**

Administrative reviews will take place either when facts of the allegation(s) and subsequent institutional response (i.e. restrictions, sanctions, etc.) are not disputed or when extenuating circumstances make the timely, equitable completion of a discrimination investigation or conduct hearing impossible. If all parties agree to a finding of responsibility and subsequent sanctions during a review, all parties will also waive any right of appeal.

If a discrimination investigation determines that a violation has occurred, the findings will then be referred to an administrative committee (at least three persons) consisting of sexual misconduct personnel, and/or appropriate administrators and/or Vice Presidents to determine appropriate sanctions. Investigations and any subsequent sanctioning will be conducted as quickly as possible with delays communicated with rationale to all parties.

**Student Conduct Hearings**

If it is determined that a Student Conduct hearing is the most efficient form of resolution, The Assistant Dean of students or identified designee will coordinate the hearing and advise the Conduct Board. Proceedings will generally follow the outlines in the Student Handbook and variances will be communicated to both the complainant and respondent. All parties will have the ability to present and respond to evidence.

**SANCTION STATEMENT**

Baldwin Wallace University sees sexual misconduct as discriminatory in nature and cause for significant institutional response. The possible sanctions for students at the disposal of the Sexual Misconduct Personnel and other appropriate administrators are warnings, probation, educational programming, service or co-curricular assignment, counseling or mental health assessments, restrictions of contact or participation, reassignment of academic schedule or housing assignment, suspension or dismissal. The possible sanctions for employees at the disposal of the Sexual Misconduct Personnel and other appropriate administrators are warnings, probation, educational programming/professional development, service, counseling or mental health assessments, restrictions of contact or participation, reassignment of job responsibilities (and potentially compensation), suspension or dismissal. Please note that interim measures may be issued immediately as deemed necessary during institutional response to a complaint. Restrictions of contact may be enforced before, during and after a complaint response without a finding of responsibility. In addition, the following should be considered regarding sanctioning:

- Any student or BW employee found responsible for violating the policy on Non-Consensual or Forced Sexual Contact (where no intercourse has occurred) will likely receive a sanction ranging from probation to expulsion or termination, depending on the severity of the incident, and taking into account any previous campus or workplace conduct code or policy violations.*
- Any student or BW employee found responsible for violating the policy on Non-Consensual or Forced Sexual Intercourse will likely face a recommended sanction of suspension or expulsion/termination.*
- Any student or BW employee found responsible for violating the policy on sexual exploitation or sexual harassment will likely receive a recommended sanction ranging from warning to expulsion or termination, depending on the severity of the incident, and taking into account any previous campus or workplace conduct code violations.*
Any student or BW employee who is found to have perpetrated any form of sexual misconduct against a minor child will likely receive a recommended sanction ranging from warning to expulsion or termination, depending on the severity of the incident, and taking into account any previous campus or workplace conduct code violations.*

*The conduct body and/or the University reserves the right to broaden or lessen any range of recommended sanctions in the case of serious mitigating circumstances or egregiously offensive behavior. Neither the initial hearing officers nor any appeals body or officer or managerial employee will deviate from the range of recommended sanctions unless compelling justification exists to do so. Employees or students who remain a part of the University community after being held responsible for acts of sexual misconduct will be assigned to a mandatory educational and/or remedial process to address any known deficits in knowledge or behavior that could lead to further misconduct.

APPEALS
Appeal rights for both the complainant and respondent in cases referred to Student Conduct can be found in the Student Handbook. For cases in which a sexual misconduct investigation or administrative review took place, the following grounds will be considered for appeal:

- The sanctions are thought to be disproportionate
- Errors in process were so substantial that a fair process was denied to the complainant or respondent
- New and significant information which was not available/discoverable during the process is now available/discoverable

Both the complainant and the respondent have the right to a single appeal which should be submitted within five business days of the communication of outcomes of the investigation or other parties’ appeal. The appeals body will be appointed by the Title IX Coordinator or designee and will be comprised of Sexual Misconduct Personnel not involved in previous stages of the process. They have the authority to:

- Affirm the original decision
- Change sanctions
- Overturn a decision
- Direct the investigative phase be reopened

CONFIDENTIALITY
Confidentiality cannot be promised during the investigation of a sexual misconduct complaint. The University directs and expects all personnel involved in resolution to be discreet during proceedings. Information about a case is limited to those parties who have a legitimate need to know. Parties involved are advised to maintain discretion and not engage in public discussion of their cases. A breach of confidentiality that reaches the level of malicious intent (retaliation) may result in sanctions.

At BW, allegations of sexual misconduct are taken very seriously. The President’s Office will be kept apprised of the context and progress of all investigations unless a conflict exists. All BW employees involved in the resolution of sexual misconduct violations will proceed with careful discretion as it relates to the privacy of the involved parties.

The Department of Safety and Security has an obligation to report to the Berea Police Department any reported felony crimes, sexual assaults or any serious physical injury to victims, per Safety and Security’s “Protocol between the City of Berea Police Department and the Baldwin Wallace University Department of Safety and Security.”

Information provided to licensed Counseling, Health Center staff or Clergy who are acting in those respective roles will remain confidential to the fullest extent possible.
BW EMPLOYEE DUTY TO REPORT
If a student or BW employee reports sexual misconduct, the BW employee to whom such a complaint is conveyed (with the exception of licensed counselors, health care staff and clergy who are acting in those roles) has a duty to report that information to a Discrimination Investigator, the Assistant Dean of Students, the Chief Diversity Officer/Title IX Coordinator, or Human Resources. Subject to the policy’s stated definition of sexual misconduct, if a BW employee believes that he or she has observed sexual misconduct by a student or employee, the BW employee should report that information to a Sexual Misconduct Investigator, the Director of Student Conduct, or the Chief Diversity Officer/Title IX Coordinator.

EDUCATION
The current Sexual Misconduct policy is published in the Student Handbook, the Faculty Handbook, the Employee Handbook, and the Baldwin Wallace University portal. For the purposes of prevention, the Sexual Misconduct Investigators will coordinate ongoing, campus-wide efforts to educate the Baldwin Wallace University community regarding sexual misconduct. In addition, the following co-curricular and programmatic activities articulate the University’s commitment to fostering a community of respect in which sexual misconduct is not tolerated:

- Facilitated group bystander philosophy discussion during Summer Orientation (students)*
- Presentation of the Alcohol policy and the correlation to alcohol use to sexual misconduct presented during Summer Orientation (students and parents)*
- “Be a Catalyst for Change: Creating a Safe Campus Culture at BW” This program, presented by our colleagues from the Cleveland Rape Crisis Center is an interactive presentation with a focus on issues surrounding consent in sexual interactions which takes place during Weekend of Welcome*
- Required participation by all new students in an on-line sexual assault prevention program (Haven) *
- Required participation by all new employees in an on-line sexual assault prevention program (Haven) **
- Target audience programming in bystander intervention in FYE classes, Greek organizations and other student organizations presented by University staff and community partners.
- Campus organization sponsored programming on sexual assault prevention (P.O.W.R.E., Student Government, Fraternities & Sororities, etc.) including “Take Back the Night”, RAINN Day, Vagina Monologues, etc.
- C.A.R.E. (Center for Alcohol & Related-issues Education) programming on alcohol use and sexual assault prevention made available throughout the year to the campus community.
- BWise peer educator programming which engages students on many subjects including bystander intervention.
- Participation of employees in the Ohio Department of Higher Education’s Changing Campus Culture initiative including strategic response to a Climate Study on sexual violence, regional workshops on prevention and response to sexual violence and a grant funded initiative to raise awareness and reduce sexual violence during “high risk” periods.

*Denotes activities which are mandatory for all incoming University Students.
**Denotes activity which is mandatory for all employees

The Sexual Misconduct Investigators will develop and publish an annual report on the incidence of sexual misconduct cases (without names) and their resolutions to share with the Baldwin Wallace University community.

Note:
This policy has been developed by University staff relying heavily on model policy provided by The Association of Title IX Administrators (ATIXA). It will be updated as needed to ensure an optimal campus environment as well as institutional compliance.
STUDENT ISSUE/CONCERN

Harassment/Discrimination/Safety

Academic/Disability/Housing/Student Life

Student notifies Faculty/Staff

Mandatory Notification

Recommended Action


Issue may rise to Grievance Review Committee

Disability: Report to Disability Grievance Committee - follow grievance procedure on MyBW/Disability Services.

Housing/Student Life: Report to Housing/Student Life or Safety & Security to follow procedure outlined in Student Handbook or Housing contract.

Departments follow process for grievance resolution per policy

Resolution notification/actions

DepartmentalProvost/HR Record

Student reporting options:

BW online at: (Anonymous optional) bw.edu/incident-report-form

BW Counseling Center: (Anonymous) bw.edu/incident-report-form (440) 826-2180

BW Safety & Security at: (440) 826-2000

BW Discrimination Investigators: bw.edu/sexual-misconduct-personnel

BW Title IX Coordinator: CJ Harkness, 826-2426

CLE Rape Crisis Center: (216) 619-6192 (Anonymous/24hr)

Berea Police: 911 or (440) 234-1234

No investigation per student request

Investigators/Police conduct investigation

Student provided support services as needed

Resolution notification/actions

Clery Report (bw.edu)

(Optional) Appeal process
**Freedom of Expression Policy**

As an institution of higher education founded on the value of inclusion and believing that our diversity is an enduring strength of BW, we value the vibrant exchange of ideas among all members of our community.

This founding principle is represented by a community of individuals who demonstrate respect and care for each other. Meaningful dialogue regarding issues and concerns raised by members of the University community is a vehicle to help us better celebrate what we hold in common and to respect and understand our differences. Respecting the right of each individual to express his or her beliefs and ideas, we expect that this dialog will occur peacefully and in non-violent ways.

To this end, freedom of speech and expression is valued throughout the community. This is true for all speech except that which violates the rights of others to live and learn in a safe environment free from discrimination, harassment or threat of physical harm, is unlawful, violates University policy, is destructive to property or is grossly offensive on matters that are outlined in the University’s non-discrimination standards.

At times, the expression of free speech may take place in the form of organized efforts to communicate a perspective publicly. In exercising free speech, the University requires that demonstrations (including, but not limited to, protests, sit-ins or rallies) be officially sponsored and registered with the University and must adhere to all University policies.

The use of Baldwin Wallace campus facilities for demonstration events or the assistance of Baldwin Wallace staff in providing guidance to students does not imply acceptance or endorsement by the University of the views expressed.

**Event Registration**

- All areas of the demonstration registration form must ideally be completed at least (2) business days prior to the event to provide notice of the planned protest, rally or demonstration.
- This notice allows university staff to work with student organizers to ensure the event meets the guidelines of BW and local policies, as well as to provide assistance in order to enhance the learning experience related to protest and demonstration involvement.

**Guidelines for Events**

- Only Baldwin Wallace students, faculty, staff or recognized BW campus groups/organizations may register and facilitate demonstrations on University property.
- Demonstrations led by those who are not Baldwin Wallace students, faculty or staff are not permitted on University property. If any individuals who are not members of the University community are invited by a University community member to participate in the demonstration on campus, the University expects those individuals to abide by this policy as well, or face a possible range of actions, including, but not limited to, removal from campus and/or possible criminal action.
- Groups demonstrating must clearly indicate to their organization, media, and audience that the views and opinions expressed through the demonstration are not necessarily the views and opinions of Baldwin Wallace University, its students, alumni, employees, partners or contractors. Students participating in demonstrations represent themselves and not the University.
- All questions about demonstrations and the opinions and views presented through demonstrations should be directed to University Relations. This includes academic and co-curricular activities which are scheduled on campus.
- Campus security will define appropriate demonstration areas in relation to access to buildings and flow of pedestrians to and from an event.
- Organizers are expected to follow campus policies related to event signage and noise (following city of Berea quiet hours).
- Organizers are responsible for complete clean-up of the event space, or may face fines or additional repercussions.
Conduct that will not be tolerated during demonstrations and protests

- Protesters may neither impede nor harass individuals wishing to attend a class or event, or to see or hear a speaker/performer.
- Conduct that threatens the health or safety of any person, including but not limited to, causing bodily harm to an individual; making physical contact of an insulting or provoking nature with an individual; reckless disregard for the health or safety of any person or any threat or physically threatening behavior which creates reasonable fear for a person’s safety.
- Damage to personal or campus property.
- If demonstration participants choose to engage in activity that does not prioritize safety or respect University property, the attendees generally will be warned before being asked to leave the event. However, if a significant concern about the safety of any community member or the University as a whole arises, as determined by Safety and Security or University administration, the University may remove a participant or terminate the event without first issuing a warning.

Tobacco and Smoke - Free Policy

In the interest of the health, safety, and comfort of students, faculty, staff, and campus visitors, smoking is prohibited on all university-owned or leased property. This policy applies to faculty, staff, students, visitors, subcontractors, consultants, and vendors. This prohibition includes all university buildings, athletic and recreational facilities, parking lots and university owned, or personal vehicles being driven or parked on campus.

Tobacco use means the personal use of any tobacco product, whether lighted or not, including but not limited to: cigarettes, pipes, cigars, e-cigarettes, smokeless and chewing tobacco.

Employees are authorized and encouraged to communicate this policy with courtesy, respect and diplomacy. If an employee refuses to comply with this policy, Human Resources shall be notified. If a student refuses to comply with this policy, the Office of Student Conduct shall be notified. If contractors, consultants, visitors, or vendors refuse to comply with the policy, the Safety and Security Department should be contacted. Individuals violating the policy should initially be reminded about the policy. Continuing violations may also result in appropriate disciplinary action up to and including dismissal.

Tobacco is a leading cause of death in the United States. BW encourages any employee or student who uses tobacco to quit. More information on tobacco and smoking cessation programs can be obtained from Human Resources or the Student Health Center.
2017 - 2018 Information Technology: Acceptable Use of Technology Resources and Copyright Infringement Policies

Statement of General Policy
Baldwin Wallace University provides access to information technologies for the private, non-commercial educational, research, cultural, and recreational uses of its students, faculty, and staff. These same technologies are also used by the University in support of its business functions. Limited access is also extended to guests. A primary function of institutions of higher education is to foster the free investigation and discussion of ideas. Electronic media play an important role in this endeavor and are governed by the same policies and protections as traditional print and broadcast media. Any restriction, control, and/or editing of the content of electronic media will be consistent with state and local laws and University policies.

Privacy of Electronic Communications and Data
Person-to-person electronic communications are private. The upload and download of information is also private. The contents of an individual's computer files are also accorded the same confidentiality. There may be times during the process of maintaining the network systems, inspecting the contents of damaged files, or in the process of data recovery, that the contents of a user’s email or stored files may be viewed. Data stored on public or shared network drives or servers, as well as public computers, cannot be fully-protected from view or access. The University does monitor network behavior and activity for security and operational efficiency. This data is recorded and disposed of periodically. Review of such communication only occurs when required by law or a legal process served upon the University, or in extraordinary circumstances to protect the well-being of members of the community or the property or educational mission of BW.

Access to Off-Campus Information
Baldwin Wallace University supports the scholarly examination of ideas which requires complete access to the facilities of the Internet and other electronic media. Any attempt to limit the availability of information to members of the BW community must be undertaken with justification and the widest possible support. Because information found on the Internet is not widely controlled, checked, or censored, members of the BW community are asked to practice good judgment in filtering what is appropriate.

Content of Publicly-Available Material
The content of materials posted or opinions expressed by members of the BW community (students, faculty, or staff) on individually-owned public websites or social media sites shall not be assumed to be those of the institution and responsibility for it lies with the originators. It should be noted that some speech (e.g. obscenity, libel) is NOT protected by the First Amendment and that some uses of information (e.g. plagiarism) or web activities (e.g. posting extremely high-activity pages) degrade the performance of the entire system, thus conflicting with the purpose of the facilities. Infractions of the law will be reported to the appropriate authorities and activities that interfere with the mission of the University may result in restricted or discontinued access to the facilities.

Commercial Use of the Facilities
The facilities of the University are not to be used for the direct benefit of non-BW organizations or businesses without the express written permission of an officer of the University. This includes the outside business interests of students, faculty, and staff.

Misuse of the Shared Electronic Facilities
Members of the BW community are expected to refrain from activities which interfere with the proper functioning of the University’s computer systems or infringe on the rights of other members to make use of the shared information technology resources. Such activities include, for example:

- Any unauthorized attempt to modify computer equipment or peripherals owned by BW
- Any unauthorized attempt to add, delete, or modify, or duplicate copyrighted software (such as operating systems, compilers, utility routines, graphics, games, etc.) owned by BW
• Attempted or actual use of accounts, files, or passwords without authorization from the owner
• Reading, copying, modifying, or deleting private files (including those belonging to any students, faculty, staff, or the University’s administrative or academic files) without proper authorization
• Using the University’s network to communicate messages to others that are harassing, offensive, or obscene
• Attempting to crash the BW servers, intranet, or public electronic networks
• Violating intellectual property rights or copyrights in data or programs
• Destruction, damage, or theft of equipment, software, or data belonging to BW
• Giving unauthorized persons access to BW facilities by divulging passwords
• Establishing an individual wireless network on campus or connecting any device (other than a computer) to the network without authorization from the IT Department

Disciplinary Procedures – Student Misuse
Suspected misuse of the facilities should be reported to the CIO, who is authorized to determine if there has been a violation of policy or law and refer student violators to the Office of Judicial Affairs for resolution. Pending the outcome, access to the shared technology resources may immediately be restricted or suspended. In some cases, limited or monitored access will be provided to the facilities needed for University-related activities, such as classes. Except in extraordinary circumstances, the situation will be discussed with the person suspected to see if a resolution can be made. If not, the matter will be turned over to the appropriate University or public authority. If the misuse involves violations of local, state, or federal law, the appropriate authorities will be informed.

Copyright Infringement
Copyright infringement involves the reproduction or distribution of a copyrighted work without permission or legal authority. The unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, is subject to civil and/or criminal penalties. Violations that occur on BW Internet traffic are reported to the IT Department by our Internet service provider.

Baldwin Wallace University, in compliance with the Digital Millennium Copyright Act (DMCA), Higher Education Opportunity Act (HEOA), and Recording Industry Association of America (RIAA), takes quick action when notified of an alleged copyright infringement occurring from a computer connected to the campus network. Incidents are referred to the appropriate campus officials and steps are taken to stop unauthorized downloading or distribution of copyrighted materials. The RIAA can monitor network traffic at colleges and universities to identify illegal activity. Penalties can be severe.

Actions resulting from the discovery of copyright infringement include the following steps:
• Identify the computer responsible for the violation and contact the owner
• Notify the owner to cease all further activity involving illegal file sharing or copyright infringement
• Require the deletion of illegally acquired files
• Notify the Director of Residence of Life and Judicial Affairs (resident students)
• Schedule an official hearing with Judicial Affairs (students)
• Require a written essay on the topic of copyright infringement (students)
• Impose probationary sanctions for residency (resident students)
• Possible probationary sanctions for athletic participation (students)

Members of the BW community are cautioned against the use of peer-to-peer applications which pose security risks and potential legal issues. By default, many of these programs can extract confidential information and share with third parties. Viruses and malware are frequently associated with these programs.
Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws
Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than $750 and not more than $30,000 per work infringed. For “willful” infringement, a court may award up to $150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Section 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense (www.copyright.gov).
2017 - 2018 Student Organization Travel Policies and Procedures

Overview
The following are policies for travel by student organizations recognized by Baldwin Wallace University. Students and/or student organizations found in violation of any part of the policy may be brought before Student Conduct for adjudication and sanctions. Student organization leaders can also find the full Student Organization Travel Policy, including helpful tips and forms, on the Student Organization Presidents site on Blackboard and on the Office of Student Activities’ myBW site.

What is Student Organization Travel?
Baldwin Wallace University Student Organization Travel is defined as any off-campus experience that is sponsored by a recognized Baldwin Wallace student organization. Such travel includes, but is not limited to, retreats, conferences, conventions, competitions, workshops, field trips, and off-campus speakers or rallies. The travel must be approved by the organization’s faculty/staff advisor and should support the mission of the organization.

What is a Recognized Student Organization?
A recognized student organization at Baldwin Wallace University is one who has had their charter approved by both the Office of Student Activities and Student Senate and has registered with the Office of Student Activities by the Friday of the 5th week of the fall semester each academic year. A recognized student organization does not have to receive funding from Student Government.

Categories of Travel
There are four (4) categories of travel determined by the length of time off-campus and/or location. Some travel may fall into two categories (i.e. Overnight and International).
1. One Day – Any travel in which students leave and return to campus on the same day.
2. Overnight – Any travel off-campus for 1-5 nights.
3. Extended Stay – Any travel that requires 6 or more nights off-campus.
4. International Conference – Travel for a conference requiring a student/advisor to travel outside the United States (this includes Canada and Mexico).

*It is preferred that the organization’s faculty/staff advisor accompanies the group on any travel requiring a stay of longer than 6 nights and/or is International. Approval is needed from the Director of Student Activities and the Vice President of Student Affairs if the faculty/staff advisor is unable to accompany the organization.

International Conference Travel and Travel to Alaska, Hawaii and Puerto Rico
Student organization travel requiring students/advisor to travel outside the continental United States of America is allowed only for conferences/conventions that are hosted by National/International organizations for professional and skill development related to the mission of the organization. Before scheduling such a trip, organizations must first contact the Explorations/Study Abroad Office, where their staff will ensure that the organization has enough time to prepare for such a trip. After contacting the Explorations/Study Abroad Office, the organization must receive approval from the Vice President of Student Affairs at least five (5) months prior to the departure date. Travel outside the continental United States of America, for something other than a conference/convention, must follow the Academic Field Trip Policy, which can be found on the Study Abroad and Explorations myBW site. International trips must include an orientation provided by Explorations/Study Abroad.

Experiences that are Not Considered Student Organization Travel
Advisors/organization members may recommend that students attend off-campus opportunities that would provide an enhancement to their organizational experience. Students would attend at their own expense and risk. Baldwin Wallace University will not be responsible for arrangements, costs or supervision of this type of travel. Students attending off-campus field trips or travel for academic credit will follow the Academic Field Trip Policy.

Compliance with University Policies
All participants must understand that University policies for faculty, staff and students are still in effect and apply to trips regardless of the location. Instructional activities and settings are to be consistent with BW policies including, but not limited to, policies regarding alcohol and drug use, vehicle use, student misconduct, principles of academic freedom, and sexual harassment and consensual relationships.
Registering a Student Organization Trip
Student Organizations traveling off-campus must register their trip with the Office of Student Activities at least 24 hours before the trip. Registration is to be completed online at https://fs22.formsite.com/bwtest1/form82/index.html.

Transportation
Please Note: Organizations wishing to travel outside the continental United States must speak to staff of the Explorations/Study Abroad Office and seek approval from the Vice President of Student Affairs before making any trip arrangements. The type of trip determines the method of transportation. The majority of BW travel uses University-owned vehicles; however, trips by personal vehicles, rental vehicles, chartered buses and commercial airlines also occur. If renting a vehicle, please work through the Purchasing Department as certain stipulations apply. Determine your transportation needs in advance to allow the Purchasing Department time to make the necessary arrangements.

a. Travel Using University-Owned Vehicles
Per University policy, all overnight travel utilizing a University-owned vehicle requires a faculty or staff member to be a driver or passenger in the University-owned vehicle for the entire duration of the trip. All drivers (faculty, staff and students) must complete the Van Skills Class offered by the University and must have a valid driver’s license with no more than 4 points. All gasoline expenses incurred during the trip will be charged to the sponsoring student organization’s budget.

Note: If an organization is traveling overnight without a faculty/staff advisor then a University-owned vehicle cannot be used and the following paragraph (Travel Using Personal Vehicles) will need to be seriously reviewed and considered before travel arrangements are made. In these situations, travel by plane, train, bus or other public transportation method may want to be considered and researched.

b. Travel Using Personal Vehicles
Students, faculty and staff are strongly encouraged to use University-owned vehicles for all travel rather than their own personal vehicle. While it is not a University policy to require the use of University-owned vehicles, students, faculty and staff should understand that their own personal auto insurance for both liability and property damage is primary to any University coverage. In other words, transporting University students in personal vehicles increases the driver’s personal liability.

Transportation Accommodations
Students, faculty, and staff who have attended the Van Skills Training Class can drive the Jacket Access Van for off-campus events. Requests for the use of the Jacket Access Van should be directed to the Purchasing Department (440-826-2444).

Students, faculty or staff interested in attending the Van Skills Training Class should contact the Purchasing Department for scheduling information (440-826-2444).

Deviation from Travel Plans
In certain situations, students may wish to deviate from the group travel plans, such as requesting to drive their personal vehicle or make their own travel arrangements. Students should be discouraged from doing so and must be made aware that they will be traveling at their own risk and must understand that their own auto insurance is primary to any University coverage. The University is not liable for physical damage to personal vehicles or medical compensation for their passengers.

Certificate of Insurance
Sometimes the trip destination, organization, or establishment will require a Certificate of Insurance from Baldwin Wallace University prior to use of their facility or event participation. If asked to provide this document, the Purchasing Department can obtain a Certificate of Insurance for other parties (440-826-2444).

Failure to Comply
Failure to comply with these policies will result in revocation of travel allowances for the entire organization for a length of time to be determined by the Vice President for Student Affairs and Director of Student Activities and possible adjudication by Student Conduct.
Student Agreement When Traveling with a BW Student Organization

Any BW student traveling with a recognized student organization on a sanctioned BW trip automatically agrees to the following:

I, a student at Baldwin Wallace University, have voluntarily chosen to participate in a trip facilitated by a student organization at Baldwin Wallace University. I understand that this is a University-sponsored trip and that I am expected to fully comply with all University policies as outlined in the Student Handbook. I understand that if I violate any of these policies, documentation will be provided to the University and I may be brought before Student Conduct.

I also understand that if I am abusive, highly disruptive and/or violate any University, local, state, federal or international law I may be sent home at my own expense and may have an incident report given to the Student Conduct Office.

I agree to abide by the standards of student conduct as published in the Baldwin Wallace Student Handbook. I understand that this code of conduct applies to all off-campus travel. The University, organizational advisor(s) or institutional administrators have the authority to establish rules of conduct necessary for the operation of the trip during the entire period of the travel, including free time. The use of illegal drugs during the entire period of the field trip, including free time, is strictly prohibited. Should the organization advisor, Travel Supervisor or institutional administrator decide that a participant must be separated from the trip because of violation of stated rules, for disruptive behavior, or for any conduct that might put participants into legal jeopardy, that decision will be final. Persons dismissed from the trip will be responsible for all program costs incurred on their behalf, including the additional costs of returning home.

I have adequate health insurance to cover any medical expenses that may occur while I am traveling.

I agree to fully describe any health and physical or psychological problems I have that may interfere with the trip on the health information form. Furthermore, I agree to document any disabilities for which I anticipate needing accommodations during my time off campus. In the event of illness or injury to me, I authorize any official representative of Baldwin Wallace University to secure medical treatment on my behalf, and I accept all financial responsibility for such treatment.

I understand that BW, its trustees, administrators, employees or representatives/agents are not responsible for me while I am traveling independently. I understand that I may be traveling during the trip by various modes of transportation including, but not limited to plane, train, bus, auto, or van, and I release Baldwin Wallace University, its trustees, administrators and employees, from any responsibility for loss of property, injury or death during such travel.

If cancellation does occur, BW will not be liable for any funds that cannot be recovered.

I agree to release Baldwin Wallace University, its trustees, faculty, sponsors, administrators, agents and employees from any liability for damage to or loss of possessions, property, injury, illness or death during the period of the trip, from the time I leave BW until I return.
Liability and Insurance

Baldwin Wallace University is insured by the Travelers Insurance Company. If a claim or suit is presented on the account of wrongful death, personal injury, or property damage that asserts negligence on the part of the University, Travelers Insurance will investigate and defend as necessary within the coverage terms and conditions.

Under the definition of “Who is Insured,” employees are covered but only for acts within the scope of their employment or while performing duties related to the conduct of BW business.

- **Negligence** - Failure of one who owed a duty of care to another to fulfill that duty resulting in injury to the party owed the duty of care. Negligence can occur both by doing something that a reasonable, prudent person would not do in a particular situation or from failure to do what a reasonable, prudent person would do in a certain circumstance.

- **Duty and Risk** - Duty to “invitees” (i.e. students) to discover and correct any unreasonable dangerous condition or to warn of its existence. Duty and risk liability usually takes into account that in certain situations potential dangers are obvious to all participants. Sponsorship of an activity (i.e. field trips, intercollegiate athletics) creates a special relationship and heightens the obligation of University employees to supervise and prepare students for the foreseeable hazards that they might encounter during the field trip.

- **Duty to Warn/Educate Participants** - A duty to warn field trip participants of known hazards and prepare students for the foreseeable hazards they might encounter during the field trip. When faculty or staff is aware of conditions that may pose an unreasonable risk to a field trip participant, especially those hazards that may be unclear to a casual observer, there is greater potential for institutional liability.

- **Duty to Use Reasonable Care** - A duty to provide reasonably safe conditions for participation in a field trip. There is an obligation to provide a reasonably safe environment for students when field trip coordinators know or should have known of a potentially dangerous situation. Good judgment is required by all field trip organizers in exercising this responsibility to use reasonable care in planning and implementing a field trip.

- **Assumption of Risk** – In many situations students assume the obvious and inherent risks associated with a field trip activity that cannot be eliminated by the exercise of reasonable care. The student is required to act responsibly and not be negligent.

Note: Students and student leaders are not employees of Baldwin Wallace University and thus are not insured.

Student Medical Insurance

Students are responsible for their own medical insurance coverage for student organization travel just as they are while attending classes on campus.

Additional Insurance

In certain circumstances, it may be reasonable for organizations to require proof of health insurance or a medical care plan. Examples might include trips with known physical hazards or trips requiring special physical skills or fitness levels.

Property Claims

All losses or damage to University property should be reported to the Purchasing Department. Be advised - the use of personal property by employees or students is at your own risk. Baldwin Wallace University does not pay for loss or damage to personal property.
Basic Behavior Policy

Students who participate in an Explorations/Study Abroad program must have a clear student conduct record and/or be approved by the Student Conduct Office. Serious or multiple violations of University policy may jeopardize eligibility for Explorations programs. Students will not be eligible for a program if he/she has been found in violation of any of the following policies within the past 12 months: Alcohol, drugs, assault (any type), harassment, stalking, vandalism, theft and more (this list is not all-inclusive).

If a violation occurs after the student has been admitted, but before the program start date, the University reserves the right to exercise its authority in removing him/her from the off-campus program.

- Probation: If a student has violated any Student Handbook policy and is placed on Conduct Probation as a sanction, the student will be dismissed from the program automatically and the program/application removal will be final. *See Cancellation/Refund Policy Below.
- If a student has received a written warning or an educational assignment, then the student may appeal to the Explorations/Study Abroad Office. Explorations in conjunction with the Dean of Students and Student Conduct will determine the appropriate outcome.

General Cancellation/Refund Policy

A participant in any Explorations program who cancels or who is dismissed from a program is subject to all pre-paid expenses for the program and a $300 cancellation fee.

The University provides access to many unique programs in which students, or others, may enroll and participate throughout the world. This cancellation refund schedule is to be used only as a general guide as each individual program may have different requirements and refund schedules. If money, on your behalf, has been paid for any off-campus program, the University will request return of the monies paid according to the refund policy of the partner institution/organization. There are no refunds on any DEPOSITS made by or for the student. (Students should be aware that deposits for accommodations, tuition, and other fees must often be sent by Baldwin Wallace University to the host institution several months in advance of the term in which the student will enroll. Baldwin Wallace University has no control over the return policies of other institutions/organizations.)

In all cases, the refund schedule, if any, for a particular program takes precedent over schedules provided here. Absent any specific program refund policy, all University-arranged programs will be bound by the following cancellation policy: A full refund (minus any non-refundable deposits or fees) that has been advanced or paid on your behalf will be made if cancellation is made prior to 60 days of the program start date. Cancellations that occur between 59-30 days will receive a refund of 75%. Cancellations, for any reason, that occur within 30 days of the program start date will receive no refund. All refunds, of any kind, will be tendered as credits against the student account at Baldwin Wallace University. Credit balance refunds may be obtained from the University through the normal refund process.
The policies of Baldwin Wallace University residential living are designed with you, the resident, in mind. A “resident student” is defined as a Baldwin Wallace student who has applied, been accepted and paid for housing in a Baldwin Wallace University residence hall, apartment or house. As a resident, you have the right to live in a safe, peaceful and secure environment, and you have the responsibility to uphold your rights and the rights of others.

Each resident is responsible for reading and adhering to the following policies and procedures so that you fully understand and appreciate your rights and responsibilities while living in Baldwin Wallace campus housing. If you have any additional questions, ask a member of the residence hall staff for you will be held accountable for all new and existing policies and procedures.

**Residence Life Procedures**

**Abandoned Property**
The University reserves the right to remove any personal belongings left behind in any room, apartment or house when a resident is no longer a student, has checked out, or at the end of the academic year. Residents will be notified via their BW e-mail address with instructions for retrieving the items. The University may discard or dispose of all abandoned belongings thirty days after the date of initial notification.

**Air Conditioning for Non-Air Conditioned Rooms/Apartments**
Baldwin Wallace University requires students to provide documentation of their diagnosis (from a physician or health care provider) and complete the Air Conditioner Request form in order to have a window air conditioner unit installed in their residence hall room. These are the only types of air conditioners allowed in campus residences.

A request for use of a personal air conditioner (A/C) in your campus residence will be approved under the following conditions:

1. You must have a history of a chronic medical condition that necessitates use of an A/C.
2. You must complete the Air Conditioner Request form and send it to the Office of Residence Life.
3. You must have your physician or healthcare provider complete the Chronic Medical Condition Verification Form (included within the Air Conditioner Request form) and submit it as documentation of your chronic medical condition to the Office of Residence Life.

**Please NOTE:**

1. The diagnosing professional may not be a family member.
2. “Seasonal Allergies” is not a chronic medical condition.
3. A note on a prescription pad is not an acceptable form of documentation.
4. It is the student’s responsibility to confirm receipt of the documentation.
5. All documentation can be faxed to the Office of Residence Life at 440-826-3730.

Upon receipt of the documentation and request form, the Office of Residence Life will evaluate your air conditioner request. Students whose request has been approved will be sent a confirmation email. Once approved, it is your responsibility to:

1. Purchase the air conditioner. The unit must be a window unit, portable, less than 6,000 BTU's, and be able to plug into a 110 volt electrical outlet.
2. Bring your air conditioner on the check-in date listed on your Air Conditioner Request Form. There will not be any Residence Life staff available to grant you access to drop off the unit before your check-in date.

3. Have the portable unit in your room ready to install. Please leave it out in the open so it is visible to the installers. Installation will be delayed if the unit is not available when Buildings and Grounds Department (B&G) arrives.

4. Make arrangements with B&G (440-826-2233) to have the unit removed at the close of the academic year.

Please NOTE:

1. All Air Conditioner Request forms must be received by the Office of Residence Life by August 1st in order to be considered for the upcoming year.

2. Installation of your unit will occur within ten (10) business days of your check-in date. Our B&G department works diligently to install all air conditioners based on the check-in date provided on the request form. Since they get many requests at the beginning of the school year, it is advisable to submit your request and documentation early for prompt installation.

3. No units will be installed after October 1st.

Bicycles
Bicycle racks are located near all residence halls and apartments. Bicycles should be locked at all times. For safety reasons, bicycles may not be stored in stairwells, hallways, lounges, lobbies, corridors, porches, overhangs or other public areas; bicycles stored in these areas will be removed. Bicycles left on campus may be discarded after May 31st of each year. Bicycles with motors may not be stored in resident rooms or indoor bicycle storage areas.

Card Readers
All residence halls have been wired with a keyless card reader entry system. There is a $10.00 charge for loss of a card. New cards are obtained at the Student Access Services office (formerly known as the ID Office - located in the Union) during business hours.

Check-in/Check-out/Room Condition Reports
Occupying a space you are not assigned to or occupying your assigned space prior to or after the approved time to do so will result in a $125.00 improper occupancy fee. When you move into a room, apartment or house, you must complete the Room Condition Report. The condition of your campus housing should be thoroughly checked and recorded. Based on the check-in Room Condition Report, you will be charged for any damage that occurs during the time you occupy the room, apartment or house. Therefore, you must complete the Room Condition Report both upon check-in and check-out. Failure to do so will result in a $125.00 fee plus, if applicable, a $65.00 lock change plus any additional key replacement fees if the keys are not returned at the time of check out to a residence life staff member. This $125.00 charge will be assessed to any resident who does not sign their name, date the Room Condition Report, and officially check out with a residence hall staff member.

Consolidation
Residents who find themselves with an open bed in their room, apartment or house may face consolidation. Residents in a room, apartment or house with an open bed must do one of the following by the third Monday of each semester, or no later than five calendar days from the date the bed becomes available:

- request a space buyout and pay the additional charge
- have another student move into the open bed
- make their room available for the Office of Residence Life to assign a new roommate*
- transfer to another room, apartment or house with an open bed. An exact additional charge may be obtained by contacting the Office of Residence Life at 440-826-2114.
*It is the responsibility of the resident(s) to maintain the room as “roommate ready”, which means at any time, a new person may move in and have their bed, dresser, desk, and an equal share of the closet/wardrobe space immediately available to them. If at any time the room is deemed not roommate ready, either a $100 charge will be assessed or the resident(s) may be charged the buyout rate.

If no action is taken, the Office of Residence Life reserves the right to bill the resident the buyout rate.

**Entry of Student Rooms/Apartments**

Occasionally it is necessary for University staff members to enter campus housing to fulfill maintenance and repair requests or to conduct inspections to ensure the observance of basic safety and health standards. While fulfilling their administrative responsibility to enforce University and Residence Life policies, members of the Office of Residence Life staff may enter campus housing at any time.

A. **Buildings and Grounds Personnel**: Buildings and Grounds (B&G) will enter campus housing when a work order is submitted to make requested repairs and will assume permission to enter has been given at the time the request for repair was made.

B. **Residence Life Staff**: An inspection of campus housing will be conducted at least once each semester, or as needed, to ensure the observance of basic safety, hygiene, fire and health standards, and to recover University furniture not issued to campus housing. When possible, a courtesy notice will be given for room inspection, either by posting signs or by email. If the resident is not present during the inspection, two staff members (one which will be a Hall Director or Area Coordinator) will conduct the inspection. Anytime a residence life staff member enters an unoccupied room/apartment, they are required to lock the door as they leave.

As a matter of courtesy, staff members shall knock on the door, announce who they are, and ask for the door to be opened. If there is no response or an unusual delay in opening the door, the staff member will use a master key to enter.

**Housing Requirement Policy**

Baldwin Wallace University believes that living on campus is an important part of the overall university experience and enhances student success. Therefore, all full-time students (12 credit hours per semester) are required to live in University housing their first and second year entering Baldwin Wallace University.

Exceptions will be made for the following reasons (documentation will be required for b thru g):

a. Students 21 years of age or older prior to September for that academic year
b. Commuters - students who are residing with their parents or legal guardians at the parent’s or legal guardian’s permanent address, which must be within a 50 mile radius of campus (The exemption form must be notarized by a Notary Public)
c. Students who are married, divorced, or widowed
d. Single parents with a dependent child
e. Military personnel with one or more years of active duty
f. Students who have lived on a university campus for four consecutive semesters
g. Students needing medical accommodations that the University is unable to provide

Only undergraduate students aged 17-24 are permitted to live on campus. Undergraduate students under 17 or older than 24 who wish to live in campus housing must petition the Director of Residence Life. Graduate student housing is available as space permits.

**Keys**

Each resident is issued keys to their assigned campus housing. These keys are not transferable (e.g. loaned to other people) and may not be duplicated. When a room key is lost, a $65.00 lock change fee plus $12.00 for any additional lost keys (e.g. mailbox, exterior, etc.) will be assessed. If a new key is issued and the original key is found, no refunds will be made.
If keys are stolen and the theft is reported to the police in the jurisdiction the theft occurred in, there will be no charge for the lock change. A police report must be provided to the Office of Residence Life in order for the charges to be waived.

**Kitchens**
Special attention needs to be given to the cleanliness of hall kitchens. The Office of Residence Life reserves the right to restrict or remove kitchen use privileges if the following are not adhered to:

- Residents are responsible for washing their own dishes in a timely manner (dishes and other belongings that are left in the kitchen or fridge will be discarded).
- Residents are expected to be present in the kitchen while any burner, oven or microwave is in use.
- At the end of each semester the hall kitchen refrigerator will be emptied and cleaned.

**Lockout Policy**
A Lockout Request form will be filled out every time a staff member has to let a student into their room/apartment. After the first lockout, the student will be billed a $5.00 charge per lockout. Residents requiring access to their residence hall room when the halls are closed during breaks (winter and spring) will be charged a $15.00 fee. The master key will not be used to let students into rooms they are not assigned to, even for the retrieval of personal property.

**Mandatory Meetings**
Residence Life staff members will schedule a floor/wing or hall meetings to communicate important information to residents. These meetings are considered mandatory for all residents of the floor/wing or hall, and will be publicized as such. If a resident is unable to attend a mandatory floor, wing or hall meeting, they are still required to know the information and are responsible for contacting a staff member to discuss information shared during the meeting.

**Medical Condition(s) That May Affect Room Assignment**
Residents needing housing accommodations related to a disability or health condition must submit documentation to Disability Services for Students (DSS). All attempts will be made to provide reasonable accommodations for every student who has a documented disability. Due to the various physical designs of each residential facility, housing options may be limited for students who present a need for housing accommodations. Students returning to the residence halls for the following year must request accommodations and provide documentation by the end of February each year.

**Mental Health Emergencies: Aftercare Consultation and Evaluation**
Residents who experience mental health emergencies may be required to leave campus housing for a period of time in order to receive care. In order for the University to consider the return of a student to campus housing, a resident will be required to meet with a Counselor at Baldwin Wallace University’s Counseling Center to provide information that would assist in determining the following:

1. Whether the resident poses a substantial danger or risk to their own health or the health and well-being of other persons within the campus community.
2. Whether the resident is likely to be seriously disruptive to the educational process or mission of the University.

The Director of Residence Life, using the above criteria along with other information available to the Office of Residence Life, will determine whether the resident may reside on campus.

Please refer to the Involuntary Withdrawal Policy (available through the Office of Student Affairs) for related information.

**Personal Property**
Baldwin Wallace University is not responsible for the loss of any personal property. Residents are encouraged to carry personal property insurance and to lock their doors at all times to prevent easy access and possible theft. Residents should check with their family to determine the extent of coverage. Items of value are encouraged to be taken home over breaks.

**Posting**
All signs, flyers, door hangers, etc. to be posted in Residence Halls/Apartments need to be approved by the Office of Residence Life in advance. Once approved, signs and flyers should be attached to designated bulletin boards/posting areas using only masking tape or blue painter’s tape. Postings are not to be affixed to glass surfaces that effect entering
and leaving a room, hallway or building. Any item not adhering to these guidelines will be removed. Damage resulting from signs, flyers, etc. may result in charges being assessed to the group, organization or individual that posted the information. Only residence hall staff is authorized to post on student room doors.

**Power Outages**

During a building-wide power outage, residence hall staff members will make frequent rounds until the power returns. A power outage in no way alters the regulation that prohibits the burning of candles or any open-flame device in campus housing.

**Room Condition**

The following guidelines apply to all campus housing:

- Residents are responsible for all University furniture in their rooms.
- Residents may not remove any University-owned furnishings from their rooms, nor may they detach any furnishings that are attached to the walls (dressers, desks, mirrors, beds, etc.).
- Residents may not remove University furnishings from the lobby, lounges or any public areas of campus housing. A fine will be assessed up to $75.00 to $100.00 per item.
- Furniture, walls, ceilings and floors must be in the same condition at check-out as check-in or a charge for damage will be assessed.
- Residents assigned to Heritage Hall C wing, Lang Hall and Amelia Harding Hall may not affix anything to the exterior or interior of their room door. Residents in the Davidson Commons may not affix anything to either side of their suite, room or bathroom doors.
- Painting, wall borders, contact paper and wall paper are prohibited. This includes attempts to repair damage already done.
- No alterations may be made to electrical fixtures or wiring. No electrical wiring (i.e. lights sets, extension cords, etc.) is to be on the exterior of the room door.
- Nothing may be hanging from the ceiling or near fire safety equipment.
- Residents may not hang or drape any materials from the furnishings in a room.
- Any window treatments and carpet that is kept in campus housing must be nonflammable. Curtain may be hung using tension rods in the window frames. Drilling holes in walls or using nails/screws to hang curtain rods in prohibited.
- Carpet shall not be glued or taped to the floor. Area rugs are recommended, rather than wall-to-wall carpeting. Electrical wires should not be run beneath any rug, carpet or door.
- Any materials installed on walls must be nonflammable. Crepe paper or other material may not be wrapped around any light fixture.
- Tacks, screws, nails, duct tape etc. should not be used on the walls, ceilings or furniture. All tape and adhesives must be fully removable from the wall/ceilings.
- Screens must be kept in the windows at all times. Radio transmitters and exterior antennas are not permitted.
- All furniture, decorations (borders, posters, construction paper, stickers, etc.), and other materials that were not on the Room Condition Report must be removed when a student changes rooms or vacates the room.
- Rooms with individual shower curtains issued at check-in must be cleaned and hung at check-out.
- Homemade lofts are not permitted in campus housing - there are commercial companies not affiliated with the University that provide rental lofts for resident use. The University cannot accept responsibility or liability for those rental companies.

**Room Selection**

Room Selection is online process where current students can select housing for the next academic year. Selection times will be randomly assigned to residents based on the number of earned credit hours at the end of the preceding fall semester. Students are required to pay a $150.00 housing deposit or have a deposit on file in order to participate in room selection. Prior to room selection residents will be able to view their countdown on https://bw.simplecampushousing.com/. Complete Room Selection procedures are made available prior to selection. Current students interested in apartment living and/or special interest housing are required to apply and participate in the appropriate special selection process. Official Residence Life publications are the only valid source of Room Selection information, and information is updated yearly.
Security
The Office of Residence Life offers a variety of services that contribute to the development of a safe and pleasant living environment. However, the campus community is not immune to crime. Creating a safe living environment is the responsibility of all community members. Therefore, all residents should promote safety in the residence halls/apartment/houses by following these guidelines:

- All guests must be escorted at all times by a resident of the building while in campus housing.
- Confront and/or report any unescorted non-residents to the Hall Director, RA, or Safety and Security.
- Suspicious activity should be reported immediately to Safety and Security. Special awareness of security is needed during vacation periods when there are fewer students on campus.
- Do not prop or block exit doors or fire exits at any time.
- Close any door that you find propped open.
- While not in your room, or sleeping, make sure the door to your room is closed and locked. It only takes a few seconds to enter an unlocked room and take valuables.
- Forceful entry into any residence hall door (by pulling/yanking the door to open) will result in disciplinary action.
- Broken locks, lights and other potential security problems should be reported to your Hall Director, RA or Safety and Security as soon as possible.

Sustainability in the Residence Halls

Save Energy
- Turn off your laptop, monitor, printer, room lights, television, radio, etc. when not being used and when you leave your room. Turning off your computer equipment reduces heat stress and wear on your system while saving energy. Screen savers do not save energy.
- Use CFLs (compact fluorescent lamp bulbs) or LEDs (light emitting diode bulbs) in your desk lamp.
- Use power strips to plug in your laptop, printer, cell phone charger, gaming console, television, etc. Turn off the power strip when you are asleep or off to class.
- Buy energy efficient ENERGY STAR® electronics and appliances such as televisions, laptops, computer monitors, Blu-ray and DVD players, printers, lamps, and small refrigerators.
- In cooler months, do not open your window to cool your room.

Manage Waste
- Discuss with your roommate and suitemates how to reduce consumption of disposable products as much as possible and to re-use and recycle those products you do bring into your room.
- Use the blue recycling containers provided in your room for all your recyclables: metal, plastic, glass, paper and cardboard.
- Minimize your purchase and use of disposable glass, plastic and paper containers. Buy and use products in containers that can be reused and/or recycled.
- "Green clean" with reusable washcloth or sponge, not paper towels. Use green cleaning products available at local convenience stores.
- Recycle – all together – METAL, GLASS, PAPER and PLASTIC
  - Single Stream Recycling occurs in all traditional residence halls, suites, and apartments. This makes recycling all the easier as you do not need to separate your recyclables!
  - Rinse glass bottles and jars, aluminum and tin cans, and plastic containers and store them in your personal recycling bin.
  - Recyclable plastics can be placed in campus recycling containers include beverage bottles; microwavable food trays; laundry, dish and shampoo containers; and common food containers for yogurt, butter, salad dressing, milk and juice.
  - Mixed paper includes unwanted mail, pizza boxes and cereal boxes, flattened corrugated cardboard, waxed cardboard beverage containers and virtually every other paper product.
  - Always store recyclables in your personal recycling bin before carrying them to the labeled recycling container (in floor hallways, lounges, lobbies, most laundry rooms) or the green recycling containers outside your building.
- Reuse plastic shopping bags as trash can liners before discarding them.
- Recycle plastic grocery bags at Giant Eagle.
- Avoid paper waste by using the double-sided function on your printer and recycling pages until you've printed on both sides or used them for notes and messages. Edit your documents on screen and by using the print preview function rather than printing drafts.

**Other Tips:**

- Eat-in whenever possible. Limit use of disposable cups and food containers to those items you carry out of the dining room or restaurant. Always use glass/dishware when you can.
- Bring a reusable water bottle to avoid having to buy water. Each residence hall has reverse osmosis water fountain for filling your water bottles.
- Bring a backpack or reusable shopping bag for your books, water bottle, snacks, etc.
- Recycle corrugated cardboard boxes that you bring to move-in day. We will provide a notice on where to drop off your cardboard for recycling.
- Encourage others to make "reduce, reuse and recycle" their everyday habit.
- At the end of the year, donate unwanted clothes, electronics, bookcases, bicycles, carpets, small appliances, etc. at designated locations in each residence hall. Look for the “Leave it Behind” boxes.

**Telephone/Electronic Harassment**

Telephone and electronic forms of harassment are prohibited. Specifically, Baldwin Wallace University prohibits the making or sending of anonymous, obscene, harassing, or abusive calls and messages. If a student is experiencing harassing phone calls or electronic messages they should notify their Hall Director or Campus Safety and Security at 440-826-2336. For more information about e-mail harassment see Information Technology’s Access and E-Mail Policy as well as the University Policies in the Student Code of Conduct.

**Thefts**

All students should take precautions against thefts. Most thefts that occur in the residential units occur as CRIMES OF OPPORTUNITY when a student leaves their room without locking their door or when they leave their laundry unattended in a laundry room. Most thefts can be prevented by eliminating these situations. Students are advised to keep room doors locked at all times. If a theft does occur, students should report it immediately to their Resident Assistant and the Office of Safety and Security. Lost Jacket Express Cards should also be reported to Student Access Services and deactivated. Students may also assist by notifying Safety and Security personnel immediately of any suspicious people on campus.

**Vacation/Breaks**

The Residence Halls are closed during winter and spring breaks. Residents may leave personal property in their rooms during these breaks at their own risk, provided that all personal items are removed from the floor and away from the heating units to facilitate cleaning or maintenance. Residents may not leave personal belongings in the hallways, lounges and public bathroom during breaks. Residents must apply to reside on campus over winter and spring break by the posted deadlines. Failure to apply by the posted deadline will result in a $25.00 late fee. Those approved to stay on campus during breaks will be charged a fee and may be required to move into a designated residential facility during the designated period. No personal storage is available over the summer months.

Break closing instructions will be provided by the Office of Residence Life prior to all closings. Failure to comply with these instructions may result in a $25 fine billed to the resident’s account. The Office of Residence Life has the option to split this cost between roommates or suitemates. This charge is determined by the Area Coordinator and/or Associate Director of Residence Life and cannot be appealed. For questions, please contact the Office of Residence Life at 440-826-2114 during normal business hours.
Residence Life Policies

All campus residents have specific rights and responsibilities as a resident at Baldwin Wallace. These rights and responsibilities have been created for all residents to enhance the community of your room, apartment or house. Your ability to enjoy life in campus housing will depend on the thoughtful consideration that you demonstrate toward others.

Basic rights of a resident include:
- The right to read, study, and relax free from undue interference in one’s living area; unreasonable noise and other distractions which inhibit the exercise of this right.
- The right to sleep without undue disturbance from guests of roommate(s) and/or other residents
- The right to expect that a roommate will respect others’ personal belongings
- The right to a clean living environment
- The right to privacy
- The right to host guests with the expectation that guests are to respect the rights of the host’s roommate(s) and other residents
- The right to be free from fear of intimidation and physical and/or emotional harm (e.g. bullying, harassment, etc.)
- The right to have free access to one’s room, apartment or house and facilities

Basic responsibilities of a resident include:
- The responsibility to address grievances (the residence hall staff is available to assist)
- The responsibility to cooperate in a reasonable manner regarding the use of room-shared appliances (television, microwave, refrigerator, etc.)
- The responsibility for guest(s) behavior as well as others in the room, apartment or house
- The responsibility to act as a mature adult. In the event of roommate or resident difficulties, first communicate concerns to the person(s) involved and try to resolve the problem. If that is unsuccessful, contact your RA and/or Hall Director

The following policies are designed to protect these rights and encourage the practice of these responsibilities:

Air Conditioner
All air conditioners (window units only) must be approved and installed according to the “Air Conditioning for Non-Air Conditioned Rooms” procedure described in the Residence Life Procedures section of this handbook. Students found installing their own air conditioner will be fined $150.00 and billed for any damage to the window, frame or screen.

Animals & Pets
A. Fish (defined as animals with fins and gills living under water 24 hours per day) kept in a 20 gallon or less sized tank are the only pets allowed in residential facilities.
B. Cleaning or dressing game in or near residential facilities is prohibited.
C. Lab specimens, living or dead, are prohibited in residential facilities.
D. Residents are prohibited from feeding or leaving food outside for any animal, domestic or wild.
E. Emotional Support Animals must be registered and approved through Disability Services for Students in advance of the animal’s presence in any residential facility.
   1. Only one therapy animal is permitted per resident.
   2. The guidelines outlined in the animal approval process (e.g. waste disposal) must be adhered to.
   3. Once approved by Disability Services for Students, a resident must contact the Office of Residence Life to sign an agreement that outlines expectations for the animal’s presence in the residential community. This agreement must be signed prior to the animal’s presence in the community and adhered to at all times.
F. Flea removal/treatment process and any other cost associated with repairs or cleaning due to any animal will be billed to the student(s) involved.
**Candles/Open Flame**

A. Open flames, including, but not limited to candles (wickless, decorative or otherwise), incense lanterns, potpourri, cookers, flammable fluids and candle (or wax) warmers are not permitted in any residential facility.

B. Residents needing to burn incense or candles for a religious or cultural ceremony must have permission from the Area Coordinator of that living area prior to the religious event.

C. Due to the high potential of fire, real Christmas trees, pine roping or garland and any flammable decoration made of cotton batting, straw, vines, leaves and shrubbery are prohibited.

**Disorderly or Disruptive Conduct**

Disorderly or disruptive behaviors that impact the community and violate community standards, including (but not limited to) the following, are prohibited.

A. Abusive and/or threatening language or behavior directed towards members of the community, staff, or guests.

B. Standing, sitting, or gathering on porch overhangs and building roofs.

C. Failing to comply with or adhere to posted Residence Life policy updates or temporarily implemented procedures (e.g. April Reign door closures, break guest policy, etc.)

D. Any action or behavior which fails to adhere to the Basic Rights and Responsibilities of Residents listed above, or otherwise causes distress or disturbance, is prohibited.

E. Any violation of the established Residence Life procedures listed in the Procedures section of the Student Handbook.

**Drones**

Due to concerns regarding general safety and privacy considerations, drones and related unmanned flying vehicles are not permitted anywhere on campus.

**Electrical Appliances**

A. In compliance with fire and safety codes, the following appliances are not approved for use in any residential facility unless otherwise approved by an Area Coordinator:
   - Halogen lamps
   - Appliances with an exposed heating surface (e.g., toasters, toasters ovens, hot pots, hot plates, portable stove burners, etc.)
   - Space heaters
   - Freezers
   - Refrigerators larger than 5.0 cubic feet
   - Microwave ovens larger than 2.0 cubic feet
   - George Foreman Grills and similar type grills

B. For safety reasons, only heavy-duty, three-pronged extension cords with a minimum of 14 gauge wire are allowed. If residents use surge protectors, they must be UL approved with a self-tripping breaker.

C. No more than one refrigerator per resident, with a maximum of two per living area, is allowed.

D. Refrigerators must be plugged directly into a wall outlet, not a surge protector.

E. All electrical appliances will be unplugged during winter break. Only refrigerators and fish aquariums may be left plugged in during spring break. Failure to comply with closing policies/procedures will result in a charge of $25 applied to your account. The Office of Residence Life has the option to split this cost between roommates or suitemates. This charge is determined by the Area Coordinator and/or Associate Director of Residence Life and cannot be appealed.

**Elevators**

A. Residents may not hinder shared operation of elevators.

B. Residents may not use an elevator’s emergency functions (e.g. phone, stop button, etc.) for non-emergency purposes.

C. All occupancy and weight capacities must be followed.

D. Dumbwaiters and maintenance elevators may not be used by residents or guests.
Fire Safety Equipment and Procedures

A. It is a serious offense to tamper with fire safety equipment. Matters of safety and security are of primary importance to the campus community. Residents who are careless may jeopardize the welfare of everyone. As such, safety violations will be addressed through serious sanctions, including immediate removal from campus housing and fines up to $500.00. Residents are expected to forego personal convenience in the interest of community safety. Such violations include the following:
   • Propping doors
   • Setting off a fire alarm that is result of another policy violation (e.g. playing sports in the hallway)
   • Tampering with fire safety equipment (including fire extinguishers and pull stations)
   • Using fire escapes for non-emergency purposes
   • The inappropriate discharge of a fire extinguisher – this will result in a minimum $100.00 cleaning charge plus any cost associated with refilling the extinguisher
   • Destruction or removal of a door fire safety evacuation document. The fire safety documents are to be in plain sight
   • Pulling false fire alarms
   • Failing to exit a building when a fire alarm sounds regardless of the reason
   • Tampering with smoke detectors is prohibited (e.g. covering, removing the battery, etc.)
B. Residents are not permitted to leave personal belongings (i.e. shoes, basket, clothes, food, etc.) in the hallways or stairwells as this creates an obstacle to free access to and from the building/apartment/house.
C. In the event of a fire alarm sounding (including fire drills), residents and guests must do the following:
   • Evacuate the building immediately
   • Move at least 100 feet away from the building, and do not block the street or parking lot to allow fire department access
   • No person should return to the building unless fire department personnel give an “all clear”
D. Residents in buildings where items may be attached to doors may only cover 2/3 of their room door with decorations.

Guests

A. All guests must abide by all Residence Life and University policies. Residents are responsible for the actions of their guests.
B. Guests of the opposite sex may visit in students’ rooms between 10:00 AM – 2:00 AM. Each residence hall council may change this to make the hours shorter, but never longer.
C. Guests of the same sex may stay no more than three consecutive nights and no more than six nights per month without the permission of the Hall Director.
D. Twenty-four hour visitation is permitted in residence hall lounges but cannot be used for sleeping purposes.
E. Guests must be met at the main entrance and be escorted throughout the building by a resident at all times.
F. Guests are not permitted to stay overnight in the residence halls during early arrival, break, and extended stay periods.

Housekeeping

A. Residents may only place personal trash in designated trash receptacles within the building. If the designated receptacles are full, trash must be taken to an outside dumpster.
B. Hallways and public lounges are to be kept free of residents’ furniture and other personal items.
C. Residents must maintain a clean and sanitary living space.
D. Residents are expected to consistently demonstrate sanitary and hygienic practices in the community environment.

Hoverboards

Due to concerns regarding fire safety and other general safety considerations, hoverboards and related battery powered, self-balancing scooters are not permitted anywhere on campus. This includes, but is not limited to, any self-balancing scooters, battery or gas operated scooters and electric powered skateboards.
Information Technology
All residents are responsible for complying with all of the Baldwin Wallace Information Technology policies found at http://help.bw.edu/policy.html. Residents are expected to refrain from activities which interfere with the proper functioning of the University’s computer systems or infringe on the rights of other members to make use of the shared information technology resources. Such activities include, for example:

A. Attempted or actual use of accounts, files, or passwords without authorization from the owner
B. Reading, copying, modifying, or deleting private files (including those belonging to any students, faculty, staff, or the University’s administrative or academic files) without proper authorization
C. Using the University’s network to communicate messages to others that are harassing, offensive, or obscene
D. Attempting to crash the BW servers, intranet, or public electronic networks
E. Destruction, damage, or theft of equipment, software, or data belonging to BW
F. Giving unauthorized persons access to BW facilities by divulging passwords
G. Establishing an individual wireless network on campus or connecting any device (other than a computer) to the network without authorization from the IT Department

Joint Responsibility
A. Individuals who are present in their own, or any other campus housing or area, where University policy is being violated are subject to the same disciplinary action(s) as the host.
B. Residents assigned to a room, apartment or house are responsible for all behavior that occurs in the assigned space.

Keys and ID
No resident or guest may:
A. Allow another person to use their University ID or assigned keys to access any building or room
B. Make duplicate copies of any key issued to them by the University
C. Tamper with, disable, or destroy any card readers or door alarms
D. Remove door plugs

Noise
A. Courtesy hours are in effect 24 hours a day and 7 days week. Observing courtesy hours means there should be no disruptive or excessive noises or sounds that disturb other residents or staff. As a guideline, noise should not be heard from a resident’s room more than two doors away, or from another floor.
B. Quiet Hours are in effect from 11:00 PM – 8:00 AM Sunday through Thursday nights, and from 12:00 AM – 10:00 AM Friday and Saturday nights. Individual halls may determine that quiet hours start earlier in the evening, but never later. Quiet hours means that sound must not be audible beyond the limits of any individual room, hallway, or lounge.
C. During finals week, 24-hour quiet hours will be in effect.
D. Speakers, amplifiers or other sound producing equipment may not be directed outside the room’s window or doorway.

Public/University Property
A. Possession of street signs is prohibited in the residence halls.
B. Residents may not deface, steal, harbor or damage any property (including signs) belonging to University (e.g. Dining Services, Ritter Library, the Book Store, etc.), any member of the campus community or commercial vendor.
C. Possession of stolen property is a violation of state law and University policy. Stolen or unauthorized property is subject to confiscation by Safety and Security.
D. Residents are not permitted to take University furniture, including lounge furniture, outside or to their rooms.
E. Residents entering a residence hall by forcing an entrance door open by pulling or yanking will be held responsible for all damages.
F. Personal items (e.g. couches, rugs, tables) may not be left in public areas. Such items will be considered Abandoned Property (see Residence Life Procedures), and the cost to remove and/or store these items will be the responsibility of the resident(s).
G. Any University or organization property must be maintained by the organization and will be removed at the expense of the organization.
Solicitation and Selling
A. No solicitation or posting of signs, selling or buying back of any items (e.g. t-shirts, haircuts, food items, magazines, books, etc.) by non-BW recognized organizations and/or students is allowed in campus housing.
B. Campus organizations wishing to sell or solicit must obtain permission from the Director of Residence Life at least one week prior to the event.
C. Unauthorized posting of materials on student room doors, hallway doors, building entrance doors including door hangers and slipping material under doors, are prohibited.

Sports
Sports or other outdoor activities are not permitted in the residence halls. This includes, but is not limited to, running, bouncing, hitting or throwing any object, and riding bicycles, skateboards or other wheeled devices.

Theft
Possession of another person’s or the University’s property, without prior consent, is prohibited. This includes property from student rooms and all common spaces in the residence halls.

Vandalism/Property Damage
A. Vandalism is prohibited.
B. Residents are expected to report acts of vandalism to the Residence Hall staff.
C. Residents will be held responsible for all damage to Baldwin Wallace University property, including infestations (e.g. bedbugs). When appropriate, charges for damage or losses will be based on the Room Condition Report. Charges may include full repair, replacement or cleaning/treatment cost to the University.
D. Residents of Ernsthausen Hall are prohibited from overriding the normal operation of their HVAC system. This includes tampering with the temperature sensor or motion sensor, blocking any vents, or blocking access to the HVAC cabinet. Doing so could result in up to a $1,000 charge for damages to the system.
E. Carmel and Davidson Commons residents are not permitted to cover air vents or otherwise obstruct the output of air from the HVAC system.
F. Residents assigned to Heritage C, Lang and Amelia Harding may not affix anything to the exterior or interior of their room door.
G. Residents assigned to the Davidson Commons may not affix anything to either side of their suite, room or bathroom doors.
H. Grilling is permitted in designated areas.

Weapons and Explosives
For the safety of all residents, any items that violate any part of this policy will be addressed by Safety and Security and Berea Police when appropriate.
A. The possession, sale, and/or use of any type of gun or other weapon, decorative or otherwise, is prohibited in and around campus housing. Examples include, but are not limited to, hunting equipment, knives longer than four inches, martial arts weapons, swords, axes, paintball guns, compressed air guns, ammunition of any type and water balloon launchers.
B. Fireworks, gasoline, propane and other flammable or explosive materials are prohibited in campus housing.
C. Metal-tipped darts are prohibited and will be confiscated by Residence Life staff.

Windows and Screens
Due to safety concerns, the following actions are not permitted:
A. Screens may not be opened or removed at any time.
B. No item may be thrown, dropped, hung or otherwise ejected out of any window. This includes keys and ID cards.
C. Using any window as a non-emergency entrance or exit is prohibited.
D. Residents of Carmel, Ernsthausen, Harding and Davidson Commons are not permitted to open their windows except in case of emergency.